



## Lean Practitioner – Job Description

(Job Code and Level: MFGLEA002)

### **Definition:**

Participates in a continuous improvement and/or efficiency project within a Company focusing on products, systems, operations and processes. Likely to have a yellow belt six sigma qualification. Will carry out these duties as part of their overall function within the organisation.

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

Participate in and contribute to lean improvements activities, looking at safety, quality, delivery, productivity, cost and efficiency, delivering benefits to support customer satisfaction. Bring knowledge of their area of work to the lean process.

### **Key Responsibilities**

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

- Within area of responsibility analyse current work practices to identify areas for improvement and educate as to how to improve business and manufacturing processes. Devise and test solutions and roll out new ways of working
- Participate in Lean health checks and go/no goes
- Perform work place audits and streamlining processes within area of responsibility
- Process mapping, value stream mapping, identifying inefficiencies in productivity with a particular focus on layouts and sequencing
- Recommend to management changes that can cut waste from operating procedures
- Deploy appropriate methodologies to problem solving and support teams to solve problems. Ensure the escalation process for problem solving is effective
- Demonstrate performance excellence behaviours within the business and champion performance excellence
- Support the business in establishing “best practice”
- Implement standard work, visual factory and error proofing (poka yoke)
- Undertake continuous training and development

- Perform root cause analysis and resolve problems
- Carry out time and motion studies to support productivity improvements
- 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
- Conduct risk assessments of processes and tasks in the department

### **Relationship Management**

- Liaise and communicate with other departments, customers, suppliers and other service providers
- Work as part of the team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and carry out process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements in line with company and customer requirements
- 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
- Balanced and confident
- Applies experience and logic
- Achievement Focussed
- Makes productive contributions
- Team player with a positive effect on the mood
- Consistently manages the task
- Is self aware, resilient, optimistic and open to change
- Shows moral courage, openness and honesty in all dealings and has a collaborative approach to working with others

### **Skills and Attributes**

- Lean Manufacturing knowledge
- Awareness of TS16949 and ISO9000
- Understanding of ISO14001 and Health and Safety practices
- Understanding manufacturing processes
- Ability to work in a diverse and dynamic environment
- Planning and prioritising activities
- Good communication and interpersonal skills
- Problem-solving skills
- Team working skills
- Analytical skills
- Understanding of cost and financial impacts
- Ability to work on own initiative

## **Qualifications and Experience Levels:**

- GCSE Level A-C, NVQ level 2 qualification, International Vocational Technician certificate (IVQ), BTec First certificate
- Previous lean manufacturing experience would be advantageous
- Awareness of lean techniques
- Yellow belt six sigma qualification or equivalent

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

- Continuous Improvement Practitioner
- Lean Practitioner
- Process Efficiency/Excellence Practitioner