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| **1.** | **Job Details** |
| **Job Title** | Machine Shop Supervisor  |
| **Department** | Manufacturing |
| **Responsible to** | Manufacturing Manager |
| **Location** | Stony Lane, Christchurch, Dorset, BH23 1EX, UK |

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| **2.** | **Overall Purpose**  |
| To lead and manage the strategic and operational performance of the Assemblies and Machining sectors within the business, ensuring the successful delivery of aerospace components to the customer on time in full (OTIF), to the highest quality standard and the best efficiency; whilst satisfying the internal customer in regard to proper documentation and archiving of key information required for manufacture ensuring complete traceability, conformance and documentation of data whilst meeting the Key Performance Indicators (KPIs) and objectives set by the manufacturing director to achieve manufacturing success. To ensure the efficient and effective day to day running of the machining and fitting departments to maximise output potential whilst remaining cost effective. To improve and maintain current manufacturing methods utilised by direct reports whilst identifying key opportunities to improve manufacturing effectiveness / efficiency without detriment to quality.  |

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| **3.** | **Key Areas of Responsibility**  |
| * Provide overall direction, leadership and management of manufacturing processing ensuring components can meet the requirements of QD-4.6/40, AS9100, ISO9001:2015, BAE/AG/10045/MAA company approvals where specified and relevant.
* Manage the load plans relevant to all work centres within assemblies and machining ensuring schedules are adhered to and AOG lines are reprioritised and scheduled in as required.
* Implement new manufacturing processes and systems with the MRP systems lead where required.
* Identify potential capital expenditure plans with evidence of current capacities and the advantage of the new expenditure to current capacity, quality and cost.
* Work with the Machine shop engineer to provide engineering solutions to issues encountered on or off machines to provide relevant solutions to non-conformance reports and ensure reoccurrence is not a possibility.
* Schedule maintenance & order parts / sundries for the current machines and ensure repair records (TPM’s) are kept up to date.
* Enforce HSE safety regulations, assign tasks, and oversee employees' work.
* Drive continuous improvement throughout the department, aiding the business in improvement.
* Create strong morale and team spirit in the department, motivating them to be committed to the overall success and mission of the organization.
* Maintain the businesses perpetual stocktake programme datasets to report to finance ensuring current stock is correct and can be utilised.
* Maintaining good discipline at all times within the department and carrying out discipline and grievance procedures as required.
* Liaising with other departments.
* Drive 5S, Six Sigma and KAISEN methodologies within the business to ensure step change happens.
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| **4.** | **Experience Required** |
| * HNC/HND qualified in Engineering Mechanical / Manufacturing Methodologies or higher and proven experience in the Aerospace manufacturing sector is preferable.
* A time served apprenticeship
* At least seven (7) years’ experience in an aerospace manufacturing company providing Manufacturing / Engineering solutions.
* Familiar with 5S, Six Sigma and KAISEN methodologies.
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| **5.** | **Key Knowledge Areas** |
| * A strong grounding working with Aerospace customer specifications and familiarity of AS9100 / ISO9001 principals.
* A broad knowledge of the products and processes used within the aerospace industry to create product fit for purpose
* 3, 4th and 5 axis machinery manufacturing methods using lathes, mills, routers and punches.
* Knowledge on small to medium aerostructures build would be preferable but not essential.
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| **6.** | **Key Skills and Technical Requirements** |
| * A keen eye for detail.
* Possess the relevant technical knowledge and should be comfortable using various Microsoft packages and ERP systems.
* Strong time management and organisational skills.
* CAD literate is preferred but not essential.
* Interpretation of engineering drawings is essential.
* A strong management ability.
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| **7.** | **Person Profile** |
| * Ability to set and manage priorities, goals, resources and projects
* ICT literacy to deal with various technologies and programmes
* Attention to detail to ensure high levels of quality
* The ability to communicate clearly and persuasively with your team, managers, and clients
* The ability to work under pressure and multitask
* The ability to work in a logical, systematic manner.
* Credible and confident communicator (written and verbal) at all levels.
* Highly Output driven.
* Self-motivated, with the ability to work proactively using own initiative.
* Highly customer focused
* Hands-on approach, with a 'can do' attitude
* Ability to effectively communicate ideas and thoughts to people at all levels of the organisation, establishing credibility with management and employees throughout the supported population.
* Comply with company ITAR/EAR requirements - May require use of information that is subject to the International Traffic in Arms Regulations (ITAR) and / or the Export Administration Regulations (EAR).
* Analytical approach to problem solving.
* A hands on, Pro-Active, Motivated Individual
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