

Job Description

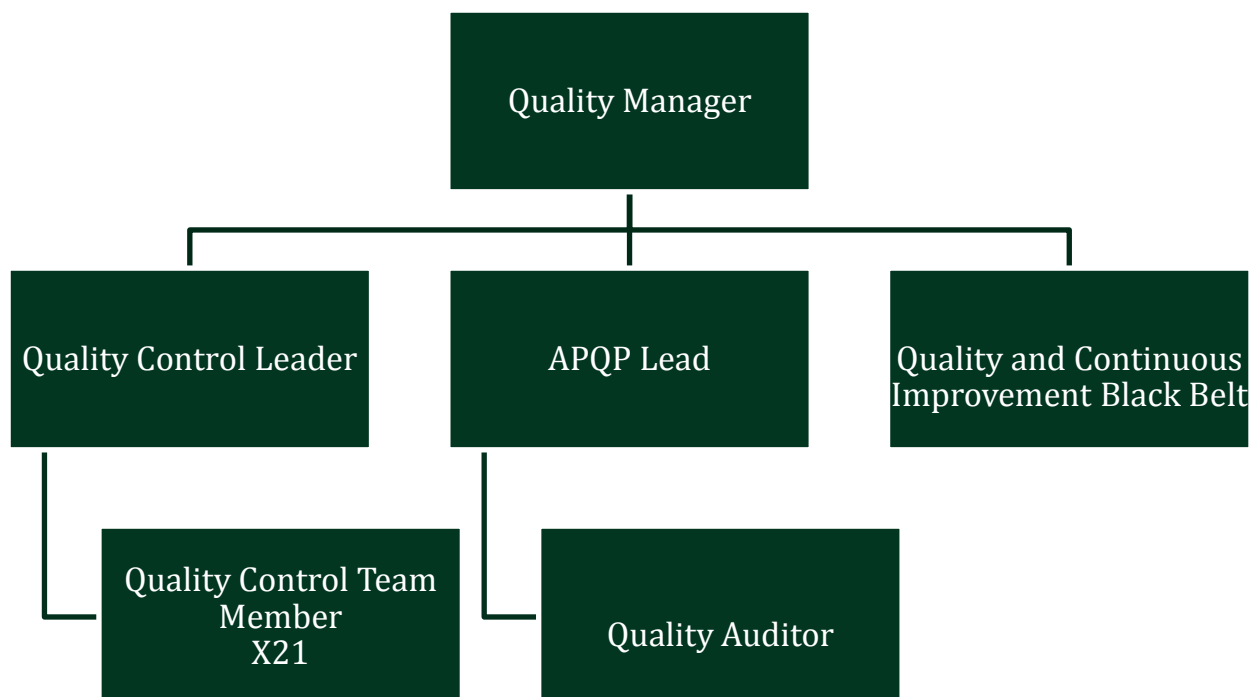


Job Title: Quality Control Leader	Strategic Business Unit: Delivery
Reporting To: Quality Manager	Department: Quality
Recruitment Requisition Approval: (Y)	Location: Debden

1. Purpose of the Job (what is the function of the position?)

To supervise the quality function within the Debden factory and to ensure product quality is improved and/or maintained and procedures are followed in order to meet internal and external customer requirements and lead the QC team in all inspection activities and ensure that all production requirements and deliveries are met.

2. Organisation Chart (key reports and reporting lines)



3. Dimensions (number reports and financial values)

This role reports into the Quality Manager. Predominantly a day role but some shift cover will be required dependant on business needs. No financial accountability.
21 direct reports (9 of which are FTC's) – 2 on Night shift, remainder on Double Day shift

4. Key Activities (what gets done)

- Support the department and site in obtaining Built in Quality level improvement year on year
- To effectively train, manage and lead the QC team in all required inspection activities and ensure that all production requirements and deliveries are met.
- To be able to undertake the key activities conducted by the team
- To ensure QC processes are monitored and improved in order to reduce the 8 wastes.
- Conduct parts and process audits, generating actions where necessary
- Support customer complaint investigations and help support containments and improvement actions
- Assist with the measurement and recording of our quality performance
- To manage the template, calibration and standard systems to an acceptable defined level
- To coach and train the QC team to ensure the customer requirements are understood and followed.
- Confident in liaising with internal/external customers
- Support Quality Assurance activities including conducting internal audits and input into FMEAs and Control Plans
- To own the quarantined process to ensure that there is full traceability of work under quarantine, liaise with interested parties to ensure that root cause is identified and to prevent further re-occurrence.
- To ensure that the Quality standards of the customer are communicated and adhered to.
- To ensure that all required quality material is available at the start of a new product including any inspection machinery and templates.
- The above list is not exhaustive. You will be required to undertake other duties within your capabilities, consistent with this role, to support the needs of the business.
- To support the behaviour of working as One De La Rue, sharing best practice and collaborating with colleagues outside of own sphere of business.
- To ensure full participation in the performance development review (PDR) process and maintain an up to date record of all training and development activities/programs.
- To always act and behave in a way compliant with all De La Rue company guidelines and policies, especially those relating to values and behaviours, environmental health and safety, ethics and codes of conduct, as it is through living our values that we strengthen the culture of our business, and demonstrate our understanding of our Code of Business Principles. Further information on our company values can be found in our "Living the Values" guidelines.

5. Qualifications and Experience

- Educated to A level standard or by experience
- Minimum of 2 years leading & managing a team
- Expert knowledge Microsoft office
- Good attention to detail
- Exposure to RCA, ISHIKAWA and 8D's
- Expert knowledge of calibration

- Working knowledge of Gauge Repeatability & Reproducibility
- Technical and operational knowledge of Quality Control activities in manufacturing
- Effective and concise communicator
- Auditor trained in ISO 9001
- The ability to effectively plan and organise
- Confident with liaising with internal & external experience

6. Competence		Technical Capability
Team Work		<ul style="list-style-type: none"> • Must be able to build good working relationships within the department and across the manufacturing process areas internally & externally • A flexible approach to ensure that the team supports the manufacturing function
Influencing and Communication Skills		<ul style="list-style-type: none"> • Expected to be able to interact at different levels of the business and substantiate comments with data driven results • Able to provide data in a timely manner to aid improvement activity • Excellent communicator with good organisation & presentation skills
Functional Knowledge		<ul style="list-style-type: none"> • Requires a basic understanding of the manufacturing and production processes.
Leadership		<ul style="list-style-type: none"> • The role will require interaction at different levels of the business, and you will need with a strong will being confident with your conviction • Able to use initiative and be able to work without direct supervision
Area of Impact		<ul style="list-style-type: none"> • The role will affect the Debden Banknote processes

Signed: Job Holder: Date:

Signed: Manager: Date:

Signed: HR Manager: Date: