

Title	Trainee Shift Manager
Site	Inverness

Roles & Responsibilities (main functions)

Note: In addition to duties and responsibilities listed, the job holder is required to perform other duties assigned by Management from time to time

Norbord Europe are both a well-known and well respected UK / Mainland Europe (4 sites) based manufacturing organisation. We currently have a requirement for a Shift Manager at our Norbord Inverness site.

Reporting to the Production Manager, he /she will provide leadership and motivation to the shift, creating a strong team culture through direct actions, communication and personal standards. The shift manager will be responsible for the safety and wellbeing of all personnel on shift, including risk assessments and preparation of Safe Systems of Work.

This will involve, but not limited to: Ensuring all staff work safely and follow health and safety protocols.

1. Ensure all sub-contractors work safely and follow health and safety protocols.
2. Use of the Permit to Work system.
3. Deliver compliance to environmental standards as set by factory guidelines and legislation.
4. Support delivery of business plan through KPI targets (hourly targets, daily and weekly plans).
5. Ensure the crew is both quality and customer focused.
6. Support continuous improvement and root cause analysis.
7. Ensure concise and timely delivery of communication, including accurate reports and handovers.
8. Ensure tanker unloading, PMDI checks and gate audits are performed as required.
9. Identify training needs and skill deficiencies within the crew. If required develop individual performance measurement plans.
10. Support delivery of PM's.
11. Manage the daily 1st line maintenance to minimise downtime.
12. Accountable and responsible for all actions within their respective work areas.

Vision & Values

Trust, Excellence and Customers are the **3** words that summarise Norbord's values. These common set of values have been adopted through open communication and dialogue reflective of mutual respect. It is expected that any post holder also adopts this common set of values unconditionally. The collective goal is that we set clear objectives and deliver on all promises and commitments, whether engaged with customers, suppliers, fellow employees, shareholders or the community at large.

Safety Leadership and Participation

One of our strategic priorities is to operate our Inverness site with an interdependent safety culture and top decile safety performance, therefore any post holder must be prepared to display visible leadership and commitment to the Norbord culture at all times. We are committed to the health and wellbeing of our employees, contractors and visitors by creating, maintaining and continually improving a safe working environment.

Working safely is a condition of employment.

Skills, Knowledge & Attitudes / Behaviours

- Detail oriented with the ability to manage work in progress
- Have good interpersonal skills of communication, influencing, negotiation, persuasion and diplomacy.
- Have good time management skills to concentrate efforts on the more important priorities
- Competent in Microsoft Office

Qualification(s) / Experience

Essential

- A Level / Higher education level or equivalent.
- IT Skills (Microsoft Office).
- Excellent communication skills both written and verbal.
- Awareness and knowledge of business expectations and how to meet/exceed these.
- Ability to give direction to individuals and teams.

Desirable

- Ability to delivery improvement projects within time, cost, quality and safety parameters.

Tools & Equipment Used

The post holder is expected to have a good knowledge of key computing skills using Microsoft Office suite and to ensure that due diligence is taken with the proper use of all equipment.

Personal Protective Equipment Requirements

The successful candidate will be working in a manufacturing site, indoors and outdoors, in all weather conditions and will wear appropriate PPE to meet the conditions in force at any given time, as laid down in the Norbord site rules.

Due care and attention must be taken with PPE at all times to ensure PPE remains fit for purpose and have a sound knowledge of all appropriate forms of PPE, their uses and limitations.

Risk Assessments for Job Role & Safe Systems of Work

- Must have a sound knowledge of all forms of Risk Assessments to meet requirements of appropriate legislation pertinent to the position
- Displays compliance with all company policies and procedures
- Is able to assess and evaluate risk, contributes fully in monitoring, quality assurance and communicating risk assessment at operational level

Personal Specifications

Flexibility

The post holder must recognise the need for flexibility in his / her position due to the specific demands of the role. To this end they must be willing to work reasonable additional hours to cover situations such as absence of colleagues

Physical Demands

There are some physical demands required for this position to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coping with setbacks

The post holder must work productively in a pressurised environment; keep emotions under control during difficult circumstances; balance the demands of work life and personal life; maintain a positive outlook at work; handle criticism well and learn from it.

Organisation

To be successful the post holder must be someone who:

- Manages time effectively;
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones
- Has Team player qualities to participate as a member of a larger team, whilst having the ability to be self motivated

[Type here]

Date of Description	8.5.2017
Review Date	8.5.2019
Reviewed by	Mark Reilly