



JOB DESCRIPTION

JOB TITLE: Setter/Shift Lead

JOB HOLDER'S NAME:

JOB HOLDER'S SIGNATURE:

REPORTS TO POSITION: Faygate Production Manager

MANAGER'S NAME: Martyn Williams

MANAGER'S SIGNATURE:

DATE: May 2022

Principle Accountabilities

Primarily responsible for managing the smooth running of the shop floor injection production in line with production planning and Company processes, Standard Operating Processes (SOP) and work instructions.

In your setting duties you are responsible for preparation, setting and running of jobs in the injection department. As an Injection Moulding Setter, you must have competence and experience with setting, conditioning, maintenance, and process optimisation of injection moulding machines working with a wide range of materials. You will be expected to ensure the continuous running of the machine at the optimum cycle time to produce quality products. The role of an Injection Moulding Setter is to fulfil all aspects of machinery tool changes, from hanging the tool and securing the tool in the machine through to the use of programming software to provide the optimum cycle time. Must have an awareness of the department workload and be able to respond accordingly. To ensure that Health and Safety and housekeeping standards are maintained and adhered to.

Setter Activities, Duties and Key Tasks

- Retrieve prepared moulds and installs into injection moulding press
- Secure mould in machine and associated ancillary equipment
- Loads material into the machine hopper
- Sample moulds: Set-up machine operating parameters from scratch to process parts to specifications
- Inspect sample parts for accuracy
- Production moulds: Set-up machine operating parameters from established setting sheets.
- Ensure SOP is printed and followed for every job
- Process parts to specifications
- Remove moulds from the press and stage for disassembly
- Troubleshoot and correct process problems at the press
- Prepare, set and run jobs in the injection department in line with costed cycle times and quality requirements – following the paperwork for the process.
- Purge barrel of leftover materials at the conclusion of an order
- To be aware of tool change times and provide solutions for improvement of this.
- Complete and update necessary paperwork
- Liaise with your Line Manager with any problems with running jobs effectively immediately.

- Observe continuous operation of automatic machines to ensure that products meet specifications and to detect jams or malfunctions, adjusting as necessary.
- Measure and visually inspect products for surface and dimension defects to ensure conformance to specifications, using precision measuring instruments.
- Perform maintenance work such as cleaning and oiling machines.
- Read specifications, blueprints, and work orders to determine setups, temperatures, and time settings required to mould plastic materials, as well as to plan production sequences.
- To undertake first-off inspections, undertaking measurements against specifications/drawings and undertake quality control measures
- Remove parts such as tools from machines after production runs are finished and ensure total clean down of run is completed.
- Inventory and record quantities of materials and finished products, requisitioning additional supplies as necessary.
- Repair or replace damaged moulds, pipes, belts, chains, or other equipment, using hand tools, hand-powered presses, or jib cranes.
- Obtain and move specified tools to work stations using appropriate equipment
- Connect water hoses to cooling systems of dies, using hand tools.
- Maintain inventories of materials.
- Adhere to all quality and safety standards within the department
- Maintain clean and organised work area with emphasis on safety, quality, efficiency, and utilisation
- Continually seek to improve work processes and individual performance
- Follow Health and Safety regulations at Broanmain
- Participate in continuous improvement practices
- Ensure good housekeeping is kept at all times.
- Work pro-actively with all employees across various departments, undertaking a flexible approach to ensure the business needs are met.
- Be responsible for proactively undertaking quality checking and caring about yours and colleagues work in producing good products and services for Broanmain Plastics customers
- To ensure staff are working in a safe environment and are using any personal protective equipment that is required for the job in hand.
- Monitor and report on internal activities (e.g. shift handover) and provide relevant reports and information as and when required
- Participate and impart information into the 8D process as and when required, and proactively engage in the 8D process and assist in implementing resolutions
- To ensure the SOP is being updated with relevant changes and that all cycle times are initialled.
- Ad-hoc tasks for Line Manager and assist all Directors with all reasonable requests
- Take reasonable care for the Health and Safety of yourself and any other persons who may be affected by your acts and to co-operate with the Company in order that the employer's duty may be fulfilled.

Shift Lead Activities, Duties and Key Tasks

- Provides thorough instructions for successful implementation of process changes.
- Assesses compliance with applicable safety and quality standards.
- Contributes to departmental efforts by accomplishing related tasks as needed.
- To be aware of the site's shop floor workload, including what is current and predicted, and delivery dates.
- Ensure staff are trained accordingly in all aspects. Record training provided to staff.
- To implement the planning of production as directed; raising any concerns and implement plan in accordance with your Line Manager's direction.

- To manage the staff based on the shop floor and to supervise the quality and quantity of their output in accordance with the SOP.
- Liaison with Health and Safety committee as necessary
- To ensure that the shop floor staff receive adequate training on all jobs that they work on and to ensure they are aware of the commerciality of each job and to record this training.
- To provide information and support in the appraisals and 121 processes; providing feedback on individuals staff performance
- Commit required time each week for management and personal development.
- Report back to management and attend meetings/participate as and when required
- To monitor staff performance and ensure that company procedures are being followed, and monitor times, including the monitoring of lengths of breaks.
- To liaise with your Line Manger regarding any personnel performance or training issues you or your team may have.
- To liaise with your Line Manger any maintenance requirements and/or improvements suggestions/plans requiring investment
- To maintain Company and accredited standards adopted by the Company
- To ensure that good housekeeping is implemented and maintained.
- To challenge current practices where appropriate and suggest improvements
- To take responsibility for addressing poor practices either personally or by pointing them out tactfully to others
- Organising setting and running of machines in line with production plan
- Liaise with the Quality Engineer regarding quality control practices, ensuring quality is implemented in line with Company practice.
- Patrol in line with SOP requirements with responsibility for quality of output
- Ensure that parts are organised, sorting and packed in line with SOP
- Ensure the management of shop floor stock, to include booking in and out raw materials and liaising with your Line Manger and/or Aftermoulding, Stock and Despatch Manager as necessary to ensure stock is being logged monitored effectively.
- Liaise with your Line Manager for production queries, not limited to machine breakdowns, troubleshooting which cannot be resolved, plant, equipment, site problems and staffing issues
- To ensure staff are working in a safe environment and that PPE is used effectively
- To attend planning meetings and raise any concerns regarding throughput
- To supervise the setter/technical staff based on the shop floor and to supervise the quality and quantity of their output in accordance with the SOP.

Qualifications/Experience

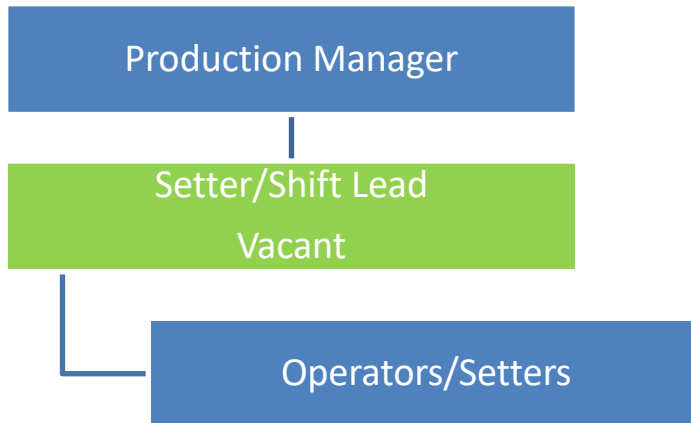
Setter qualifications (with preference for Demag)	Essential
English GCSE grades (A-C, 4-9) (of equivalent)	Essential
Understanding of moulding process	Essential
Troubleshooting and Tool Hanging, Process optimisation	Essential

Person Specification

Proactive and able to plan affectively	Essential
Ability to work in a team	Essential
Engineering background	Essential
Injection moulding setting experience	Essential
Ability to trouble shoot	Essential
Materials knowledge (wide range)	Essential
Good verbal and written communication	Essential
Materials knowledge (wide range)	Essential

Communication	Essential
Ability to understand and deliver quality criteria	Essential
Experience of managing staff (supervisor)	Desirable
Knowledge of Demag machinery	Desirable – training available
Understanding of Health and Safety legislation requirements	Desirable
Lean manufacturing experience	Desirable

Organisation Reporting Line



Organisation Values

All Broanmain staff are expected to display Broanmain’s values and competencies:

- Integrity – honesty, kindness, loyalty, fairness
- Excellence – competence, high standards, continuous improvement
- Accountability – recognition, responsibility, determination, work ethic
- Communication – Listening, personal interaction, building relationships, influencing and negotiating
- Collaboration – team worker, adaptability, contribution, creativity