



## Senior Lean Practitioner – Job Description

(Job Code and Level: MFGLEA003)

### **Definition:**

Participates and may lead a continuous improvement and/or efficiency project within a Company focussing on products, systems, operations and processes. Likely to have a green belt six sigma or equivalent qualification. This is likely to be in addition to a full time management role within the organisation.

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

Support the business in achieving and sustaining performance excellence through the use of Lean techniques. Serve as a facilitator of continuous improvement implementation and colleague involvement to create and sustain culture change to achieve long-term business strategies.

### **Key Responsibilities:**

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

- Improve safety, quality, delivery, productivity, cost and efficiency
- Serve as a facilitator of continuous improvement implementation and employee involvement
- 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
- Drive functional projects, risks, issues and benefits. 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
- Communicate effectively with various levels within the business to educate in lean methodologies and how recommended changes can cut waste from operating procedures, influencing and motivating both proactively and reactively

- Deploy appropriate methodologies to problem solving and support teams to solve problems. Ensure the escalation process for problem solving is effective
- Foster the growth of performance excellence behaviours within the business through coaching, mentoring, and training teams and championing performance excellence
- Support the business in establishing “best practice”
- Ensure that process improvement initiatives are aligned to business requirements
- Implement standard work, visual factory and error proofing (poka yoke)
- Support the building of a culture of engagement across the business to provide a highly energised team which is flexible to meet the changing needs of the business
- Undertake continuous training and development
- Perform root cause analysis and resolve problems
- Monitor the completion of tasks and ensure good performance and record on appropriate systems
- Conduct risk assessments of processes and tasks

### **People Management**

- Support and coach other less experienced team members
- Manage contractors on site to ensure they meet legal and company requirements

### **Relationship Management**

- Liaise and communicate with other departments, customers, suppliers and other service providers
- Ensure an effective interface with other departmental staff is maintained
- Feedback to 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

### **Self Management**

- 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
- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures
- Assertive, resilient and welcomes change
- Engages interest and participation of others and has a collaborative approach to working with others
- Proactively contributes to the team
- Actively committed to teams development
- Is self aware
- Shows moral courage, openness and honesty in all dealings

## **Skills and Attributes:**

- Responsible for projects involving multiple people
- Able to read and understand engineering drawings
- Ability to make and manage good relationships
- Understand lean manufacturing
- Planning and prioritising activities
- Good communication and interpersonal skills
- Ability to present data effectively
- Problem-solving skills
- Team working skills
- Analytical skills

## **Qualifications and Experience Levels:**

- Relevant business/commercial or manufacturing/engineering degree preferred, or ONC, A Levels, BTec Diploma Level 3 or equivalent NVQ level 3 qualification
- Experience of FMEA (Failure Mode Effects Analysis), Kaizen/A3 (continuous improvement and problem solving) process improvement and Poka Yoke (error proofing) techniques
- Six sigma green belt or equivalent qualification
- Membership of and industry related Professional Body would be beneficial
- Substantial experience in a high volume manufacturing environment, preferably automotive
- Expert in a number of systems and understands how multiple systems interact

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

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