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| **Job Information** | | | |
| System Job Title | Area Leader | Function | Production |
| Working Job Title |  | Sub-Function |  |
| Job Code |  | Team |  |
| Location Job is Performed | Clitheroe | Reports To | Production Manager |

25 July 2025

**Role Purpose:**

To lead the production team with a key focus on production optimisation and product quality by providing daily support and assistance to all team members. To manage the team in achieving all goals and targets including: Efficiency, Quality, Productivity, People, Health & Safety and Environment

To build, develop and sustain a high performing production line through a behavior that pushes the boundaries. By showing drive, determination, using initiative and leading by example.

**Essential Duties and Responsibilities:**

**High Performing Teams**

Lead the production area so the operating teams are engaged, productive and have a clear focus on problem solving, team work and working to standards. Build trust through effective leadership and skill application of people management processes (investigations, attendance, recruitment, safety, performance) and open 2 way communication through daily huddles.

**Support Production Operations**

Working cross departmentally to manage the operating teams to convert material into work in progress of finished product by formally executing the production schedule. Use the Short Interval Control process and adopt the daily rituals to deliver and fulfil the whole production plan. Complete stock daily as per the schedule

**Identify, Rectify and Report Production Issues**

Support the operating teams by rectifying issues as they arise or escalating as appropriate to other areas of the business. Highlight, cross departments, any production issues as they occur including: process, equipment, and product quality and safety issues. Document the issues according to standard operating procedures (SOPs) and report them for further investigation and problem solving.

**Control start-ups, Changeovers and Shift Handover**

Lead the area so all of the operating teams are working to the SOP for start-up, change over and shift handover. Monitor all documentation to validate completion, coach team leaders to use standard.

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| **Manage Process Reliability**  Monitor & Improve OEE (Overall Equipment Effectiveness) through Identification of bottlenecks within the process report and conduct problem solving with relevant team members.  **Support and Cover**  Cover essential elements of shift manager role in the event of unplanned absenteeism. Arrange cover for unplanned absenteeism of Team Members by using labour ordering standard. Organise and escalate the use of resources i.e. labour, materials and equipment in order to meet through put targets for your given line/area, adhering to agreed levels.  **Document and Train Standard Work**  Develop and ensure compliance to SOP’s for process related manufacturing jobs / tasks in your production area. Continually update and review of area training matrix.  **Execute Continuous Improvement**  Continuously improve standards set by executing Practical Problem Solving, 5S, SIC and other lean tools.  **Standard Confirmation**  Check that standards set within production area are adhered to through coaching and observing standard work. (Quality, Safety, Operational and People). |

**Education**

* Relevant level of education.
* Food Safety Level 3
* At least 2-3 years’ experience within the food industry.
* Relevant food manufacturing qualifications, including basic food hygiene and health & safety training.
* Experience with HACCP, allergens, food processing systems and Lean Manufacturing techniques.
* Proven people and change management skills.
* Effective communication skills.
* IT Skills
* Effective analytical and problem solving skills. ion and/or Experience:

**Competencies and Proficiency Requirements:**

* Detail the competencies and proficiency levels required for the role in bullet format.]

**Scope:**

* Responsible for manufacturing staff in the factory.
* Be involved with new product development, trials and costing to ensure factory processes are robust and product margins delivered.
* Coordinate with other functions and shifts.

**Conditions of Role:**

* May be required to travel to customers, suppliers, and other factories within the business.
* Chilled & ambient working environment.
* Both indoors and outdoors
* Team Size – Between 40 – 80