

Job Description

1. Job details:
Job Title: Advanced Shift Operator
Reports to (job title): Shift Manager
2. Purpose of the job:
Reporting to the Shift Manager, the key contribution of the Advanced Shift Operator is the safe and efficient running of production lines, ensuring that production is carried out within agreed timescales and quality levels, working with other members of the shift team to carry out all necessary tasks to ensure production is maximised and downtime is minimised. This role has a key focus on plate cleaning and maintenance, cleaning and operation of the tea bag processing equipment to ensure that these are produced to the required standards to minimise production issues.
3. Key results expected from job:
<ul style="list-style-type: none"> ➤ Responsibility for their own safety and the safety of their colleagues. ➤ Responsibility for the efficient and safe operation of production lines within their respective discipline. ➤ Carrying out all safety, production and daily checks, as required. ➤ Ensuring that a high standard of housekeeping is maintained and that areas are kept in a safe operating condition. ➤ Plate cleaning and maintenance, breaking down die plates, steam cleaning, and storing die plates ready for pre-assembly. ➤ Assembly of die plates as required by production. ➤ Assembly, maintenance and operation of the tea bag production equipment. ➤ Training and mentoring of other shift personnel to produce die plates to the appropriate standard and the correct methods of cleaning, assembly and operation of the tea bag production equipment. ➤ Maintaining and producing fibre to correct standards and quality as determined by customer requirements. ➤ Complying with all issued Safe Systems of Work and adherence to all safety rules. ➤ Carrying out all reasonable duties as required by the Shift Manager. ➤ Reporting of hazards, near misses, incidents and unsafe practices. ➤ Accurate recording of data on production log sheets including recording of laps identified on each machine within their department.
4. Challenges and complexity:
<p>The challenge facing the Advanced Shift Operator is working to production schedules whilst adhering to HSE and production related activities in a noisy operating environment.</p> <p>The post demands the ability to communicate effectively with a wide range of people from a variety of backgrounds. The job requires a logical approach, good interpersonal skills together with a degree of specialist knowledge about the production lines and production processes.</p>
5. Skills & Experience
<ul style="list-style-type: none"> ➤ Literate and numerate to be able to complete record sheets and other data to a good standard ➤ Ability to prioritise and multitask as required. ➤ Good attention to detail to be able to spot issue and ➤ Excellent team player with a willingness to learn and develop their production skills and knowledge.

- Ideally, the postholder will have need to have completed their basic training and be signed off as competent in line with the Company's Training Plan.

6. Magnitude:

IFG Drake is part of the International Fibres Group, IFG and is a leading worldwide manufacturer of polypropylene, polyethylene, polyamide fibre and filament yarn.

7. Expectations & Behaviours:

	Strategic Level	Operational Level
Excellent	<ul style="list-style-type: none"> ▪ Improving areas outside of their control ▪ Growing team capability 	<ul style="list-style-type: none"> ▪ Involvement in areas other than production ▪ Development and training of other team members
Good	<ul style="list-style-type: none"> ▪ Recognises the need for personal change and does something about it ▪ Owns their own personal development. ▪ Ability to use strengths and weaknesses of their team. ▪ Providing Real time coaching 	<ul style="list-style-type: none"> ▪ Takes on feedback about self and makes changes. ▪ Is self-motivated and takes on learning without being asked to ▪ Ensuring people's skills are utilised effectively. ▪ Provide appropriate feedback and educate.
Satisfactory	<ul style="list-style-type: none"> ▪ Good decision making ▪ Creates positivity in a team. ▪ Consistent professional conduct ▪ Identifies opportunities for improvement, e.g., process quality, safety and provides solutions. ▪ Keeps promises. ▪ Knows and uses processes within their responsible area. 	<ul style="list-style-type: none"> ▪ Fact based decisions are taken backed up with data and analysis. ▪ Helps to improve morale. ▪ Leading by example ▪ Identify ideas to improve the shift, the site, and the management. ▪ Doing what you say you will do. ▪ Be the champion of your area while contributing to other areas.
Poor	<ul style="list-style-type: none"> ▪ Poor decision making ▪ Not leading by example ▪ Creates negativity. ▪ Weak execution 	<ul style="list-style-type: none"> ▪ Decisions taken based weak information, lack of data or hearsay. ▪ Failing to act like a manager or ignoring Company rules/processes. ▪ Participation in and spread of gossip and rumour. ▪ Give clear direction and follow through to completion.

Line manager's name & signature

Job holder's name & signature

Date

Date