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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Reliability Engineering Supervisor | Department | Engineering |
| Function | Engineering | Site | Lakeside |
| Date | November 24 | Approved by  (manager) | Rick Stemp |

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| SECTION 2 – JOB SUMMARY |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | To support the Engineering Manager (EM) by providing all necessary administration and external resource in order to help in providing a best in class, safe and compliant Engineering and Maintenance Operation on site.  To have overall responsibility for the efficient operation and maintenance of the utilities and site services equipment on site. Taking ownership and accountability for all general engineering services, ensuring effective maintenance of the usual site services equipment including Effluent plants, Water supply, Air compressors, Refrigeration plant, Fire Protection, Industrial steam boilers & ancillary equipment and all external HV equipment.  Work hands on when required with the engineering teams to resolve reliability issues  Ensuring efficient use of utilities and available resources so as to meet legal obligations and site KPI targets.  To ensure that legal compliance is maintained in a timely manner with regards to all statutory inspections.   |  | | --- | | Scope out, plan and organise work including improvement/capital projects, driving these to completion. | | | |  | |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety, Quality, Hygiene, Operational:**   * Strict adherence to all H&S work policies e.g. Lock out and Tag out (Isolation of all energy sources when undertaking any work) and Use of the “Permit to Work/Enter” system. * Ensure purchased items conform to legislative, moral and European directive requirements. * Ensure areas achieve and maintain required GMP and 5S standards. Conduct audits as required. * Ensure that risk assessments are completed and actions completed accordingly. * Responsible for compliance with all statutory requirements including: Periodic Inspections and Testing, Environmental aspects (incl. Legionella), and all aspects relating to Group Health and Safety requirements. * Implement and oversee effective Contractor control policies and procedures, ensuring full compliance with HDG systems and policies at all times. * Create, plan and schedule all services provided by OEM or External Companies. That these are planned and communicated effectively with FEM’s and all related stakeholders. * Analysing Operations/Production performance data and the impact of Engineering on this performance. Working closely with the Engineering Managers to develop and implement solutions and permanent corrective actions. Facilitate Root Cause analysis reviews to supplement this. * Provide data and KPI information for weekly operations meeting * Assist FEM’s in creation and monitoring of site KPI’s and success measures. * Provide wider Facilities Management (anything external to day to day factory operational needs – Effluent Plant, Water and Waste control). | 50% |
| **People Management:**   * Lead team of engineers to driver asset performance; help to establish clear objectives and priorities for Team to enable them to meet operational targets and review. * Co-ordinate contractor maintenance activities and ensure all safety and GMP standards are consistently met. * Produce plans & CP charts to plan, measure and track progress as well as to aid communication. * Prepare CAPEX proposals in line with Hain accounting and legal requirements. * Effectively communicate and manage Suppliers & Contractors. * Responsible for monitoring, updating and improving the planned maintenance system (CMMS aspect). * To liaise and assist with training and supporting other departments in general running of the factory. * Undertake the training of others as required. * Identify own training needs and with Manager agree a time plan for achieving this . | 20% |
| **Continuous Improvement:**   * Contribute to and help implement continuous improvement, to enhance quality, safety, efficiency and waste reduction. * Scope, Plan, Organise, communicate and deliver projects both capital and routine delivering claimed business benefits | 10% |
| **Communication:**   * Work closely with support functions (HR, Technical, Manufacturing, Supply Chain and Process Development) to ensure resources required are identified and communicated with all outstanding issues resolved. * Communicate as required with Engineering, Planners, Manufacturing and site to ensure projects are implemented on time, in full, with least disruption and within budget. * Communicate with Planning and Manufacturing to ensure planned maintenance, engineering and production priorities are considered, ensuring that all parties agree to and outages and plant downtime plans for maintenance. * Ensure that critical spares are available via Engineering Stores for planned and breakdown maintenance. * Meet with FEM’s daily to ensure the support role is utilised effectively and aware of all constraints and potential factory demands. | 15% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Time served engineering apprenticeship.  Formal relevant engineering qualification.  IOSH qualification preferred. |
| Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Demonstrable Contractor Management experience  Good knowledge and practical experience of implementing current legislative requirements.  Site services management and coordination  Water Treatment / Effluent Management. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | A prove leader with excellent proven coaching skills.  A positive attitude, open to change, a proactive approach and a passionate attitude to success.  A positive and flexible approach to on going training.  A result orientated individual with adherence to high standards and continuous improvement.  An excellent time manager with an adaptable and  flexible approach, being very responsive when  Operating at all levels within the organisation. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | | |
| Budgetary Responsibility;  Management and control | Direct/Indirect Budget  N/A | | Size/Amount  N/A |  |
| Other key dimensions/measures of success.  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers) | Energy Usage Monitoring, Waste Management compliance, Effluent discharge consent limits, Plant Services uptime, Stores stockholding accuracy, Contractor Control and Compliance with HDG contractor assessment documentation. Others as assigned. | | | |
| 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) | | Lakeside based. Travel to other Hain Daniels Sites and relevant suppliers / OEM’s. | | |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 3 (Machine Minders) |
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|  | Reports to (Job Title) | Head of Engineering |
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| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |