

axiom

Job Role Definition for
Setter

Name:			
Job Title:	Setter		
Department/Section: Auto Insert	Reports to:	AI Supervisor	
	Date approved:	July 2024	

Main Purpose of Role
To changeover and set up All AI machinery, ensuring correct build standard is achieved.

Outcomes of Role

- To change over AI machinery guaranteeing 100% quality for every product.
- To achieve 15 minutes target time for every change-over.
- To complete 1st off, ensuring polarity and description to customer drawings.
- Hourly PPM checks to reduce spit out
- Upkeep of machines in line with the maintenance plan
- Ensuring department KPI are achieved.

Reporting Structure
Reporting to:

```

    graph LR
      A[AI Production Manager] --> B[AI Supervisor]
      B --> C[Setter]
  
```

Job Scope

<p>Responsibilities</p> <ul style="list-style-type: none"> • Upkeep and Daily Maintenance of Machinery • Ensure quality is up to the required IPC model standard. • Carry out minor breakdown and feeder maintenance when required • Assist engineers on major breakdowns and departmental maintenance when required. • Carry out first off checks. • Cover for operators (short term) e.g. holidays / sickness etc. • Ensure all paperwork and housekeeping is at an acceptable level. • Ensure ESD requirements are met at all times. • Ensure that all company operating values and compliance procedures are adhered to at all times, including quality management, health and safety, legal stipulation, environmental policies and general duty of care. • Ensuring Security of secure products. • Any other duties deemed necessary.
<p>Authority Levels</p> <ul style="list-style-type: none"> • To be agreed with your Line Manager

Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Skills (include professional or educational qualifications required)	
<ul style="list-style-type: none"> • Good numeracy and literacy skills 	<ul style="list-style-type: none"> • IPC Trained
Knowledge	
<ul style="list-style-type: none"> • Previous experience of working in a manufacturing environment 	<ul style="list-style-type: none"> • Previous electronic manufacturing experience

Competencies

Leading and Deciding
<ul style="list-style-type: none"> • Takes initiative, acts with confidence and works under own direction.

Supporting and Cooperating
<ul style="list-style-type: none"> • Demonstrates integrity. • Demonstrates an interest in & understanding of others
Interacting and Presenting
<ul style="list-style-type: none"> • Projects credibility. • Relates well to people at all levels.
Analysing and Interpreting
<ul style="list-style-type: none"> • Applies specialist and detailed technical expertise. • Shares expertise and knowledge with others. • Demonstrates appropriate physical co-ordination and endurance manual skills, spatial awareness and dexterity. • Demonstrates an understanding of different organisational departments and functions. • Demonstrates an understanding of how one issue may be part of a much larger system
Creating and Conceptualising
<ul style="list-style-type: none"> • Rapidly learns new tasks and quickly commits information to memory. • Seeks opportunities for organisational improvement.
Organising and Executing
<ul style="list-style-type: none"> • Manages time effectively. • Focuses on customer needs and satisfaction. • Sets high standards for quality and quantity. • Works in a systematic, methodical and orderly way. • Appropriately follows instructions from others without unnecessarily challenging authority. • Follows procedures and policies. • Complies with legal obligations and safety requirements of the role. • Consistently achieves project goals.
Adapting and Coping
<ul style="list-style-type: none"> • Accepts new ideas and change initiatives.
Enterprising and Performing

- Works hard and puts in longer hours when it is necessary.

HR Manager Name: _____

HR Manager Signature: _____

Date: _____

Job Holder Name: _____

Job Holder Signature: _____

Date: _____