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| **Job Title:** | **Continuous Improvement (CI) Facilitator** | **Job Holder:** | N/A |
| **Division:** | Quality | **Grade:** | SG5 |
| **Discipline Area:** | Business Assurance | **Last Updated:** | 17th Aug 2024 |

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| **The Company**  SEA is a successful and growing company delivering and supporting advanced solutions in both transport and maritime defence sectors.  SEA is a wholly owned subsidiary of Cohort PLC, and operates as an independent, agile, and responsive international business, with a subsidiary in Canada and customers in the UK, Europe, Far East, The Americas, and Australasia. |
| **Role Purpose**  Leading and facilitating cross-functional teams to identify, analyse, and implement business improvement initiatives & CI. **A key aspect of this role is leading multi-disciplinary classroom/ improvement workshop sessions and to help embed an improvement mindset and culture within SEA.**  The CI Facilitator provides production focused process improvement expertise, improvement facilitation, role modelling to deliver tangible improvement outcomes across SEA |
| **Responsibilities:**   * Embedded with the operations team to drive CI activities and techniques making them into a “Business as Usual” approach rather than one off events. * Facilitate CI project/event sessions with cross functional teams, ensuring they are carried out effectively. Sessions shall provide participants with the necessary guidance, information/training, tools and resources, to enable them to fully engage and maximize the event outcome. * Supporting the Leadership Team by guiding and leading small teams to identify opportunities throughout SEA that lead to improved productivity, process effectiveness, efficiency and compliance through continuous improvement. * Facilitate CI project/event sessions with cross functional teams, ensuring they are carried out effectively. Sessions shall provide participants with the necessary guidance, information/training, tools and resources, to enable them to fully engage and maximize the event outcome. * Supporting the business Continuous Improvement strategy & approach across SEA, including the delivery of the company Continuous Improvement vision and action plans. * Identifying improvement opportunities via OKRs, KPI’s and process metrics, and to use a data-driven approach to demonstrate the effectiveness of implemented changes. Work with departmental and functional leaders to identify areas for improvement. * Support continuous improvement training across SEA, including, but not limited to DMAIC, Kaizen, Root Cause Analysis (including 5 Whys), 5S, production layout efficiencies, Design for Lean Six Sigma and improvement workshop facilitation. * Facilitate improvement or Kaizen events, and provide Continuous Improvement support to project / departmental teams as required. * To lead change effectively, communicate a clear vision, engage stakeholders, foster collaboration, address resistance, and ensure continuous support and adaptability throughout the transition. * Support facilitation of SEA rollout of CI training and upskilling in the future * Use, maintain and develop a contemporary knowledge of various CI approaches and tools to support continuous improvement efforts. * Communicating the status and results of the manufacturing CI improvement efforts to all stakeholders |
| **Education, Qualifications & Experience**   * Continuous improvement / process redesign experience within businesses that have a similar operational context to SEA (high-value / low volumes). * Direct experience of leading and facilitating improvement activities (hands-on) in a production environment. * A proven change agent, with demonstratable experience of embedding change in a production environment. * Knowledge and experience implementing contemporary CI best-practice and techniques. * A proven ability to train and impart CI knowledge in an engaging and effective manner. * Hold a LSS Green Belt or be prepared to work towards a Green belt certification. |
| **Personal Characteristics**   * A completer-finisher, with excellent planning and delivery credentials * Energy, passion, and commitment to support a dynamic business * Excellent inter-personal, organizational and decision-making skills * A demonstrated ability to engage with stakeholders at all levels in an organsiation to create “buy in” and “ownership” to improvement activities. * Willingness to be hands-on; not precious about personal role/status * Analytical skills to evaluate data and performance/operation metrics to make information-led decisions * Excellent presentation, communication and team-building skills at all organisation levels. * Understands and demonstrates the difference between facilitating a workshop and chairing a meeting. |
| **Values:**   * **Safety First –** We operate safely and responsibly, protecting each other and the environment. * **One SEA Team –** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively * **People Focussed –** We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance * **Delivery Excellence –** We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve * **Trusted Partners -** We partner strategically, collaboratively, and always with integrity, whether that is between us inside SEA or externally |
| Training: (if applicable)  N/A |
| Reporting Line  The jobholder will report to the Continuous Improvement Lead / Head of Business Assurance |

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| Job Location  The job will be located in the Barnstaple Office with some hybrid working arrangements, some travel to Beckington & Bristol sites will be required within the role |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |