

Role and responsibilities

Identity

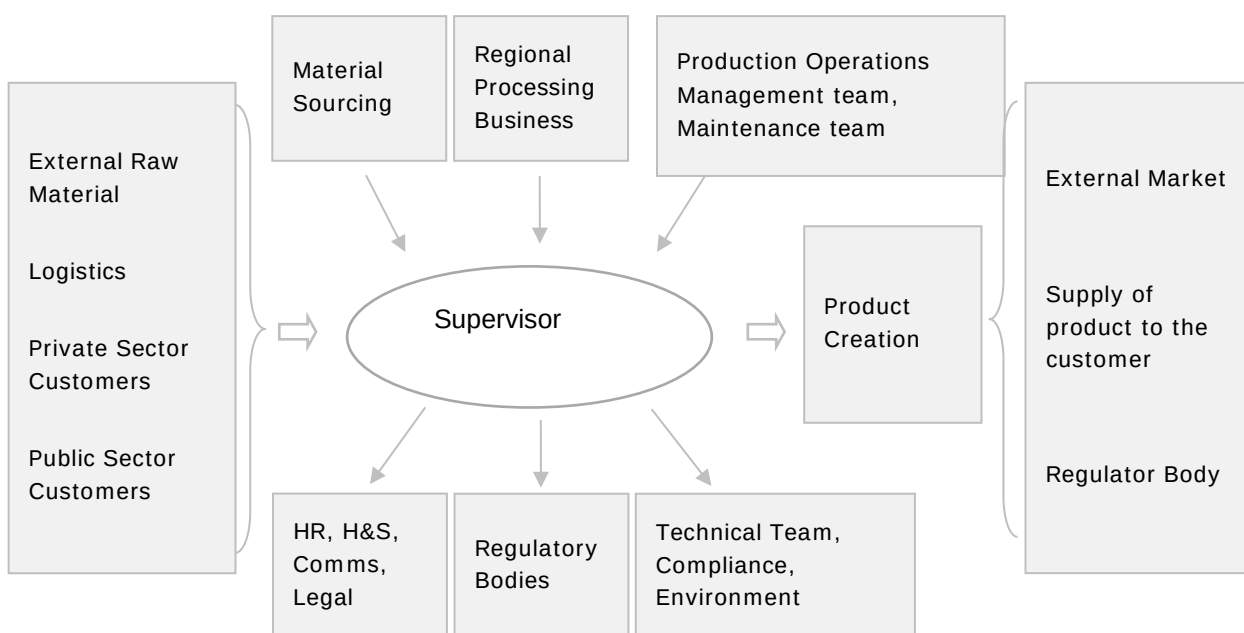
Position title	Production Supervisor (RDF / MRF/SRF)
Date	June 2016
Line Manager title	Senior Production Manager / Operations Manager
Grade	12

Purpose

(the 'why' of the position, within which limits and according to what objectives)

Why	The Production Supervisor's role is to supervise the efficient deployment of resources to daily operations of the treatment facility, ensuring full compliance with all relevant standards of the site to achieve high quality production of recycling and refuse derived fuel
Within	The agreed framework of site requirements and within the set budgetary operational costs, and the companies Policies and procedures.
According to	The Processing Production Business Plan and Customer specification

Key stakeholder interaction network



Ideal candidate experience

- Experience of supervising large teams in industrial or agricultural operations.
- Experience of supervising or working with large mobile and fixed plant
- Experience of engaging the workforce and developing strong teams
- A suitable health and safety qualification (IOSH etc)
- Experience working in a regulated business environment (such as holder of CoTC etc.)
- An understanding of recycling/waste management techniques
- Experience in using computer systems

Area one - Customer - Internal

Details	Delivery measure
• To engage communication with the direct & indirect team to encourage two way communication. • To participate in Team Meetings with the relevant Management Team. • To actively participate in regional and company wide initiatives and engage and communicate outcomes of these meetings to site employees to ensure communication is transparent. • To work with the technical team, H&S and maintenance counterparts to ensure best practice and the provision of a consistent customer service across the region. • To support their sites in obtaining the best quality service. • To utilise the regions maintenance management systems and ensure that all planned and reactive maintenance is completed at optimum frequency and fully captured. All spares requirements are identified and all new and modified equipment are entered on to the system in a timely manner.	USAY Consistency of message delivered. Attendance and action logs. Service delivered Tenders/bids Maintenance Management System monitoring
In order to	embed open, honest and appropriate information sharing at all levels, maximising co-operation.

Area two - Profitability

Details	Delivery measure
- To assist in implementing improvement initiatives should targets/plans not be met. - To assist Site Management teams in measuring site performance. - Focus on continuous improvement to reduce Maintenance costs and maximise plant efficiency without compromising quality or safety. - Collaborate with other business units within the business to achieve synergies and regional goals.	KPI's, Business plan EBIT, Provision of Report and KPI dashboards.
In order to	achieve and improve financial performance and KPI's.

Area three - Legislative Compliance

Details	Delivery measure
- Ensure that all maintenance activities carried out are fully compliant with regulatory standards for safety, health and the environment, in order to ensure the company values are upheld. - Ensure that all statutory inspections and H&S obligations are captured and recorded in the maintenance management system and that non compliance issues are auctioned in the appropriate timescales. - Ensure that all activity carried out is in accordance with SSOW/SOPS, SUEZ Values and that best practice is adopted and shared, to minimise the risk to the business.	CCS scores and internal audit. Actions completed/maintenance Management system & Crimson reports HR, USAY, Claims.
In order to	protect the company and our employees.

Area four - Best Practice

Details	Delivery measure
- To utilise organisational techniques such as 5S to provide a safe and efficient workplace. - To undertake root cause analysis of all issues to eliminate defects. - To ensure that elimination of waste is at the core of all activities by the application of the relevant LEAN manufacturing techniques such as error proofing and reduction in changeover times. - To continually strive to achieve World Class Manufacturing status by assisting in the implementation of TPM specifically within the professional maintenance pillar, ensuring the appropriate maintenance is carried out to provide a safe and efficient workplace. - Ensure that all plant modifications and maintenance activities are carried out in accordance with the appropriate Engineering and Health and Safety standards.	SIM observations, KPI's, audits KPI's SIM observations, Project plan, audits, change control process
In order to	achieve "World Class" Manufacturing status

Please note

- In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an honest, responsible and respectful manner to others.
 - Be responsible for their own professional conduct.
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities.
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community.
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
- The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.