**Manufacturing Leadership, MGMT8670, 22W**

**Assignment 1**

This is an individual assignment.

All work submitted must be original work, written by student only. Plagiarism, copying, or paraphrasing in any form (unless otherwise stated in the assignment) will result in substantial penalty, including zero marks for assignment and loss of professionalism marks.

**The purpose of this assignment is to analyse a current job posting (of the students choosing) to understand the roles and responsibilities required by current organizations.**

Select 1 current job posting for a **leadership position**:

* + Choose a position that is related to a field you are interested in pursuing
  + **The position MUST be for some type of Leadership Position – they must be responsible for the work of others.**
  + **If you have not yet held a leadership position, I would suggest looking for an Entry level position to analyse, such as Team Leader, Supervisor or other role that is responsible for the work of a small team.**
  + A QA technician is not generally a leadership position – no one actually reports to them. Don’t pick this role or similar non-leadership position for this assignment!
  + Consider search terms such as: team leader, supervisor, foreperson, etc. Indeed.com is a good local source, but you may select from any job source
  + Try NOT to choose the same posting as everyone else! If multiple students select the same posting, I am going to be VERY strict about any sign of copying.

1. Include the company, job title, and a \*very\* brief description of the job (this is the ONLY part of this assignment that may be copied and shortened directly from the posting).
2. **Include a hyperlink to the posting.**

**You may need to infer or assume some information to answer the questions below**. If necessary, make reasonable assumptions, based on a thoughtful review of the posting, and include the part of the JD that you are basing your answer on. (Include the citation in italics with quotation marks). You may use bullet points – but make them complete thoughts, as I’ve done below in the assignment instructions. Two-word bullets don’t say much and won’t get full marks!

**Describe each role in the following terms:**

1. Who do they lead? (In other words, who are they responsible for - who reports to them? Not their boss – that’s the wrong direction.)
   * Don’t invent anything here. This should come from the posting or actual job description. If there are no direct reports or positions that report to this person then you have not chosen a leadership position.
2. Performance Metrics (list at least 2 per category of Cost, Quality and Delivery.)   
   These are things that the leader – and their team – is going to be measured on, and must be measurable in clear numeric terms. These MUST come directly from the job posting!
   * Must be **data-driven measurable targets or KPI’s**! If you can’t describe this in numerically measurable terms, you’re not answering the question right!
   * Organize by Cost, Quality, Delivery/Performance – identify 2 measurable/KPI’s per category.
   * If there are no specific measurables listed, translate at least 3 key responsibilities into measurable KPI’s. Eg; translate “Product Quality” or “Employee Safety” into a measurable KPI, such as “Yield” or “Lost Time”
   * Explain each metric – what does it measure? What is the numerator and denominator if it is a ratio?
3. People Skills required (list at least 2)  
   People skills are related to leadership of the team or dealing with other humans inside or outside the organization. Computer skills are NOT people skills!
   * These should come directly from or be directly related to the Job Description.
   * You may need to infer these if not explicitly listed. If inferred, include the part of the JD that relates to each skill.
4. Continuous Improvement Responsibilities – list at least 2.  
   CI is part of EVERY leader’s responsibility. Every leader is expected to improve something.  
   Find what improvement(s) are expected according to this job posting.
   * Again, you \*may\* need to infer this from the posting if not explicitly listed as continuous improvement.
   * I don’t believe it will be “none” – CI is part of every modern leader’s responsibility, even if not explicitly described as “continuous improvement” – find it!
5. Top 2 priorities
   * From your reading of the job description and responsibilities, and IN YOUR OWN WORDS - what do you think the company is mainly expecting from the person in this role. Above all else, what do they want from this person? The answer to this question should be a good summary of the role.
6. Most surprising requirement(s)
   * What responsibilities or requirements surprise you in this listing. Explain.
   * Read and comment on 1 review of the company on Glassdoor reviews.   
     Choose 1 review that refers to leaders/management. Describe the comment and your reaction to it. <https://www.glassdoor.ca/Reviews/index.htm>
   * If there are no reviews of this company, find a similar company that does have reviews, and select 1 from there

Do NOT just quote the review. I want your reaction – what does it tell you about this company? What does it tell you about their leadership?