



JOB DESCRIPTION

Job Holder's Title:	Team Leader (Grade 4)
Reports to:	Area Manager
Direct Reports:	Shift Operatives
Site Responsibility:	Lichfield

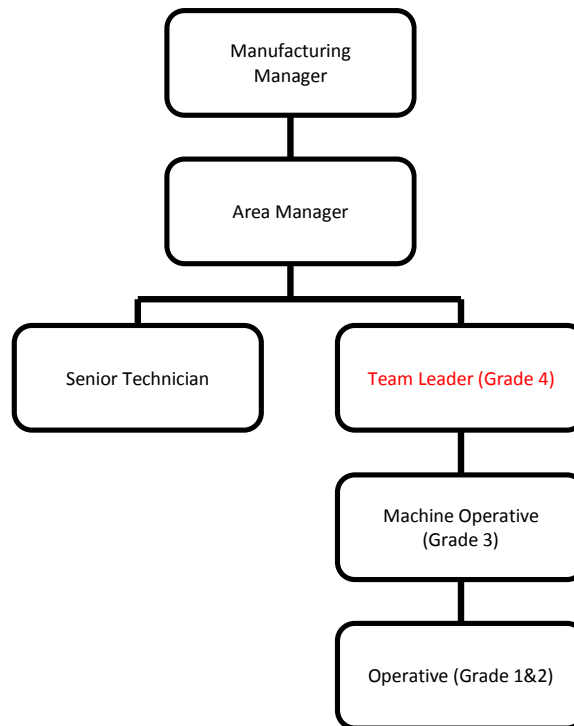
Main Purpose of the Job

To lead the production teams across the allocated shift pattern. To achieve or exceed production performance KPIs across a balanced agenda whilst maintaining compliance to the relevant health and safety and quality procedures and policies. To facilitate CI activity for the team within the site CI framework.

Scope of Responsibility

All team activities which will include interaction with scheduling, supply chain, NPD, Technical/QA functions and other production areas.

Team Structure



HR-JD-056 Version: 2	AUTHORISATION	SIGNATURE	DATE	Page 1 of 4
	WRITER: Paul Donkin – Manufacturing Manager	HELD ON MASTER COPY	26/10/2017	
	VERIFIER: Tom Wykes – Site Director	HELD ON MASTER COPY	26/10/2017	
	VALIDATOR: Dan Goulding - HR Manager	HELD ON MASTER COPY	31/10/2017	

Main Responsibilities	
1	Ensure that the daily/weekly plan is delivered in full and in line with budget including labour usage and yield. Monitor and report on hourly, daily and shift performance.
2	Ensure all staff are suitably equipped and trained to perform in their role currently and for future needs of the business.
3	To ensure effective management of agency team members.
4	Ensure compliance to all Health and Safety, HR policies and quality procedures both internally and externally.
5	Performance manages the team including quarterly performance reviews, target setting and coaching where required.
6	Maintain good GMP of both area and plant liaising with Engineering/Snr technician where appropriate.
7	Facilitate with the CI Manager to LEAN agenda and coordinate projects to be delivered by the team.
8	Being present in the department. Expectation of 95 % time spent working in area.
9	Developing robust succession plan for team.
10	To lead Cell Reviews, SICs and Operational Improvement Plans.
11	To take the lead role in Accident and Near Miss investigations including Root Cause Analysis, Conduct Reviews and improvement actions in liaison with the Area Manager and site Health & Safety Officer.
12	To be a leading example and promotor of positive behavioural safety through participating in and training out Safety Starts With Me observations.

Key Performance Indicators	
1	Delivery – Service, productivity, budget and Yield, CI.
2	Compliance – complaints, accidents, INCs and GMP.
3	People – training, absence.

Limits of Responsibility	
1	Complete formal investigations.
2	Changing, amending or implementing new control measures detailed within SOPs or site Risk Assessments.

Skills and Experience	
1	Good knowledge of manufacturing processes.
2	Experience of managing teams with a headcount >10 including conducting investigations.
3	Knowledge and examples of application of Lean tools and techniques including problem solving.

4	Good level of mathematical capability and an understanding of yield and productivity measures.
5	Good communication skills and a desire to build cross functional relationships.
6	Knowledge of quality systems including HACCP and corrective and preventative actions.
7	Ensure food safety and hygiene protocols are followed.
8	Hazard awareness and knowledge of risk control measures.
9	Good attention to detail with a tenacious approach.
10	Ability to delivery safety briefs in the form of 'Tool box talks' or Safety Updates.
11	Able to effectively prioritise workload to meet the needs of the department.
12	Able to give clear instruction and engage/communicate with people in positions above and below the role including reporting and presenting of information.

Personal Qualities

1	A team player that supports the sharing of information and values the opinions of others.
2	Tenacious person who is a good communicator.
3	Open to change and constantly drives for improvement.
4	Reliable, honest and able to challenge poor performance.

Job Content

1	Use of PC and ERP (Floris) systems.
2	Calculate and drive yield and efficiency performance measurements against targets on an hourly basis.
3	Liaison with multiple manufacturing and support functions.
4	Facilitate CI and focus on resolving situational issues.
5	Performance management and development of team.
6	95 % factory based involving moving between all manufacturing areas.

Special Tasks

Other ad hoc duties as required.	
----------------------------------	--

Other Duties		
--------------	--	--

This list of duties is not intended to be exhaustive but gives a general indication of tasks and responsibilities. All employees are expected to work in a flexible manner and acknowledge that tasks not specifically covered in their job description are not excluded.		
---	--	--

Job Holder Name:	Job Holder Signed:	Dated:
Signed on behalf of Florette UK & Ireland Ltd.		Dated