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| SECTION 1 – IDENTIFYING INFORMATION |
| Job Title | C.I. and Compliance Coordinator | Department | Engineering |
| Function | Operations | Site | Histon |
| Date | 08/03/2020 | Approved by(manager) | Gavin Kilbourn |

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| SECTION 2 – JOB SUMMARY |
| ***Reliability Engineering Key Responsibilities:**** To maintain the highest level of site efficiency through a robust maintenance regime which will:
	+ Ensure a safe environment, which actions and records unsafe conditions
	+ Provide reliable equipment and processes which will maintain product quality
	+ Ensure engineers are focused on driving and improving machine reliability
* Ensure appropriate engineering resources are identified to satisfy the requirements of the maintenance plan
* Build effective relationships with the Manufacturing Planning and Project functions ensuring focussed alignment at all times
* Build effective relationships with the shift based engineering leadership, proactively integrating the shift activity with the maintenance processes
* Build effective relationships with the product stream leadership, proactively integrating the production activities with the maintenance processes
* Provide and record accurate and timely facts and data for engineering and manufacturing leadership
* Coordination of all daily and weekly maintenance tasks by line
* Creating an accurate critical path for each maintenance day, ensuring best use of resource available
* Form effective relationships with all the shift engineers to ensure maintenance continuity across shifts
* Support the engineering leadership team by providing accurate engineering data as required
* Attend the morning lineside OEE meetings prioritising any immediate actions with the senior shift engineer
* Ensure adequate resource is identified and communicated to cover both maintenance days and overhaul periods
* Support all site RCA activities by providing accurate engineering data as requested
* For planned maintenance activities, ensure the correct level of resources are available for the workload.
* Liaise with the engineering stores function to ensure spare parts are available for planned activities
* Liaise with planning to agree maintenance downtime requirements and forge a strong working relationship
* Ensure all compliance work is planned and completed in accordance with the Engineering Compliance managers directives
* Provide information to the Engineering Reliability manager to compile weekly KPI’s (MTTR,MTBF)

***Compliance Coordinator Key Responsibilities:**** To ensure that all governmental and Industrial regulations are met on site.
* Organising and coordinating industrial companies to attend site for testing to ensure compliance is maintained.
* Filing and keeping records up to date at all times.
* Prepare documentation ready to present at formal audits.
* Flag early and concerns or non compliances
* Manage service contracts with key suppliers.

**Accountability:*** Engineering maintenance adherence across all shifts
* Accuracy of facts and data recorded on systems as provided by day and shift based engineering leadership
* Appropriate external resource to assist in scheduled maintenance tasks
* Accuracy and currency of all maintenance schedules
* Forming effective relationships with manufacturing shift managers
* Forming effective relationships with senior shift engineers
* Forming effective relationships with OEM’s
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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Safety, Quality, Hygiene*** Ensure compliance to current Health and Safety Legislation whilst providing a professional and proactive approach to health and safety.
* Ensure good working knowledge of Hain Daniels safety procedures and adherence to them incl LOTO, RA, Work Permits, while also driving forward any health and safety initiatives.
* Maintain a safe working environment and build a positive and successful Safety culture.
* Ensure safe practices are followed by OEMs and contractors visiting the site.
* Ensure that all operations within the engineering department adhere to current health and safety policies that the company operates whilst also being responsible for the communication and implementation of any statutory legislative changes that may occur.
* Ensure the plant is safe and effective for the job required by implementing effective action plans and encouraging improvement to overcome any health and safety issues.
* Deliver rigid control of contractors through the site systems and procedures.
* Ensure the Company hygiene rules are adhered to.
* Ensure clean as you go is strictly followed incorporating the Equipment Handover procedure.
* Regularly Audit standards and paperwork and strive for improvements
* Ensure department Housekeeping and Hygiene standards are kept and improved upon.
* Understand the requirements of food safety and the importance of “right first time” repairs from not only a reliability point of view but also a food safety point of view, ensuring equipment handover forms are completed and handed over to operations accordingly.
* Ensure documentation is completed accurately and in a timely manner.
 | 15% |
| **People Management*** Manage your role and your team, directing and prioritising your approach and managing your effectiveness against set and measurable objectives
* Ensure the needs of the employees are considered and where possible fulfilled with regards to up-skilling, fault analysis, man management, personal development etc.
* Monitor internal customer satisfaction and continually seek ways of improving the service for which the post is responsible.
* Manage your area of responsibility..
* Maintain and develop a positive workplace free from bullying and harassment.
* Ensure that all employees are capable in fulfilling their duties and follow appropriate company procedure where this is not possible.
* Complete return to works as necessary for your team and peers
* Ensure that disciplinary procedures are followed and used when appropriate.
* Ensure regular appraisals and reviews are carried out for your team members
* Maintain confidentiality of Hain Daniels procedures and practices.
* Develop and deliver a culture of the right Hain behaviours around accountability, commitment and engagement
* Ensure a good level of customer service is received from the OEM’s and contractors to site
* Challenge to ensure “Value for money” is maintained.
 | 20% |
| **Operations Management*** Ensure service levels are efficient and of a high standard.
* Measure performance and seek to exceed set targets.
* Plan to improve service to the customer (internal and external) wherever possible.
* Ensure the needs of the employees are considered and where possible fulfilled with regards to up-skilling, fault analysis, man management, personal development etc.
* Oversee control of contractors attending site.
* Prioritise actions to deliver immediate and long term solutions to enable production output of quality products to be achieved feeding back and updating operations accordingly.
* Manage routine maintenance activities both predictive and reactive to improve plant performance
* Using existing systems and processes maintain high levels of workplace organisation incorporating good manufacturing practices to deliver a food safe environment and high levels of hygiene.
* Improve the maintenance routines prioritising to deliver MTBF improvements paralleled with DT%RT improvements.
* Drive the focus on engineering KPI’s and RFT repairs and maintenance as a strategic part of the engineering process to manage the performance of the plant
 | 30% |
| **Continuous Improvement*** Ensure your area of responsibility is run efficiently and cost effectively, demonstrating a proactive approach to improvement clearly demonstrating the measurable business benefit
* Identify and improve areas that could be made more cost effective.
* Consistently seek opportunities to improve profitability and develop plans to support this.
* Apply automation ideas to remove non-value added activity
* Ensure wastage is kept to a minimum, whether that is product or other items used in the manufacture of that product.
* Coordinating an improvement in MTBF through FMEA and timely completion of corrective actions required.
* Organise maintenance windows collaborating with internal and external personnel to deliver effective use of available maintenance opportunity delivering confidence in the plant being released to engineering and being handed back in a better condition than when it was received.
 | 10% |
| **Communication*** Utilise effective communication to inform all members of the team wherever possible.
* Act as a source of best practice for all engineering processes. Communicate these to all levels.
* Arrange a regular review with internal customers to ensure effective working relationships focussing on joint prioritises linked to business goals
* Meet with peers on a regular basis to aid collaborative working to standard objectives.
* Generate greater effectiveness of moving to predictive maintenance by liaising regularly with Engineering Stores to ensure that spares are available for planned and breakdown maintenance focusing on business critical assets and relevant critical plant.
 | 25% |

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| SECTION 4 – EDUCATION & EXPERIENCE |
| Education Level (i.e. Degree, Prof. Quals., etc) | * Formal Engineering qualification required, preferably to HNC.
* Formal qualification in Health and Safety
* Lean / CI implementation experience
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| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * 5Years plus experience in the FMCG industry in a similar role.
* Ability to influence and collaborate at all levels in order to achieve engineering targets.
* Ability to represent the company in a professional and highly competent manner.
* Able to work flexible hours as required.
* Full driving licence
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| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | **Specialised Knowledge/experience:*** Appropriate engineering qualification, including diagnostic skills
* Intermediate level of computer skills to include Microsoft Office Excel & Microsoft Project
* Knowledge of Permits and safe systems of work
* Good oral and written communication skills
* Knowledge of process control systems
* Right first time attitude
* Clear “Can do Attitude”
* Reliability Centred Maintenance
* Computerised Maintenance Management Systems (CMMs)
* Ability to work without direct supervision
* Actively pursue involvement in CI projects and initiatives
* Strong problem solving ability
* High level of customer support
* Ability to liaise with and schedule external contractors and OEM’s
* Willingness to embrace future methods of electronically recording information
* Work with minimal level of supervision to ensure maintenance plans are executed accurately and timely
* Balancing time, focus and resource across multiples filling lines
* Continuous OEE improvement
* Ensure excellent customer service for manufacturing and engineering
* Provide accurate data on all engineering assets
* Plan and record engineering activities
* Ability to operate when under pressure.
* Priorities work load.
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| SECTION 5 – DIMENSIONS & SCOPE |
| Budgetary Responsibility | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions(.e.g. sales, products, skus, reports, invoices, etcPlease put description and numbers | **Key Relationships:****Internal** **Communicate effectively and confidently with:** * Site Engineering team members
* Operations Manager and manufacturing personnel
* Coordinate with Planner to organise downtime and maintenance periods
* H&S Manager.

**Promote team ethics and principles with:** * Engineering Management Team & Site Management Team
* Colleagues within Hain Daniels

**External****Maintain professional communication with:** Suppliers, contractors (as required) and OEM’s |

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| 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) | * May require travel to other sites, suppliers, customers and exhibitions.
* May involve exposure to heights and/or confined spaces
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| SECTION 7 – POSITION IN ORGANISATION |
| **Peer Positions (list below)** | Team Size (if none put 0) |  |
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|  | Reports to (Job Title) | Engineering Reliability Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** |
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| SECTION 8 – SIGNATORIES |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |