Role Profile and Person Specification

Job title:	Line Leader		**Location(s):**	All Sites	
Reports to:	Shift Operations Leader	**Function:**	Produce	**Grade:**	S00
Leader of:	Production line & a team of colleagues		Ambient	**Hay Level**	10

Position Summary

Key duties - briefly outline the main focus areas for this role:

- Lead, motivate and organise an individual production line to ensure daily production targets (efficiency & yield) are achieved and customer orders are fully satisfied to the highest quality standards.
- Ensuring adherence to both IPL's policy and all laws and regulations pertaining to Food Hygiene and Health & Safety.
- To ensure that all finished product meets customer specifications, positive release product as required.
- Accountable for product quality and to ensure that quality is everyone's responsibility.
- To maintain audit ready Food Safety & Quality Management System due diligence records.
- Promote a Health & Safety, quality focused and driven culture and to monitor your work area to ensure the workplace is safe and a 'clean as you go' policy is maintained at all the times.
- To ensure all daily checks and documentation are completed in an accurate and timely manner. To include line safe start up checks, handover, H&S and Fire Register.
- Provide communication to all concerned as required, making sure detailed handovers are provided.
- To ensure the best interests of the Company are always maintained.
- To optimise the use of Company resources and comply with the Company policy and procedures.
- To deputise for the Shift Operation Leader when needed.

Location specific duties:

Ackton - Print Room

- To use the ripening plan and matrix's to print the labels that are required for the product.
- Ensure the production line is used to maximum capacity (running until 06:55 / 18:55) and that all personnel under your supervision are fully productive.

Produce – ALL sites

- Accurate Management and closure of Production jobs on PR2.
- Populate the Short Interval Control (sic) boards every hour.
- Ensure the 5s process is followed as required. To seek and drive actions for a continuous improvement environment.
- Monitor and record the weights (finished product, class 2 & waste) where required, ensuring conformity to the required procedures.
- Liaise with the packaging team to ensure that all labels and packaging are on the line and ready to use in good time before job is ready, avoiding downtime and loss in productivity due to incorrect labels or packaging issues.
- Ensure that any product produced is verified against the Matrix ensuring packaging, label, product information is accurate.

Ambient – ALL sites

- Be aware of allergen environment and the controls around this.
- Responsible for machine change overs.

Key responsibilities - detail what accountability this role has under each of these key business areas

		Responsibility
Finance:	Support the SOL in minimising wastage through monitoring equipment reliability, efficient use of resources and limiting "Down Time" on the Production Line.	Joint
Technical:	Support the SOL with meeting all Food Safety requirements.	Joint
People:	Responsible for colleagues and effective management of your Production Line, ensuring colleagues know what to do and when.	Joint
Compliance/H&S:	Ensure that your working area always adheres to Health and Safety policies and procedures, seek guidance as required.	Joint
Commercial:	Support the SOL with ideas of ways to improve ways of working which will reduce cost.	Joint
Operations:	Monitor Equipment and Resources on your Line, report and act on problems always ensuring that operational orders are delivered to the customer.	Joint

Legal:	Ensure line meets all food safety requirements by BRC. Seek support from SOL / People Team to resolve colleague queries.	Joint

In addition to the above, you are required to carry out such other duties as may reasonably be required

Person Specification

Technical Skills Required (Qualifications, Training, Professional membership)	Assessed by
Essential:	
Basic working knowledge of Health and Safety policies and procedures	I
Experience of using MS office or in house systems	
Food Hygiene Level 1	
Good level of understanding of English language	
Desirable:	
Relevant Health & Safety qualification (IOSH)	C

Experience Required	Assessed by
Essential:	
Proven experience of working within Operations/Factory/Production environment	I
Ability to lead and coach colleagues skilled and unskilled	
Ability to work flexibly	
Able to work in an accurate and methodical manner	
Desirable:	
FMCG / Production / Retail experience as a Team Leader/Senior Operative or within a similar role	I

Particular Aptitude/Skill Required	Assessed by
Essential:	
Experience of working to targets and ensuring your team meet targets	I
Able to develop good working relationships with a variety of colleagues both internally and externally	
Good communication skills	
Ability to work under pressure	
Analytical thinker with attention to detail	
Drive to deliver results, whilst using own initiative	
Proven motivational skills	
Desirable:	
None	

Agreed by: **Authorised by:**

Date: **24/09/2015** **Reviewed on:** 21/09/2015 **Version:** 1

Assessment key

Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other