



	Outline Post Description
Job title	Floating Leading Hand
Effective date	May 2023

Principal purpose of the role:

1. To manage the production line or lines I am appointed to, covering the principles set in Baxter's 5 pillars –
 - Health and Safety
 - Quality
 - Cost
 - People
 - Customer Service
2. To actively encourage the introduction of a continuous improvement mentality amongst the team.

Main accountabilities:

Health and Safety –

1. To ensure Risk Assessments are kept up to date of any changes to process via the machine operators input or by completing risk assessments yourself where required.
2. To reduce accidents in my area by hazard identification and removal or reduction
3. To ensure staff are kept involved and encouraged to participate in the reporting of near misses as well as provided regular feedback.
4. To conduct regular health and safety walks of the process, including staff participation.

Quality –

1. To ensure all process documentation is adhered to correctly, completed fully and properly.
2. To promote a constant state of audit readiness through best practice GMP and clean as you go
3. To participate in online auditing
4. To participate and encourage staff involvement in reducing customer complaints.
5. To promote Right First Time, minimising quarantines

Cost –

1. To drive production to achieve and better planning rates.
2. To work towards reducing waste
3. To monitor and minimise product give away through weight controls.
4. To plan / organise, checking material availability and avoiding the production of unfinished bright product.
5. To minimise overtime costs

People –

1. To create training plans for your leading hands, developing them to the best of their potential
2. To conduct regular monthly 1:1 review with all leading hands in your area
3. To create a working environment where people want to come to their work.
4. To regularly review training plans and skills coverage, ensuring leading hands are progressing training plans, flexibility, and skills coverage.
5. To ensure leading hands are carrying out regular 1:1 session with staff within their area, 3 monthly as a minimum.

Continuous Improvement –

1. To coach and support leading hands in the daily huddles, encouraging staff participation.
2. To propose and support methods of improvement including the formation of focus groups of specific issues.
3. To assist in developing a continuous improvement mentality and not accepting "that's the way we've always done it" or "we done it that way last time". Always seeking to improve

Training Considerations:

- **Business software including MRP system.**
- **IOSHH**
- **HACCP Level 2**
- **Food Safety Level 3**
- **Internal exposure to operations finance**
- **Internal exposure to Lab and Technical requirements and procedures**
- **Internal exposure to waste management including the effluent process.**
- **Continuous Improvement Techniques**

Responsibilities –

- Responsible to the Production Manager
- Responsible for the team assigned to the production line or lines I am appointed to
- To represent the production manager in his or her absence in meetings as delegated to by the production manager.



Outline Candidate Specification

Key Characteristics

People Skills:

- Works well within a team
- Ability to coach, develop and motivate staff.
- Attention to Detail
- Adheres Strictly to Procedures
- Reacts well under pressure.
- Ability to multitask / good time management.

Results Orientated:

- Ensures deviations are escalated speedily, thereby reducing potential quarantines.
- Drives to continually improve the current

Dignity & Respect:

- Treat people equally and with respect.
- To understand and role model the codes of conduct.
- Build good working relationships.

Flexibility and Reliability:

- Be flexible towards additional hours that may be required.
- Be flexible towards changing shifts to cover your role fully.
- Be a reliable employee who the business can depend upon.

Remuneration:

Location: Riverside / Speyside Factories, Fochabers