

## JOB PROFILE

<b>JOB TITLE:</b> Continuous Improvement Co-ordinator	<b>DEPARTMENT:</b> Operations	<b>REPORTING TO:</b> Operations Director
<b>MAIN PURPOSE OF JOB:</b>  Key role in influencing change in the creation of lean and continuous improvement culture, including hands on delivery of training in methodology and tools to eliminate waste and increase efficiency.  Facilitating/implementing improvement/change programmes in all departments focusing on process and productivity to reduce costs and drive efficiencies.		
<b>MAIN RESPONSIBILITIES:</b>  <ol style="list-style-type: none"> <li>1. Work with staff at all levels to identify continuous improvement projects in line with business objectives.</li> <li>2. To hold responsibility for the embedding of continuous improvement excellence.</li> <li>3. Promote a continuous improvement culture throughout the business by training, developing and empowering others to contribute and lead improvement projects.</li> <li>4. Ensure all improvements are in line with company business strategy, and other initiatives such as AS9100, SC21, etc.</li> <li>5. Develop and implement metrics and measures to measure the impact of improvement initiatives where appropriate.</li> </ol>		
<b>KEY TASKS:</b>  <ol style="list-style-type: none"> <li>1. Keep up to date with continuous improvement techniques such as Lean, 5S/C, Kaizen, FMEA, etc.</li> <li>2. Lead and champion initiatives, working with all departments to ensure development of targets, initiatives, measurement and continuous improvement</li> <li>3. Train in lean activities including value stream mapping, 5S/C, visual workplace, kaizen etc.</li> <li>4. Develop and implement a toolkit of problem solving tools and techniques in order to achieve the benefits of improved quality, performance and job satisfaction</li> <li>5. Raise the profile of continuous improvement across the business</li> <li>6. Develop a network of continuous improvement champions and embed continuous improvement into the company culture.</li> <li>7. Develop enhanced visual management.</li> </ol>		
<b>REPORTING/SUPERVISORY STRUCTURE:</b>  Reporting to STI Operations Director and indirectly the QA Manager but building relationships at all levels and supporting all aspects of the business/departments.		

**QUALIFICATIONS:**

Preferably an Engineering based degree  
Formally qualified lean or a business management discipline

**KNOWLEDGE AND SKILLS:**

- Strong analytical analysis skills with a high level of computer literacy
- Strong ability to accurately present statistical information using various media including excel and other mainstream office packages
- Sound knowledge of lean methodologies and tools such as value stream mapping, standard ops, visual management, kanban, lean and problem solving
- Evidence of working within a progressive continuous improvement environment
- Strong communication and interpersonal skills to include the ability to influence and persuade at all levels within the organisation, to build trust and confidence and establish credibility
- Ability to accurately assess key business metrics and situations and provide action plans
- Professional, flexible, highly motivated with open leadership style
- Strong problem solving skills with ability to show initiative, creativity and logic

**EXPERIENCE:**

Must have been in a similar role for 3 years, well versed in continuous improvement tools and techniques.

Preferably from the electronics manufacturing industry. Skills must encompass 'hands-on' at shop-floor level through to business system level.

Experience of managing diverse teams.

**BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)**

	LEVEL		LEVEL
Manage Performance	5	Manage Communications	3
Manage Oneself	5	Manage Customer Service	4
Manage Others	5	Manage Resources	4
Manage Relationships	5		

**SPECIAL FEATURES:** (any "out of norm" features of the job")

<b>JOB HOLDER:</b> Signature & Date:	<b>MANAGER:</b> Signature & Date:
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*This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.*