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|  ROLE PROFILE |
| Job title | Business Improvement Lead | Date | April 2023 |
| Business | Meals |
| Department | Business Improvement |
| Location | Melton Mowbray  |
| ROLE SUMMARY  |
| You will be responsible for promoting a culture of continuous improvement throughout the business, by encouraging managers and line leaders to actively seek improvements in their own activities and processes.  |
| REPORTING STRUCTURE |
| Reports to | Site Director |
| Direct reports | BI Assistant, Process Innovation Improvement Manager |
| Key internal stakeholders | NPD & ProcessCommercialProduction & Engineering Manufacturing ExcellenceTechnicalSupply ChainFinance |
| Key external stakeholders | SuppliersCustomers |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Lead and drive lean transformation and change initiatives to create and sustain world-class, visually managed manufacturing operations for instantaneous recognition of waste and performance KPI’s in all areas
* Implementation of Business System continuous improvement activities in all major lean disciplines and in alignment with strategic initiatives and objectives
* Facilitates and/or conducts lean training programs
* Manage change whether in new equipment , processes , or raw materials to ensure food safety, quality and legality, efficiencies and yields are not compromised
* Organise and manage CI workloads to ensure that their projects are achievable and are on track to completed
* Work with Manufacturing excellence teams to deliver best practice efficiency solutions
* To ensure that effective, planning, organisation and communication is in place internally for the effective adherence to the critical path and successful implementation of processes into the business.
* To ensure that all teams are educated, upskilled and the appropriate training has been deployed and results are measurable.
* To be proactive in developing the business going forward through innovation and creativity, initiating new processes and product improvements to drive quality and efficiency.
* To be known as a subject matter expert to advise and assist in the efficient development of manufacturing processes
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Demonstrated ability to influence site leadership
	+ Coaching of others in CI thinking & application
	+ Clear verbal and visual communicator
* Ability to work effectively with Bakery colleagues
	+ Bakery operatives through to leadership team
	+ Ability to flex style to the team being worked with (situational leadership)
* Experience of manufacturing (not necessarily Food, but must be manufacturing operations experience i.e. not banking)
	+ Material & labour mgmt.
	+ Maintenance / engineering / change-over
	+ Production
	+ Planning
* Solid knowledge and application of “Lean” basics
	+ Workplace organisation & Lean “waste”
	+ Operations & Engineering Standard work
	+ Leaders standard work
	+ Visualisation of balanced scorecard KPI data & tiered performance of KPIs / performance
	+ Visual standards
* Expert problem solver with demonstrated capability of using structured problem solving to solve complex issues
	+ Ability to train & coach structured problem solving at all levels
		- DMAIC
		- A3 / Practical Problem Solving approach
		- Numeracy / ability to work with large data sets
		- Black Belt certified, GB trained as a minimum
			* Ability to train & coach GB / BB capability build
* Lead creation and deploy of annual ManEx roadmap plan
	+ Able to lead CI maturity assessment and prioritise capability build into ManEx deployment roadmap
* Structured approach to CI / PIP project execution
	+ CI Program governance
	+ Strong capabilities in Project and Change mgmt. techniques
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.* |
| Empowering others | *Creates an environment where people feel required and enabled to take ownership and responsibility.* |
| Coaching for performance | *The ability to help others achieve more through two-way feedback, clear direction and enabling.* |
| Analysis & Planning | *The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |