|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Skilled Operator | Department | Preserves |
| Function | Operations | Site | Histon |
| Date | 01/08/19 | Approved by  (manager) | James Lambert |

|  |
| --- |
| SECTION 2 – JOB SUMMARY |
| Ensure compliance of all Technical and Quality standards, ensuring all Due Diligence records are completed correctly. Maintain the highest hygiene and GMP standards of your work area.  Running of highly automated and complex equipment to deliver production plan on time, in full without ANY compromise of Safety, Food Safety & Quality standards. Ensure OEE of the line is maximised by achieving changeovers to required Quality within target time. Completion of changeovers using the tools and equipment provided without any engineering support – following training. Ensure all products are made to QAS, as well as meeting all packaging standards.  Develop to multi-skill level across more than one production line/different assets and even into different departments when needed (and trained to correct standard).  Engage in site Continuous Improvement and Autonomous Maintenance activities as and when required.  To be a member of a highly motivated and cross skilled team, responding to customer needs and requirements when needed. |

|  |  |
| --- | --- |
| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety, Quality, Hygiene**   * Ensure that product is in specification. Carry out quality checks to required timescale, record and take appropriate action to bring back into RFT. * Act on any quality issues seen anywhere in the factory even if outside their own area of responsibility * Participate in system audits e.g. quality, safety, housekeeping & hygiene * Lead compliance to safe systems of work and Company safety policies. Report any deviations through the near miss procedure. Participate in the investigation of near misses and hazards * Take a key role in risk assessment process * Take part in the TOPs and in nominated safety initiatives. * Strive towards world class GMP standards * Promote and improve Company environmental issues. |  |
| **People Management**   * N/A |  |
| **Operations Management**   * Ensure line is running to optimum quality and speed * Responsible for ensuring the accuracy of ALL line data * Must start/stop/changeover themselves to an agreed timescale * Participate in the department 5s program |  |
| **Continuous Improvement**   * Carry out problem solving and fault diagnosis techniques * Participate in continuous improvement initiatives within the department * Carry out equipment and material trials and ensure all settings and procedures are documented * Must account for all waste and use CI techniques to improve performance and reduce waste in their area |  |
| **Communication**   * Carry out efficient and effective handovers with the on-coming and off-going shift * Escalate any issue to relevant authority * Carry out daily plan reviews with Cell Leader |  |

|  |  |
| --- | --- |
| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | * Iosh working safely desired but not essential |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * Min 3 years experience in automated food/pharma environment |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | The individual is expected to be willing and able to work in a fast paced and technical environment. They need to show a tenacity to ensure that Safety standards are met, the Quality and Safety of products isn’t compromised and that the production plan is delivered on time. Ideally somebody with previous experience in carrying out complex changeovers is preferred but training will be given to the right individual demonstrating the correct behaviours. Any Autonomous Maintenance or Continuous Improvement experience also an advantage. |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  None | Direct/Indirect Budget  None | Size/Amount  N/A |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

|  |  |
| --- | --- |
| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Must be able to travel into Histon daily at all hours of the day as a shift based role.  Able to work in a hot & cold environment depending on conditions.  Able to carry out some heavy lifting and changeover work. |

|  |  |  |
| --- | --- | --- |
| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 25 |
| Grade 3 specialist operator |
|  | Reports to (Job Title) | Production Supervisor or Team Manager depending on exact location. |
|  |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |