

Role Description & Person Profile

Role	
Job title	Process and Data Management Lead
Division	AB Connect Mono
Department	Supply Chain Operations
Team Structure Reports to, direct reports, etc.	Reporting to Production Manager Direct Reports : none

Description	
Impact Statement The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	Ownership of data management, material handling, site stock control, feed analysis and yield management functions to deliver feed of the required specification while optimising raw material use. Support the site management team in a range of tasks to achieve legal compliance, optimum throughput, effective information flow , feed safety, and a safe working environment.
Role Objectives The key responsibilities and key accountabilities of role. (5 to 10 areas)	<ul style="list-style-type: none"> • Supervision of the site stock count process in line with company procedures to achieve accurate information on stock levels and variance to system stock levels. • Analysis and trending of all stock variances to drive actions to ensure feed consistency and optimised yield. • Creation and collection of NIR data – utilise to optimise nutritional targets , identify out of spec product and support stock variance analysis and investigation • Review and analysis of feed analysis results (8 week trends etc) to identify and investigate any variances • Ensure that the achievement of food safety is always a priority • Support a strong Health and Safety culture while maintaining compliance with Health and Safety and Environmental Law and Policy. • Maintain records and inform site operational management of any concerns that the data indicates • Assist with the site Continuous Improvement Programme and encourage a culture of engagement across the team. • Communicate with other functions to understand and ensure expectations are met. • Ensure validity of all transactional data including transfer of data between process control system and ERP system • Review and monitor process weighments to ensure feed accuracy and optimise mix variance. • Support the Management and QA teams to achieve compliance to site HACCP systems to Company requirements. • Ensure all data recording and administrative duties for the site for the site are timeously and accurately carried out. • As part of the site management team , provide support for the other management functions on site including distribution.

	<p>Measures</p> <ul style="list-style-type: none"> • KPIs, budgets, costs and performance assessments for mills (and fleets). • Internal employee survey scores • Health & Safety audit scores and accident statistics • Internal Audit scores and external reports. • Customer complaints
<p>Key Stakeholders What are the challenges of the relationships, communication strategies required, etc</p>	<ul style="list-style-type: none"> • Site Management Teams – Routine progress updates, awareness of issues and resolutions, communicate on key data flow • Regional E,H&S – Update on action status from Audits, communication of identified issues. • Regional Quality - Update on action status from Audits, communication of identified issues. • Regional HR – Comms on training, employee relations • Visitors to site -POA information, site details
<p>Scope Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<ul style="list-style-type: none"> • Ownership of process and material handling • Legislative responsibility (E,H&S) • Support for the delivery of site production budget • Personal Accountability to Continued Professional and Personal Development

Person Profile		Essential or Desirable
<p>Knowledge Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> • Proficient in MS Office including Excel and Word • Must have two years previous experience in a production based or data analysis role • Delivering a high standard of output • Works well in a team • Organisation/prioritisation skills • Problem solving • Communications to groups and all levels in business • Report generation and data interpretation 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Key Behaviours Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.</p>	<ul style="list-style-type: none"> • Responds positively to changing business priorities • Keeps their head whilst others lose theirs. • Innovative • Resilient but flexible • Applies discretion; communicates to the right people about the right things • Embraces change positively and overcomes employees' objections • An eye for detail 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other Factors Travel, shiftworking, HGV Licence, etc.</p>	<ul style="list-style-type: none"> • Hours to do the role, which will vary according to business priorities • Role has a mixture of desk and production located activities. • Carry out other duties related to the role 	<p>E</p> <p>E</p> <p>E</p>