**Role Description & Person Profile**

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| **Job Title** | Production Technician |
| **Reports to** | Production Manager |
| **Business** | Germains Seed Technology |
| **Location** | Hansa Road – King’s Lynn |
| **Direct & Indirect Reports** | N/A |
| **Budget Responsibility** |  |

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| **Role Overview**  Impact Statement | The primary purpose of this role to efficiently carry out production processes to deliver quality product to our customers, right first time. Maintain a safe and tidy working environment and service and maintain equipment to prevent break down. Contribute to stepped change and continuous improvement activities through involvement in teams and through individual tasks. |
| **Key Responsibilities** | * Execute the production plan in your area of responsibility recording performance on display boards and/or documents reporting any reason why the production plan may not be met to the Production Team Leader or Production Manager. * Carry out quality tests in line with company requirements. * Carry out first line maintenance tasks in line with individual’s skills and experience, completing maintenance records for tasks completed highlighting any area where additional maintenance attention is required. * Engage and participate fully in personal development plans including routine appraisals. * Involvement in and execution of continuous improvement activities. * Maintain clear and accurate production records, carry out routine calculations and maintain documents for traceability purposes. * Assist in the training of others & provide continual support, enabling others to perform allocated tasks. * Liaise with Engineering Team Members to ensure the machine set ups and equipment breakdowns are attended to promptly and efficiently. * Monitor and maintain product quality in accordance with prescribed standards through in process control and inspection. * Raise and respond to NCR’s - detailing root cause, corrective and preventative actions. * Work with Quality department to resolve areas of non-conformance and improvements to products, processes and performance. * Involvement in continuous improvement activities as required. * Identify potential improvements and work with line manager to implement improvements where appropriate.   Health & Safety   * To Support best practice Health and Safety at Germains to ensure zero lost time injuries. * To carry out duties ensuring that all are carried out in line with the Health and Safety manual. * Report all unsafe conditions, acts and near misses through the ‘near miss’ procedure. * Undertake all requested Health and Safety training to promote improved safety of self and others. * If authorised through health and safety training, apply company health and safety procedures of equipment Lock, Tag and Test. * Take part in Health and Safety investigations identified through near miss and incident and accident reporting process. * Maintain housekeeping standards through returning items to allocated storage locations and through employing a ‘clean as you go’ process.   General   * Complete administrative paperwork as required for company reporting procedures. * Advise line manager of incidents which may impact on safety, product quality or adherence to schedule. * Dispose of all waste streams appropriately in line with the companies Environmental Policy * Undertake all identified recommended training. * Additional work identified as necessary for the operation of the business. |
| **Key Stakeholders** | Production team, Quality team, Germains customers. |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | Working hours are a minimum of 48 hours per week. Hours between 6am and 4pm, with the flexibility to work additional hours during campaign season. |

**Person Profile**

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Experience working in a manufacturing team. | * Forklift truck certificate. * Health and Safety certificate. |

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| **Germains Values and behaviours** | Our high- performance framework is a set of guiding values which have been created to enable our business to achieve our strategic ambition. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * ***Responsibly:*** We do not comprise on health, safety or quality. We do what we say we will. We care about our impact on people, community and the environment. * ***Collaboratively:*** We start with trust and respect. We leverage our own strengths and those of others to reach our shared goals. * ***Courageously:*** We are prepared to challenge and be challenged. We try new things and we push boundaries. We are not afraid to take risks. * ***With purpose:*** We are clear about what we need to achieve and why. We are passionate about finding ways to deliver it. |