



**Job & Person Specification – Employee Level**

<b>Job Title</b>	Packaging Team Leader	<b>Reports To:</b>	Operations Supervisor
<b>Business Unit / Location</b>	Europe / Burntwood	<b>Department / Function</b>	Packaging

**Job Purpose**  
 The Packaging Lind Leader will form part of a team of operatives to monitor the automated equipment ensuring the process is running correctly. Maintaining efficient running of all production lines. Packing bottles of labelled product to the correct specification. Visually inspecting bottles for defects. To remove any defects from the production line and to stop the production line if necessary.

- Person Specification – Essential**
- Proven experience as a packaging operative or a similar role in food manufacturing.
  - Good understanding of written and spoken English
  - Excellent attention to detail and organisational abilities.
  - Experience and knowledge of Health and Safety practices.
  - Good communication and interpersonal skills.
  - Ability to work in a fast-paced environment.
  - Proficiency in operating packing machinery, equipment and tools.
  - Ability to work independently with minimal supervision and effectively prioritise tasks within production.
  - Line Leader experience in a food manufacturing environment

- Desirable**
- Proficiency in MS Office
  - Familiar with ERP systems

**Accountabilities**

**Compliance/Standards/Best Practice:** Ensure a safe working environment and implement corrective actions and improvements in line with Company Policy. The reduction of waste and adherence to environmental policy. To work in a way that engages with colleagues of all levels in maintaining and improving our operational standards. To check the integrity of the materials and finished product. Visually checking the date coding is correct and legible. The label alignment is to the correct standard and the correct tray /cap/ labels, etc are being used.

**Daily / Key Tasks:** Assist with driving line performance to achieve target run rates. Escalate any issues as quickly as possible through the Packaging Supervisor and Line Leader and Engineering Support. Ensure materials are in place for your shift and escalating any issues to the Packaging Supervisor and Line Leader.

**Line Leader Duties:** Managing the activities of small team to achieve daily production targets and KPI’s. Ensure headcount requirements are fulfilled against production budget. Liaising with Agency for number required on a weekly basis. Ensure all staff are wearing the correct PPE. Manage and direct temporary workers to maximise efficiency.

**Continuous Improvement:** Ensure workstations are kept clean at all time and staff are cleaning as they go in line with GMP / Food Safety / HACCP. Implement and manage continuous improvement activities in conjunction with other relevant departments, which will move the business to world-class manufacturing. Participate in Factory Huddles, RCA (root cause analysis), Escalation Procedure, SOP reviews and improvement.

**Health & Safety:** Highlight any safety/maintenance issues to the Packaging Supervisor or Line Leader as a matter of urgency.

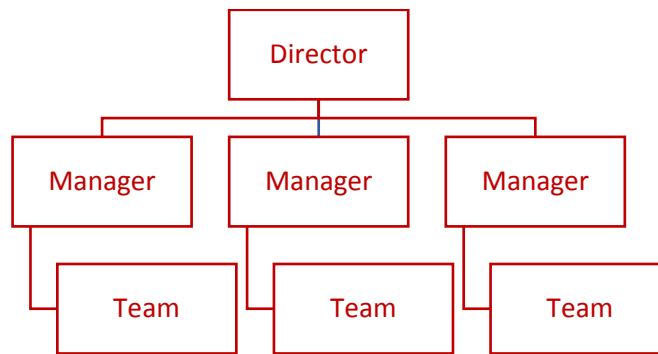
This is a hands-on role where you will be responsible for organising labour and machine time and delivering business KPI’s that influence safety, quality, environmental and production performance.

50/50 shop floor and desk activities.



Values	Employee Competency
<b>Be Collaborative</b> <i>We are one worldwide family that cares deeply about each other; we work together, supporting one another to achieve our shared goals.</i>	<b>Is a positive, open &amp; supportive team member</b>
<b>Be Brilliant</b> <i>We are ambitious and we build on our rich history of innovation with entrepreneurial agility, sharing inspired ideas that will evolve our business.</i>	<b>Be the best you can be</b>
<b>Be Accountable</b> <i>We take ownership and pride in the work that we do, being responsible for the results we achieve and supporting others to do the same</i>	<b>Contributes positively</b>
<b>Be responsible.</b> <i>We take our responsibility to society seriously; we are committed to always doing the right thing, and acting in a sustainable, ethical way</i>	<b>Promote and contribute to the required standards, raising concerns if necessary</b>
<b>Be Respectful</b> <i>We will always value each other, and every single member of the Baxters family will be treated with openness and clarity, fairness and inclusion.</i>	<b>Be kind, considerate, and respectful at all times</b>

**Organisation Chart**



<b>Created By:</b>	
<b>Date:</b>	