



JOB DESCRIPTION

Job Title:	Assistant Engineering Manager	Date:	November 2016
Department:	Engineering	Reviewed By:	Site Manager
Function:	Operations	Approved By:	HR Manager
Location:	FLB Banbury	Reports to:	Engineering Manager
Direct Reports:	Engineering Supervisors Engineers	Indirect Reports: Deputy	Engineering Stores Buyer Assistant Engineering Manager

PURPOSE OF JOB

The Assistant Engineering Manager (AEM) is an integral member of the Fine Lady Bakeries (FLB) site management team and the wider operations leadership team, with management responsibilities for a high performing Engineering Team and encouraging a team culture at FLB.

The core purpose of this position is to be responsible and accountable for delivering medium to long term strategic direction for the safe, efficient and cost-effective management of the FLB site. This will be achieved by meeting agreed targets and objectives whilst maintaining plant reliability. The day to day maintenance responsibilities will sit with the Engineering Supervisors position with any major engineering, quality or safety issues escalated to, and managed by the AEM's.

This position will develop and lead the medium to long term operational plans of the site, whilst being a role model that underpins a culture of operational excellence, high performance, continuous improvement, people management and development, as well as active engagement of all staff. This position will focus on delivering and meeting the needs of both internal and external customers and be responsible for cascading and delivering on Key Performance Indicators (KPIs) and responsibilities, as directed by site management, and in particular the Site Manager and Engineering Manager.

MAJOR CHALLENGES

1. Developing and implementing a culture of operational excellence and continuous improvement in all areas of the engineering arena, aiming for world class manufacturing.	2. Deliver and manage on KPIs in MTBF and MTTR, SHE, Engineering, Quality, Costs, People and Operational Performance all at the same fast pace and level of importance and delivery.
3. Building individual and team capabilities, creating a pipeline of talents with strong technical mastery	4. Project managing process and plant capability improvement initiatives to meet future needs of Fine Lady Bakeries

KEY RESPONSIBILITY AREAS <i>(Major areas of responsibility – major actions that are necessary to fulfil the purpose of this position)</i>	KPI/MEASURES <i>(How performance in each Key Responsibility Area will be measured)</i>
Engineering	<ul style="list-style-type: none"> • Strategic management of engineering, people and spares usage at FLB to ensure targeted efficiency levels is achieved. Measures include Difot, Waste %, PPC, OEE, MTBF and MTTR. Deliver downtime targets with actions and owners. • Ensure that your area Capex spend is managed within budget and delivered on time. • Ensure that PPM system on agility is managed and reviewed so that downtime is minimized and staff usage is monitored. • Ensure all measurement systems are implemented and maintained as required to meet the changing needs of the business. These include the Agility - the tools used to drive operational excellence. • Drive down MTBF and review via Root cause analysis with supervisors and team in accordance with set KPI's. • Ensure that MTTR is improved and review via Root cause analysis with Supervisors and team in accordance with set KPI's • Ensure all reporting requirements are supplied in an accurate and timely manner. • Manage the engineering team via a wide variety of communication techniques, for example meetings, post-it note reviews, focus groups. • Ensure all food safety legislation and quality processes are followed, maintained and improved upon. • In conjunction with NPD support NPD trials and Management of Change (MOC), ensuring smooth transition into production launch, the introduction of new products and review performance new equipment. • Ensure MOC is managed for new equipment and processes. • Develop, introduce and maintain visual workplace KPI's for production line teams.

Planning	<ul style="list-style-type: none">• Assist in the development of one to three year plans for engineering processes for your plant and area.• Review short, medium and long term plans annually to ensure that the plans continue to align with developments and direction from the wider FLB business.• Liaise with production and Supply Chain managers for engineering planning and downtime.• Chair weekly and daily engineering planning meetings as required.• Ensure that jobs are planned with parts and labour to ensure a timely cost effective hand back to production.• Ensure that plants shut down hours are managed effectively in terms of equipments, parts and labour.
Systems & Procedures	<ul style="list-style-type: none">• Ensure compliance with Safety Health & Environment (SHE), Quality, Food Safety, Customer and Regulatory standards such as FSA, BRC , PIU and any specific customer needs.• Establish and run reporting, including management of Agility for engineering.• Ensure that T&A system is kept updated daily.• Ensure the accurate booking out of spares from engineering.

People

Leading our people to ensure we provide a work environment that encourages our people to perform at their full potential

- Staff are engaged and committed to achieving goals.
- Own leadership behaviors are consistent with the vision, goals and priorities for FLB.
- Act as coach and mentor to direct reports providing regular positive and constructive feedback on performance achievements.
- Manage direct reports to ensure training roll out is achieved.
- Ensure that weekend and night shift cover is assured and cover for AEM partner's holiday and sickness.
- Coach and develop direct reports as required to meet their individual development plans and FLB plans.
- Conduct and manage disciplinary's and grievances for managing employee performance.
- Actively manage attendance and ensure rehabilitation and return to work plans are effectively managed.
- Coach and mentor engineering apprentices.
- Manage continuous improvement programs to improve all aspects of operational performance ensuring that you run at least 4 CI projects per annum.
- Engage with direct reports and the wider teams for input, ideas, to search out and use all avenues available to identify all and any opportunities for improvement.
- Establish KPI's for direct reports and that all reviews and plans are in place and completed according to communicated FLB timelines.
- Ensure team understand FLB policies and procedures and adhere to the principles at all times.

Quality, Health & Safety & Environment
Eliminating and mitigating risk for the Company, its people and other stakeholders through compliance to standards and good risk management/prevention

- Appropriately use SHE within the workplace via the tools and systems provided by the FLB business, such as Safety Management System (SMS) e.g. contractor management
- Actively promote safety in all areas of production in line with SMS system requirements.
- Work with teams to ensure safety hazards are identified and reduced continuously.
- Work to the expected high standards of GMP
- Promote high standards of food safety in the design and maintenance of equipment
- Maintain Hazard ID process and ensure this is linked to communication process.
- Facilitate GAP Audit, action planning and drive gap closure on health and safety action plans.
- Manage the process of internal incident investigations, containment and correction when required.
- Proactively promote sustainability of resources such as energy, steam, compressed air and water and minimize waste water to ensure compliance to standards.

This list is not exhaustive, there may be other aspects to the role as and when necessary to fulfil the requirements of FLB.

Issued To:

Signed: _____

Date: _____