

Job Description & Role Profile

Job Title: Process Operator
Reports To: TS/TL / Production Supervisor
Team Reports:

Please note:

This job description / role profile is neither exhaustive nor exclusive & will be reviewed on an annual basis & upon operational requirements & staffing levels. If the nature of the work changes, the Role Profile should be updated to reflect these changes. You are expected to perform any work duties or responsibilities within your capability as may be required by the business

Values & Behaviours:

The James Walker ethos of 'Putting people at the heart of amazing engineering' is underpinned by a set of values & behaviours that are central to who we are, what we do & why we do it. To strive for excellence in everything we do, it is essential that all employees uphold & live by the James Walker values & behaviours which are:

Build great relationships

- Treat others as they would like to be treated.
- Share your experiences and always welcome feedback.
- Earn people's trust; see things from their point of view

Know your stuff

- Never stop learning; recognise failure and celebrate success
- Understand our customers and what they need
- Be an expert in what you do

Make a difference

- Give your work the personal touch, showing people you enjoy what you do
- Deliver great service and make someone's day
- If something goes wrong, amaze people with a dazzling recovery

Get things done

- Make things happen and give it your best
- Get it right first time and never pass on a fault
- Keep your promises

Change for better

- Inspire others by the way you do things
- Never be afraid to try something new
- Ask yourself "is this my best?"

Role purpose:

In line with the strategic objectives of the business and through your deployed goals developed as part of your personal Employee Development System (EDS), role remit and thus determined Key Performance Indices (KPI) assist in the sale of the Company' products services and technology as profitably as possible into our chosen active and target account base and markets throughout the world. To promote excellent working relationships throughout our Company, its customer base, partners, specifiers and market channels. Maintain effective communication throughout the business at all levels. To facilitate a world class, best in class culture throughout our organization. To be a team player working alongside your colleagues adopting an ethical, can do attitude that helps us achieve our objectives whilst working within the boundaries of our values.

Key responsibilities:

- To assist the Production Supervisor and Team Leader' in the delivery of a smooth efficient production capability in accordance with plant policies and procedures.
- Responsible for the production of moulded rubber components and / or assembly's in-line with the Standard Operating Procedures (SOP), quality standards, output rates and methods statements of the Company. A full understanding and application of the Company Procedures & Product Quality Standards is paramount.
- To assist Management coordinate production start-ups, shutdowns, and changeovers.
- Working with management and your colleagues to ensure departmental KPI's are achieved and wherever possible exceeded. Responsible to meet production KPI goals
- Participated in employee development through the Employee Development system.
- Comply with all Health and Safety requirements as stipulated within Standard Operating Procedures (SOP'), Company Procedures and Company Policy.
- Hand trimming, material preparation and / or finishing processes in-line with SOP' and output rates. –Control & Safe use of hand-tools, power-tools & automated machines in line with all Health & Safety requirements including all appropriate training.
- Accurate recording / communication of production data. Complete production paper work in line with Company policies and quality system requirements. Report any production rejects on an "as soon as you know" basis or as guided by your line Manager, the Quality Manager or Production Supervisor.
- Loading and transport of material / components / finished goods
- Involvement / participate in team projects & process improvement initiatives. Work closely with other departments implementing best practice "LEAN" techniques. Identification of & reporting process improvement opportunities
- To maintain an acceptable housekeeping standard at all times ensuring a clean & safe working environment for all employees. Participation in 5S and Kaizen initiatives
- Assist in production as is necessary including other duties as are assigned as deemed necessary for the benefit of the company by management.
- Be a team player cognisant of the business values and ethos.

Essential job specific key skills required:

- Prior experience of working within a manufacturing environment
- Should be able to read and interpret written work instructions & drawings
- Good communicative skills and team player. Self starter
- Manual dexterity required for operating machinery and computers
- Presentable with a professional outlook and good time keeping
- Good standards of literacy and numeracy
- Highly Motivated Individual with a positive attitude and flexible approach to work
- Totally customer focused with a determination to succeed

Desirable job specific skills & experience:

- NVQ in performing Manufacturing Operations would be advantageous
- working with rubber moulding machines

Safety, Health & Environmental responsibilities:

It is the duty of all employees to:

- Act responsibly in relation to all matters which may affect the Health & Safety of themselves & others whilst on Company premises, customers' premises & travelling between sites, & to adhere to safety regulations at all times.
- Observe all safety procedures & instructions & assist in maintaining a safe work place & reporting any accidents, hazards, near misses, defects or damages to plant & equipment to the appropriate person.
- Wear appropriate PPE & use safety devices provided by the Company.
- Take care for the health & safety of yourself & others who may be affected by your acts & omissions.
- Report any injuries sustained (or near misses) during working hours.
- Not to interfere with, or misuse anything which has been put in place to secure your Health & Safety.

Quality responsibilities:

It is the duty of all employees to:

- Be conscientious & understand the importance of maintaining a high quality service.
- Follow instructions & procedures to the required standards/operating procedures & to always check the quality of the work you produce.
- Strive for innovative solutions & continuous improvements in all areas of your role.
- Always demonstrate a 'right first time' approach.
- Proactively seek opportunities to improve standards & quality.

Notes

- Job descriptions / Role Profiles are descriptive not prescriptive & as such the employee may be required to perform tasks outside the remit as detailed.
- It is the responsibility of the employee to highlight major role aspects that materially differ from the general outline of the role in order to ensure this document is kept updated / current.
- Annually all job descriptions are subject to review
- Health and safety in all we do is paramount. Effective job descriptions & guidelines ensure we work efficiently to a common goal whilst maintaining a safe environment.
- We are all responsible for our well-being and those around us.

Acceptance and understanding

Job Holder

Line Manager

Date

Date

For internal use

Please send your CV and any supporting information, including why you think you are the right person for the position applied, to

phil.usher@jameswalker.biz