



Job Title (Vidrala Group)	Hot End Job Change Supervisor
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Organisational Unit	Encirc
Business Unit	Glass Operations
Reporting to (Hierarchical)	Hot End Engineering Manager
Reporting to (Functional)	Hot End Engineering Manager

Main Purpose of Role

The Hot End Job Change Supervisor is responsible for planning, coordinating, and overseeing all aspects of job changes within the hot end operations. This role ensures that job changes are executed efficiently, safely, and in alignment with production requirements. The Supervisor will lead the team through clear communication, performance management, and continuous improvement initiatives to enhance overall job change performance.

Key Accountabilities

Job Change Planning & Coordination

- Develop and communicate detailed job change plans to ensure smooth execution.
- Assign clear responsibilities to team members and provide necessary instructions.
- Lead daily meetings to outline upcoming job change activities and share feedback and learnings from previous changes.
- Oversee tooling preparation and readiness for upcoming job changes.

Meetings & Collaboration

- Represent the department in production-related meetings, including job-on, job-off, and job change review meetings.
- Collaborate with cross-functional teams to align schedules, resources, and priorities.

Job Change Performance Management

- Establish and track key performance indicators (KPIs) to measure the effectiveness of job change activities.
- Identify areas of improvement and implement corrective actions to drive performance.

Team Leadership & Management

- Manage team scheduling, including holidays and shift coverage.
- Address and manage team behaviours, performance, and disciplinary issues in line with company policies.
- Promote a culture of accountability, teamwork, and continuous improvement.

Reporting & Continuous Improvement

- Provide weekly updates on job change performance, including a review of the previous week and identified improvement actions.
- Prepare monthly reports summarizing performance trends, key learnings, and recommendations for improvement.

Qualifications & Skills

- Proven supervisory or leadership experience in a manufacturing or production environment, preferably within hot end operations.
- Strong organizational and planning skills, with the ability to manage multiple priorities under pressure.
- Excellent communication and interpersonal skills to effectively lead and motivate teams.
- Ability to analyse performance data and implement process improvements.
- Sound knowledge of health, safety, and quality standards within a production environment.

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Knowledge, Skills and Experience

Business Knowledge

- Comprehensive understanding of hot end glass forming operations, including job change processes, tooling, and machine setup requirements.
- Working knowledge of production planning and scheduling to effectively coordinate job changes and minimize downtime.
- Understanding of safety standards and operational procedures within a high-temperature manufacturing environment
- Knowledge of performance measurement and KPI tracking to assess job change effectiveness and identify improvement opportunities.
- Experience with continuous improvement and root cause analysis methodologies (e.g., Lean, 5 Whys) to enhance job change performance.
- Competence in using production or maintenance management systems for tracking schedules, performance, and reporting data.

Essential Functional / Technical Skills

- **Leadership and Team Management:** Proven ability to lead, motivate, and develop a team to achieve performance targets and maintain high operational standards.
- **Planning and Organisation:** Strong capability to plan, coordinate, and execute job changes efficiently within tight timeframes.
- **Communication Skills:** Excellent verbal and written communication skills for clear instruction, feedback, and coordination across teams.
- **Technical Proficiency:** Solid understanding of hot end equipment, tooling, and changeover processes.
- **Attention to Detail:** High level of accuracy in planning and overseeing tooling, setups, and performance reporting.
- **Continuous Improvement Mindset:** Commitment to driving process improvements and learning from previous job change performance.
- **Safety Awareness:** Strong commitment to maintaining a safe working environment and enforcing compliance with all safety procedures.
- **Performance Management:** Ability to establish, track, and interpret KPIs to assess team and process effectiveness.

Personal Attributes / Competencies

- Alignment with our company values:
 - Commitment to Customers
 - People Commitment & Development
 - Sustainability
 - Collaboration
 - High Performance
 - Innovation & Continuous Improvement
- Alignment with our company purpose:
 - Great People
 - Great Place
 - Great Future

Impact

Individual Contribution / KPIs

1. Equipment Reliability and Downtime

- Machine Downtime (% or hours per week): Measure of equipment unavailability due to breakdowns arising from Job Change
- Reduction in Recurrent Downtime Issues (%): Improvement in eliminating repeat equipment failures.

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2. Team and Process Performance

- Job Change Compliance (%): Percentage of scheduled Job changes completed to the correct standard and on time.
- Training and Competency Coverage (%): Percentage of team trained and competent across assigned tasks.

3. Spare Parts & Preparation

- Parts Availability Rate (%): Percentage of Job Changes delayed due to missing parts or materials.

4. Safety & Compliance

- Zero Lost Time Incidents (LTI): Measures adherence to safety protocols.

5. Reporting and Communication

- Accuracy and Timeliness of Reports (%): Submission of weekly/monthly reports and data updates on time.

Key Contacts

- Senior leadership team
- Manufacturing operations
- Logistics
- Planning
- Human resources
- Continuous Improvement
- Finance
- Suppliers
- Customers



Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

The Hot End Job Change Supervisor makes day-to-day operational decisions related to job change planning, coordination, and team management. The role ensures that tooling, equipment, and personnel are effectively prepared to achieve safe and efficient job changes.





Recommendations expected to be made for others to decide on include:

- Proposals for improvements to job change procedures, tooling design, or setup methods.
- Recommendations for resource allocation or manpower adjustments to optimise job change performance.
- Identification of training or skill development needs within the job change team.
- Suggestions for equipment modifications or upgrades to improve efficiency and safety.
- Recommendations arising from job change performance reviews and KPI analysis.

Value	Leads Others
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I listen and value input from stakeholders. I am a trusted advisor. ➤ I consider big picture, I identify and communicate risks, challenges and opportunities. ➤ I empower others, together we can meet the needs of customers and the organisation.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ I always provide open and honest feedback, team behaviours are values-based. ➤ As a leader, my priority is the success of others, I achieve this by offering regular feedback and development opportunities.

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	<ul style="list-style-type: none"> ➤ I ensure all of my stakeholders feel safe, included and have an equal opportunity to contribute and succeed.
Sustainability 	<ul style="list-style-type: none"> ➤ I ensure others is conscious of our impact on people and environment, people and safety remain top of my agenda. ➤ I encourage others to embrace positive change. ➤ I role model how to make sustainable choices, and sustainability conscious decisions.
High performance 	<ul style="list-style-type: none"> ➤ My interactions with others are values driven and well planned. I ensure we reflect on lessons learned. ➤ We are accountable for delivering against objectives or targets. I support others through coaching, development and regular feedback. ➤ We face challenges head-on, as a team.
Collaboration 	<ul style="list-style-type: none"> ➤ I adapt my style of communication to get the best out of others and actively seek out a diverse range of perspectives and ideas. ➤ I champion equity, diversity, and inclusion. I challenge inappropriate language or behaviours consistently and respectfully. ➤ I am comfortable with not being the expert, we play to our strengths.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I create an environment where it is safe to challenge and be curious. ➤ We reflect on performance; I encourage celebration of our successes and always look for improvements. ➤ I am open to change, I communicate the reasons for change, I am transparent about the challenges.