

## Production Coordinator

<b>Post Title:</b>	Production Coordinator
<b>Department:</b>	Engineering - Rolling Stock
<b>Location:</b>	Midland Metro Ltd, Wednesbury Depot, Potters Lane, WS10 0AR
<b>Reporting to:</b>	Fleet Production Manager
<b>Direct Reports:</b>	None
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To support Midland Metro Ltd.'s mission which is to provide a safe and dependable tram service.</li> <li>• To support Midland Metro Ltd.'s Rolling Stock department by carrying out planning and administration duties to ensure the tram fleets are correctly maintained and the required number of safe and reliable trams are available for service each day.</li> </ul>
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To assist the Fleet Production Manager in ensuring that production targets are met through effective planning and management of resources.</li> <li>• Production of depot work plans and fleet maintenance plans.</li> <li>• To work with internal and external stakeholders to ensure all work is carried out on time.</li> <li>• Manage the production shift roster and staff annual leave/TOIL requests.</li> <li>• Identify training and other resource needs to facilitate production in the most effective way.</li> <li>• Review work plans with the Fleet Production Manager and Maintenance Team Leaders to ensure daily production targets are met as effectively and efficiently as possible.</li> <li>• Manage visitors and contractors to the depot.</li> <li>• Ensure all documentation for contractors, such as work permits, and forms are completed prior to work commencing.</li> <li>• Ensure IT systems, Agility and SharePoint are kept up to date and resolve any issues the production team may have.</li> <li>• Carry out document control on behalf of the Rolling Stock department.</li> <li>• Ensure all planning sheets, procedures and documents are kept up to date.</li> <li>• Produce weekly and monthly KPI's relating to fleet production.</li> <li>• To assist the Rolling Stock department in moving across to and maintaining paperless maintenance.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Track and maintain records of sickness.</li> <li>• Monitor and record department overtime.</li> <li>• Set up meetings and keep accurate records of meetings.</li> <li>• Assist the Fleet Production Manager with auditing.</li> <li>• Support the continued development of the safety management system (SMS).</li> <li>• Comply with departmental procedures.</li> <li>• Working occasional evenings, nights and weekends if required as part of the role.</li> <li>• Any other duties that are commensurate with fulfilling the role.</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• Training will be commensurate with the job requirements.</li> </ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• To work within the MML company policies, procedures and Safety Management System (SMS).</li> </ul>
<b>People Management:</b>	<ul style="list-style-type: none"> <li>• To work effectively as a member of the Rolling Stock Engineering team.</li> </ul>
<b>Legislation &amp; Compliance:</b>	<ul style="list-style-type: none"> <li>• In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.</li> </ul>

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### Person Specification

Tasks:	Level of Experience	Desirable Or Essential
Work Experience:	<ul style="list-style-type: none"> <li>At least three years' experience in a planning or coordinating role within an engineering environment.</li> </ul>	Desirable
Education:	<ul style="list-style-type: none"> <li>At least 5 A-C grade GCSE's.</li> </ul>	Essential
Communication:	<ul style="list-style-type: none"> <li>Excellent interpersonal skills, able to communicate effectively at all levels within and outside the company</li> <li>Excellent written and verbal communication skills.</li> </ul>	Essential  Essential
Additional Qualities:	<ul style="list-style-type: none"> <li>Excellent attention to detail, including making accurate records either computer or paper based.</li> <li>Very good knowledge of Microsoft applications, in particular, Microsoft Excel.</li> <li>Knowledge of, and compliance with, rules and regulations (internal and external).</li> <li>Outstanding Safety Awareness gained through working in a safety critical environment.</li> <li>Thinking and reasoning skills</li> <li>Prior office management experience</li> <li>Ability to work without supervision</li> <li>Excellent time management skills</li> <li>Strong Prioritisation and Organisation Skills</li> <li>Ability to Multitask</li> <li>Full UK Driving Licence</li> </ul>	Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential
Personal Attributes:	<ul style="list-style-type: none"> <li>To be trustworthy</li> <li>To be reliable and punctual</li> <li>Can comfortably work within a team or on their own</li> <li>Able to always represent MML in a professional manner.</li> </ul>	Essential  Essential  Essential  Essential
Driving Through Change:	<ul style="list-style-type: none"> <li>Driving improvements in effectiveness and efficiency of administration duties</li> <li>Driving the use of data to manage costs, identify trends and opportunities for efficiency improvements and cost savings</li> </ul>	Essential  Desirable
Drugs & Alcohol:		Essential

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|  | <ul style="list-style-type: none"><li>• To undertake drugs and alcohol testing in line with current company procedures and policy.</li></ul> |  |
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