

## JOB DESCRIPTION

**TITLE:** Production Team Leader – EDM (Electro Discharging Machining)

**REPORTING TO:** Manufacturing Director

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## JOB OVERVIEW

The Production Team Leader (EDM) plays a critical hands-on leadership role in the daily execution of production activities. Responsible for leading the EDM production area, the Team Leader ensures that work is executed safely, efficiently, and in line with quality and delivery expectations.

Working closely with the Manufacturing Director and other functional leaders, this role combines leading and developing their team with operational planning, technical machining knowledge (e.g. programming and setup), production output, quality assurance, trouble shooting and Continuous Improvement.

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## KEY RESPONSIBILITIES

### Leadership & Team Development

- Lead, coach, manage, and develop a high-performing team.
- Train apprentices and team members in EDM programming, setup, prove-out and running, safe operation, and continuous improvement techniques, sharing in-depth machining knowledge to improve quality and reduce setup / run times.
- Maintain and regularly update the department's skills matrix; identify skills gaps and implement training solutions (internal or external training).
- Hold regular team meetings and Gemba walks to drive daily performance and communication.
- Support succession planning by identifying and mentoring high-potential individuals.

### Production Operations

- Working with the Planner, organise daily workload and machine allocation to optimise quality, output, and efficiency.



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- Ensure the team are aware of their output targets. Monitor performance and escalate issues that may impact output or quality.
- Understand the root cause(s) of any issues, and put in place corrective actions, escalating where necessary.
- Configure, operate, and troubleshoot EDM machinery as needed.
- Identify and resolve issues affecting delivery, quality, or cycle time; support root cause investigations and implement corrective actions.

### **Planning & ERP Systems**

- Ensure the Operators enter and maintain accurate shop floor data in the ERP/MRP system.

### **Quality Assurance & Compliance**

- Ensure the team complies with cGMP, Good Documentation Practice (GDP), and the company's Quality Management System (QMS).
- Ensure in-process inspections are carried out to meet the CTQ measurements, and quality specifications.
- Support the Quality team.
- Ensure adherence to Standard Operating Procedures (SOPs) and safe systems of work. Update or create new SOPs when required.

### **Health, Safety & 5S**

- Champion a safe working environment, ensuring all team members comply with safety protocols and contribute to risk assessments.
- Maintain a clean, organised work environment aligned with 'Audit Ready' and 5S principles.
- Ensure preventive maintenance checks are completed; escalate breakdowns and maintenance issues promptly.

### **Continuous Improvement**

- Support and participate in continuous improvement initiatives such as Lean, 5S, SMED, and waste reduction projects.
- Collaborate with the OpEx team and Manufacturing Director to implement sustainable efficiency gains.