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| ROLE PROFILE | | | |
| Job title | Project Manager | Date | August 2024 |
| Business | Savoury Pastry | | |
| Department | Operations | | |
| Location | The Cornwall Bakery, Callington, Cornwall | | |
| ROLE SUMMARY | | | |
| This role will lead, drive, and manage major investment projects across The Cornwall Bakery. This will cover operational projects designed to increase capacity, improve efficiency and performance across both bakeries and system enhancements that will underpin our overall success. | | | |
| REPORTING STRUCTURE | | | |
| Reports to | Program Lead / Senior Site Director | | |
| Direct & indirect reports |  | | |
| Key internal stakeholders | Site Leadership teams, Project Engineering teams, Group roles (Finance, Manufacturing excellence, IT, Systems, Digital); Operations Teams; | | |
| Key external stakeholders | Category and Site Leadership teams, and in key Group roles such as IT, Procurement, Finance and Manufacturing Excellence.  Key suppliers as required | | |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES | | | |
| * Work with the Program Lead and Transformation Lead to lead and successfully deliver complex business transformational investment projects. * Ability to identify project resources required, agree resource allocation, assign project responsibilities and track progress of key success criterion for each project; including project timeliness; budget and cost variations to budget; and safety, environmental and quality parameters. * Working with Program Lead to deliver master plan/milestones, project scoping, planning, workshops, and costs and benefits estimation * Monitor and coordinate the activities of project team members as appropriate to ensure efficient and effective completion of project tasks * Ensure detailed documentation is maintained to demonstrate the statutory and legislative compliance of projects including planning and building regs, CDM Regs and management of contractual obligations, hygienic manufacture and validation specifications. * Ensure Samworth Brothers Responsible Business Strategy is considered at all levels through the Project lifecycle * Communication of relevant project status and issue information to the Projects team, project stakeholders, and Category leadership * Support adherence to high quality robust Project processes and procedures | | | |
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS | | | |
| **Competency** | **Descriptors** | | |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* | | |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* | | |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* | | |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example because of changing customer needs.* | | |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* | | |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.* | | |
| Decision making and judgement | *In line with our guiding principles of PQP & Federalism, makes timely and informed decisions that consider the facts, goals, constraints and risks that keep the organisation moving forward.* | | |
| Commercial awareness | *Demonstrates an understanding of the impact decisions and actions have on the organisation in line with PQP and Federalism.* | | |
| Developing partnerships | *The ability to establish formal and informal relationships inside and outside the organisation, and to anticipate and balance the needs of those whose cooperation is needed for the long-term success of the business.* | | |
| Engaging others through change | *The ability to communicate a compelling vision throughout the organisation, generating genuine motivation and commitment and to act as a sponsor of change.* | | |
| Focussing on the future | *Demonstrates enthusiasm about our future by identifying strategic issues, opportunities to drive sustainable, profitable growth, and managing risk.* | | |