



## Lean Manufacturing Manager – Job Description

(Job Code and Level: MFGLEA005)

### **Definition:**

Responsible and accountable for continuous improvement and efficiencies across the Company's products, systems, operations and processes. Likely to lead a team of people and have budgetary/cost reporting responsibility. Likely to be an expert in lean methodologies with a Master Black Belt or equivalent qualification. Coaches, trains and assesses others.

### **Overall Purpose of the Role:**

Working with the Senior Management Team, develop, set the pace and implement business transformational and continuous improvement strategy with sensitivity towards the organisational structure, commercial approach, culture, people and processes. Outline direction and deployment of the Lean framework to ensure consistent and rigorous application across the business in line with best practice. Responsible for the successful management and implementation of business improvement projects/initiatives across the business by developing an enthusiastic, motivated and flexible team and building working relationships ensuring that Health, Safety and Environmental requirements are adhered to.

### **Key Responsibilities:**

#### **Strategy and Development**

- Contribute to the creation and implementation of best practice Lean vision, strategy, policies, processes and procedures to aid and improve operational performance
- Contribute to new business initiatives and projects and review and communicate the impact on Lean activities

#### **General and Task Management**

- Develop a robust continuous improvement strategy in partnership with the Management Team and key business stakeholders
- Implement and support cultural change across the organisation and drive business improvement
- Provide project management, analytical and research skills and expertise

- Develop, deliver and support delivery of business improvement change initiatives. Develop and contribute towards improvement standards in line with best practice
- Provide expertise, professional advice and guidance to the business in business improvement, drawing from proven industry practice and methodologies
- Report on progress of projects, understanding the risks, dependencies, budgets, resourcing, issues, critical milestones and forthcoming pipeline, and actions necessary to ensure success
- Define, develop and publish business improvement process documentation to reflect best practice
- Undertake business process analysis, statistical analysis for improvement projects and to support wider change
- Lead, define and develop continuous improvement activities designed to improve performance, such as the planning and running of lean events
- Attend various meetings and action/communicate instructions
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify business improvement opportunities within the organisation
- Conduct risk assessments of processes and tasks in the department
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors

### **People Management**

- Set department objectives/Key Performance Indicators (KPIs) and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Ensure relevant on-going learning and development of all employees in lean improvement tools and communication methods
- Coach and facilitate teams and individuals to identify and implement improvement opportunities
- Build organisational capability by hiring and developing the continuous improvement team. Develop annual development plans and provide input on organisation capability/succession planning
- Develop and build a culture of engagement at all levels of the business to provide a highly energised team which is flexible to meet the changing needs of the business
- Provide technical expertise to the team
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Manage contractors on site to ensure they meet legal and company requirements
- Ensure the delivery of the People Strategy within area of accountability
- Manage and lead the team, ensuring adequate staffing levels, managing holiday allowances, recruitment, training, development, appraisal,

attendance, disciplinary issues and daily supervision to maximise efficient productivity

- Motivate and coach the team to operational success
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Consistently promote high standards through personal example and roll out through the team so that each member of the team understands the standards and behaviours expected of them
- Communicate Key Performance Indicators (KPIs) from the strategic annual plan so that each employee is aware
- Develop, implement and manage key performance indicators (KPIs) for each area of responsibility
- Ensure KPIs are met by working to the overall plan, including management of, and reporting

### **Financial and Budget Control**

- Input and hold responsibility for lean manufacturing budgets
- Prepare the annual Lean budget and forecasts and all Capital Expenditure proposals as well as ensuring compliance with legal standards. Manage the budget from identification to completion of projects
- Responsible for achieving budget and forecast

### **Relationship Management**

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance
- Work as part of the management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with company and customer requirements
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the Lean strategy
- Communicate with stakeholders the impact of market change and potential effects on Lean Manufacturing. Recommend solutions without compromising quality or service while optimising cost
- Stay current and up to date on any technology changes that may affect Lean and advise others of any impact
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Ensure an effective interface with other departmental staff is maintained

### **Self Management**

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Support encourage and develop team with ownership for team cohesion
- Proactively contribute to creating a good team atmosphere

- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- A self-starter, motivated and able to positively motivate others
- Focused and target driven with a positive, can-do attitude

### **Skills and Attributes:**

- Excellent leadership and man- management skills
- Excellent interpersonal skills
- Ability to manage a variety of cross-functional team members
- Excellent written, verbal and presentation skills
- Excellent organisational and follow-up skills
- Competent in problem solving, team building, planning and decision making
- Commercially and financially aware

### **Qualifications and Experience Levels:**

- Relevant manufacturing/engineering degree is preferred, or HND, BTEC Professional Level 5 Award or equivalent NVQ Level 5 qualifications
- Membership of an industry related professional body would be advantageous
- Master Black Belt in Six Sigma or equivalent qualification
- Background in manufacturing and/or engineering environments
- Background in people management and project management
- Qualified Trainer is advantageous

### **Example roles this job description may cover:**

- Continuous Improvement Manager
- Lean Manufacturing Manager
- Business Improvement Manager