

|  |
| --- |
| **ROLE PROFILE**  |
| Job title | Team Leader  | Date | 13/01/2025 |
| Business | Walkers Deli & Sausage Co. |
| Department | LR PATE AM |
| Working Hours | 06:00-14:00 |
| Location | Walkers Deli & Sausage Co. 78-88 Cobden Street, Leicester, LE1 2LB |
| **ROLE SUMMARY**  |
| To lead a team of Operatives and responsible for all activity within the production area or on a specific line. The role will encompass the effective, safe and efficient planning, organisation and control of all resources including labor, materials and machinery.  |
|  |
| Reports to | Area Manager |
| Direct & indirect reports | Production Operatives |
| Key internal stakeholders | Members of staff and agency works  |
| Key external stakeholders |  |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Stock management, stock take & daily validation of goods. Reconciling figures with production planning and action variances where applicable
* To ensure specifications and quality standards are met at all times in line with HACCP and other QA procedures
* Monitor, communicate and control efficiencies, quality and yields on a daily basis
* Analyse, communicate and where possible enhance the teams performance
* Appropriate interaction between all relevant departments
* The collation, accountability & daily reporting/justification of KPI information
* The management of effective / economical use of materials and labour ensuring that these are commensurate with production demands
* The welfare, training and development of Employees, including Personal Reviews for existing team members a least once per annum and weekly up to 13 weeks for new recruits
* Monitor and act upon machine requirements including planned preventative maintenance and problem solving
* Ensuring compliance with all relevant Health and Safety, Environmental and Hygiene legislation and procedures. Lead by example, exhibit safe behaviour and challenge unsafe behaviours
* Delegation of job activities to maximise the flexibility and effective utilisation of staff, paying particular attention to low risk categorised operations
* Monitor, communicate and where appropriate, intervene to ensure a steady flow of materials are achieved in the area at all times
* Effective end of shift communication between departments from both AM and PM shifts.
 |
| **QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE** |
| * Experience within the food industry (desirable)
* Previous people-management experience (desirable)
* Computer literate including basic Excel
* Excellent organisational skills and attention to detail.
* Self -motivated and possesses lots of initiative
* Results-orientated with a positive attitude to drive forward continuous improvement
* The ability to work flexible hours in line with business needs
* The confidence to communicate at all levels with good literacy and numeracy skills
 |
| **CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS** |
| **Competency** | **Descriptors** |
| Value 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 work environment, for example as a result 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 |
| Empowering Others | Creates an environment where people feel required and enabled to take ownership and responsibility. |
| Coaching for Performance | The ability to help others achieve more through two-way feedback, clear direction and enabling. |
| Analysis & Planning | The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals. |
| Drive for Excellence | Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement. |