

# Job Description

## Workshop Team Leader



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*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

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<b>Position Title:</b>		<b>Workshop Team Leader</b>
Location:		Bowhill, South Australia
Current as of:		August 20
Reports to:		Production Manager
Direct Reports:		Workshop-Staff
Key Relationships:		Peers, Leadership

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### **Role Purpose:**

As the Workshop Team Leader, you will be responsible for production staff supervision of metal fabrication & welding to produce products and meet project requirements. You will be organised for the task, with all information at hand, collaborating with the team to ensure productivity, efficiency and innovative solutions are considered. You will be supportive of the bigger picture, including budget & time restraints, quality & safety standards, knowing when to buckle down and get the job done, balanced with mentoring and continuous improvement.

You have the following key areas of responsibility:

- Production
- People & Culture
- Compliance

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<p><b>Production</b></p> <p>20% Supervision 70% WR 10% WU</p>	<ul style="list-style-type: none"> <li>▪ Supervision – ensuring all production staff know what to do, how to do it and what budget &amp; timeframe to do it in</li> <li>▪ Prioritise – work closely with team to focus on achieving the best timeframe, cost &amp; efficiency outcomes</li> <li>▪ Ability to read and work with drawings and problem solve as required to ensure products and projects are of the highest standard</li> <li>▪ Challenge yourself daily as a tradesperson to improve fabrication and welding processes, our team is known for meeting challenges with ease and being the best in their field</li> </ul>	<ul style="list-style-type: none"> <li>▪ Team productivity above 85%</li> <li>▪ Set budgets are met (both quality &amp; time)</li> <li>▪ Read the play to avoid potential pitfalls</li> </ul>
<p><b>People &amp; Culture</b></p>	<ul style="list-style-type: none"> <li>▪ Growth – we are only as strong as our weakest link, mentor &amp; up-skill, teach best practice</li> <li>▪ Be proud – Bowhill Engineering is a great place to work, speak positively and recommend it to others</li> <li>▪ Show pride – maintain safe housekeeping conditions with and around the work area for self and others</li> <li>▪ Protect Your Mates – display and maintain safe working practices to ensure the safety of others</li> <li>▪ Be Pro-active - Identify and recommend continuous improvement initiatives, help make our team the best it can be</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tasks only performed by trained staff</li> <li>▪ Workshop neat, tidy &amp; functional</li> <li>▪ Safety of self &amp; others</li> <li>▪ Identification and delivery of continuous improvement initiatives within the team</li> </ul>
<p><b>Compliance</b></p>	<ul style="list-style-type: none"> <li>▪ Build the next generation of quality leaders</li> <li>▪ Personally check work in progress and finished products to ensure that quality standards are met</li> <li>▪ Take action and ensure that all appropriate individual paperwork is completed accurately and on time</li> <li>▪ Take responsibility to ensure individual and team production complies with company quality &amp; safety procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold your team accountable, teach them how to fish</li> <li>▪ Zero defects – what can I do to make the next persons job easier</li> <li>▪ Paperwork filled out 100% every time</li> </ul>

**TEAM LEADER BEHAVIOURS**

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Communicates proactively, clearly and effectively with team members, peers and management</li> <li>▪ Tailors communication content, channel and style to the audience to increase understanding and acceptance</li> <li>▪ Able to provide instructions in a manner that are easily understood</li> </ul>
<b>Competent</b>	<ul style="list-style-type: none"> <li>▪ Shows a level of intelligence and aptitude in order to learn quickly to get things done</li> <li>▪ Is productive and can be relied on to complete any task</li> <li>▪ Demonstrates an attitude of being proactive and seeking out solutions to problems</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>▪ Does what's required and leads by example</li> <li>▪ Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively</li> <li>▪ Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems</li> </ul>
<b>Courageous</b>	<ul style="list-style-type: none"> <li>▪ Deals with issues and has 'difficult' conversations early</li> <li>▪ Keeps the focus on the issue not the person</li> <li>▪ Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>▪ Seeks the input of others to fully understand issues, and takes the time to explore problems</li> <li>▪ Explores multiple options and formulates strategies to address problems</li> <li>▪ Takes action and sets up systems/procedures to prevent problems recurring</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Manages effective teams to work collaboratively towards common goals</li> <li>▪ Works with across the business and with other departments within the business to work through problems</li> <li>▪ Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met</li> </ul>
<b>Builds High Performing Teams</b>	<ul style="list-style-type: none"> <li>▪ Provides timely coaching, practical advice and specific feedback to help others succeed and grow</li> <li>▪ Inspires staff at all levels to achieve their best</li> <li>▪ Recognizes and rewards performance, celebrates success</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>▪ Is committed to continuous learning and self-improvement</li> <li>▪ Can learn new skills in new and challenging situations</li> <li>▪ Learns new information and grasps new concepts quickly and easily and is able to apply them to work</li> </ul>

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### BOWHILL ENGINEERING VALUES

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- Safety and health is our highest priority
  - We value honesty, integrity and ethical behaviour
  - We value technology, innovation and quality
  - We value the creating and building of worthwhile things
  - We respect people, the environment and the community
  - We value maintaining work and lifestyle balance
  - Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
  - When we deliver on the above we deserve to make a fair profit
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### BOWHILL ENGINEERING CODE OF CONDUCT

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#### We Expect and Accept:

- Honesty
- Teamwork
- Respect
- Patience and Tolerance
- Work life balance

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#### We Don't Expect or Accept:

- Dishonesty
  - Negativity
  - Backstabbing
  - Intimidation
  - Handballing
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### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

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- Trade Certification in Metal Fabrication or at least 6yrs proven experience within a metal trade
  - High Risk License (Forklift LF, Dogging DG)
  - Elevated Work Platform (Yellow Card – Scissor Lift)
  - Current Drivers license
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#### EXPERIENCE

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- At least 6 years' experience within a metal trade
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