

Job title:	Production Co-Ordinator (Electrics / Hydraulics / Set & Test)
Department:	Manufacturing
Reports to:	Lead Production Co-Ordinator
Responsible for:	N/A
Location:	TMUK – Worksop
Hours of Work:	40 hours per week. Monday to Thursday 6am to 4:30pm.
Closing date:	

Our values:

We are part of the Terberg Environmental Group that has roots going back to 1869, part of the larger Terberg Group that is still family-owned. With family values at our core, we operate honestly and with integrity. We aim to represent our core values in all areas of our work. Our core values are: Customer Focus, Entrepreneurial Spirit, Flexibility, Innovation, Integrity, Quality and Sustainability.



Job Purpose:

To support and deputise for the Lead Production Co-Ordinator. Taking responsibility of the designated area when required to cover for holidays, absence, training, etc. Covering in other areas may also be required on occasions to suit the needs of the business.

Be the go-to person in your area to provide basic support and guidance to your team. Escalate issues to the Lead Production Co-ordinator when you can't resolve. Support the area to achieve the targets for H&S, Quality and Production.

To carry out any other duties or responsibilities deemed appropriate to support the needs of the business.

Set the example in all aspects to the other team members.

Main Duties and Responsibilities:

- Health & Safety – understand and promote awareness of H&S. Ensure the work area is kept clean and tidy. Set the example to your team members. Ensure accidents and Near Misses are reported accurately and in a timely fashion. Assist the Lead Production Co-ordinator with the monthly area inspections.
- Quality & Continuous Improvement – assist the Lead Production Co-ordinator with the promotion of best practice tools and techniques. Regularly monitor and audit quality in the area and report any issues to the Lead Production Co-ordinator. Promote ownership of personal quality to the individuals within the team and support investigations if issues occur. Always look for opportunities to improve and encourage positive behaviours within the team. Assist with the production of Kaizen Trackers when improvements are made.



- Culture, Attitude & Leadership - assist the Lead Production Co-ordinator in promoting a culture that is positive, by setting the example within your team. H&S, Quality & Cost are at the forefront of all decisions. Have a critical eye when monitoring quality within your area and always aim to exceed the expectations of the customer. Treat team members with empathy and compassion. Promote the Company Values and engrain them into daily life.
- People Co-ordination - ensure team members understand the tasks they are given and provide guidance if required. Encourage a positive attitude to all aspects of work. Promote and practice product Quality & Continuous Improvement. Ensure H&S is at the forefront of the teams daily life and treated as the number one priority.
- Production & Resource Co-ordination Provide assistance and support whenever problems occur within the team. Report issues to the Lead Production Co-ordinator, especially if they are to effect output, quality or add cost to the job. Support team members in achieving operation times and report issues to the Lead Production Co-ordinator when operation times are an issue. Look for opportunities for operation times to be improved, but without compromising quality.

Quality & Environmental Responsibilities:

Responsible for the management, compliance and upkeep of the quality & environmental procedures, records, and documents relevant to the role.

At Dennis Eagle we are proud to be an equal opportunities employer and a disability confident organisation. We are committed to fostering an inclusive workplace where diversity is celebrated. As part of our dedication to creating a supportive environment, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. We invite you to engage in an open conversation with us about how we can best support you and ensure that your unique skills and talents are recognised and valued. Your success is integral to our collective growth, and we look forward to working together to create a workplace that empowers everyone to thrive.

If you have any queries or would like to apply for the role, please contact the Recruitment team recruitment@dennis-eagle.co.uk



Criteria	(E)ssential / (D)esirable
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Knowledge	
• Knowledge of the products	D
• Ability to read electrical and hydraulic drawings	E
• Knowledge of CANbus systems	D
• Understanding of Health & Safety in the workplace	E

Experience	
• Previous experience working in a manufacturing environment	E
• Two years' experience working in Manufacturing Engineering or Commercial Vehicle industry	D
• Previous experience of leading or supervising a team	D
• Experience of working to deadlines	E
• Flexibility and experience of team working	E

Education / Qualifications	
• A recognised vocational qualification relevant to manufacturing or engineering	D

Job-related skills & abilities	
• Good problem solving skills and techniques	E
• Electrical / hydraulic fitting and electro-mechanical assembly techniques	
• Ability to communicate progress in a concise manner	E
• Computer literate (Outlook, Word, Excel)	D
• Willing to learn and develop skills & always striving for self-improvement	E
• Self-motivated, shows initiative, pro-active and leads by example	E
• Ability to motivate team members	E
• Provide guidance and support to team members	E
• Positive attitude when dealing with all situations	E
• Willing to seek progression into other areas	D
• Ability to cope with unexpected events or tight timeframes.	E
• Able to build good rapport with colleagues at all levels.	E

Other requirements	
• Weekday and weekend overtime to support the needs of the business.	E
• Overtime Agreement in place where overtime can be mandated up to a maximum of 10 hours per week. Two weeks' notice must be given to mandate.	
• NOTE; based on the last six years, the mandated overtime has been utilised on average, 8 weeks per year at 6 hours per week!	
• Assist with the supervision of overtime shifts.	E

Please note that you may be asked to carry out tasks other than the above that are deemed by your manager to be appropriate, reasonable and within the remit of your role. You will be expected to carry out these ad hoc tasks as requested.

Employee name _____ Employee signature _____ Date _____



Person Profile



Manager name _____

Manager signature _____

Date _____

