



## Lean Master Practitioner – Job Description

(Job Code and Level: MFGLEA004)

### **Definition:**

Leads continuous improvement and efficiency projects across the Company focussing on products, systems, operations and processes. Likely to be highly knowledgeable in six sigma methodology with a Black Belt or equivalent qualification. Coaches, trains and assesses others.

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

Identify opportunities and develop business cases for Lean process improvement projects within the business, including other stakeholders where necessary. Facilitate and deliver significant sized complex business improvement projects using Lean and Six Sigma techniques to achieve long-term business strategies and develop a Lean culture across the business.

### **Key Responsibilities:**

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

- Accountable for the delivery of highly complex business improvements using methodologies including Lean, Six Sigma and 8D
- Accountable for training, mentoring and coaching of employees nominated as Lean Practitioners in addition to their normal duties
- Responsible for ensuring Lean business improvement business cases are developed and approved for execution to deliver the Business Improvement business plan
- To act as a role model and identify opportunities for Lean and Business Improvement
- Responsible for ensuring that business improvement projects are completed to schedule and deliver business benefits including tangible financial savings, safety improvements, reduced business risk and/or improved customer satisfaction
- Report on progress of projects, understanding the risks, dependencies, budgets, resourcing, issues, critical milestones and forthcoming pipeline, and actions necessary to ensure success
- Develop continuous improvement plans/road maps for projects and areas of accountability

- Train/lead lean workshops for site leaders including value stream mapping, daily management, standard work, problem solving, 3P/Layout, cell design, material flow, Total Productive Maintenance (TPM), Single Minute Exchange of Dies (SMED), 5S (Sort, Set In Order, Shine, Standardize, Sustain) and visual management
- Produce written reports and make presentations
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required
- Conduct risk assessments of processes and tasks

### **People Management:**

- Responsible for coaching managers in the identification of business improvement opportunities and the development of business cases
- Develop and build a culture of engagement across the business to provide a highly energised team which is flexible to meet the changing needs of the business
- 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
- Ensure KPIs are met by working to the overall plan, including management of, and reporting

### **Relationship Management**

- Responsible for coaching managers in the identification of business improvement opportunities and the development of business cases
- Liaise and communicate with other departments, customers, suppliers and other service providers
- Attend various meetings and action/communicate instructions
- Ensure an effective interface with other departmental staff is maintained
- Provide technical expertise to the team

### **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
- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, assertive, optimistic and open to change
- Has an Adult:Adult, collaborative approach to others
- Engages interest and participation of others

- Proactively contributes to the team
- High levels of motivation and action orientated

### **Skills and Attributes:**

- Work independently and is reviewed infrequently with minimal supervision
- Self-supervising within the guidance and expectations of divisional management
- Strong people management and leadership skills
- Ability to coach, counsel and develop people
- Excellent verbal and written communication skills
- Communicate with clarity and demonstrate excellence in approach to work and people activities
- Excellent organisation skills
- Excellent problem solving skills
- Ability to manage a wide variety of activities at the same time
- Ability to plan, analyse and challenge
- Able to work cross functionally and collaboratively with many stakeholders
- Financial acumen with ability to balance material usage and manufacturing processes
- Able to identify root cause of any losses

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

- Relevant business/commercial or manufacturing/engineering degree is preferred, or HNC, BTEC Professional Level 4 Award or equivalent NVQ Level 4 qualification.
- Membership of the (IMS) Institute of Management Services would be beneficial
- Experience of leading and developing (multi-skilled) people
- Strong PC skills and experience of packages such as SAP (Standard Analyses: Purchasing Information System)
- Knowledge of lean manufacturing techniques and recognised Quality Control (QC) tools
- Knowledge of Health & Safety legislation including ISO14001 and responsibilities
- Knowledge of Quality standard TS16949

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

- Continuous Improvement Engineer
- Process Improvement Engineer
- Continuous Improvement Coordinator
- Senior Lean Practitioner
- Continuous Improvement Black Belt
- Lean Project Lead