



Unit 4
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Communities 2.0
Cymunedau 2.0

PERSON SPECIFICATION

JOB Title:	Production Supervisor	
Department:	Production / Manufacturing	
Section:	All Sections	
Attributes	Essential	Desirable
Qualifications / Training	<ul style="list-style-type: none"> Relevant qualification in Supervisory Management 	<ul style="list-style-type: none"> Has undertaken Health & Safety training
Experience	<ul style="list-style-type: none"> Experience of Team Supervision and Training Able to demonstrate an understanding of priorities and manage work in accordance with deadlines Able to manage changing priorities, in particular the application of available resources Able to progress orders for a number of customers at the same time 	<ul style="list-style-type: none"> Experience of direct customer contact Experience of implementing quality systems
Knowledge / Skills / Abilities	<ul style="list-style-type: none"> Able to work within set standards and procedures Able to co-ordinate team members and delegate tasks Effective authoritative interpersonal skills Good organisational skills Effective communicator at all levels IT Literate – proficiency in Microsoft Office and e-mail Flexible and adaptable to take on a variety of tasks Keen to learn new skills 	<ul style="list-style-type: none"> Familiar with woodworking machinery and tooling Experience of CNC CAD/CAM
Qualities	<ul style="list-style-type: none"> Focused on target completion and proven ability to achieve results Experienced in negotiating use of resources with all work sections 	

	<ul style="list-style-type: none"> • Capable of suggesting different ways of working to improve efficiencies and work flow, to achieve agreed results • Takes responsibility for their work and for that of others • Experience of developing staff (including appraisals) maintaining records of training and ensuring that skills remain up to date 	
Special Conditions	<ul style="list-style-type: none"> • An empathetic attitude to working with staff with health conditions / disabilities • Prepared to work overtime as required, to achieve agreed work schedules 	<ul style="list-style-type: none"> • An understanding of the way that Supported Business operates