



## Job Role Description

<b>Job Title</b>	Continuous Improvement (CI) Project Manager
<b>Reporting To</b>	Operations and Engineering Director
<b>Direct Reports</b>	N/A
<b>Working Hours</b>	37.5 hours per week (Monday to Friday)
<b>Start Date</b>	Dec 2023

### **We Are Welland**

Welland Medical brings to market the best and most innovative products that enhance the lives of people living with a stoma across the world. Investing in the most talented people, collaborating to create world-class, ground-breaking products and services devoted to improving peoples' lives. We are passionate about making a difference in the world. Our reputation is based on a tradition of improvement, ethical leadership, and total commitment to quality and safety. Welland Medical Ltd®, established in 1988 is part of the CliniMed® Group, and has over 250 colleagues committed to enhancing people's lives.

### **Our Values:**

#### **Excellence:**

We collaborate by embracing differing perspectives to make better decisions and continuously improve.

#### **Innovation:**

We pride ourselves on our innovative spirit by creating novel solutions within the workplace and in stoma care.

#### **Integrity:**

We commit to empower and respect each other, ethically, honestly and with fairness.

#### **Quality:**

We are passionate about recognising talent and providing an equal and supportive workspace for all to thrive.

#### **Wellbeing:**

We commit to setting the highest standard of quality in everything we do to enhance people's lives every day.

### **Summary Of The Role**

As Continuous Improvement Project Manager you will be responsible for the direction, coordination, implementation, execution, control, and completion of several projects for the future development of Welland Medical strategic initiatives. As a Continuous Improvement specialist, you will be highly competent as a project and process manager, using a variety of skills such as project design, leadership, and management to ensure performance and process development.

As a Black Belt CI specialist, you will be driving Lean Six Sigma principles to drive continuous improvement initiatives and operational excellence, supporting, and developing the company Product Management, Project, and Lean Coordination team in the delivery of cross functional projects.

### **Main Duties and Responsibilities**

As part of your role at Welland, you will be fully integrated within the Operations and Engineering team, with focus and ability to:

- Working closely with the Leadership team to establish cross-functional Lean principles across the organisation to ensure improvement targets are met.
- Identifying opportunities for project and / or process improvement, waste reduction & control, and cost reduction across the organisation, through accurately analysing options of feasibility and impact.
- Planning, facilitating, and executing projects using continuous improvement techniques and project management skills.
- Working to continuously improve processes both on the production floor as well as product range rationalisation and other key initiatives across multi discipline teams to include Product, Marketing Research & Development, Finance, IT, Operations & Engineering.
- Defining the project objectives and scope, evaluating, and prioritizing potential improvements.
- Conducting detailed analysis of the current situation and establish a clear and well-articulated implementation plan for continuous improvement and / or range rationalisation projects.
- Specifying deliverables, outcome indicators, and performance-measured indicators.
- Identifying available resources, people, material, and finances. Mapping out the desired situation and clearly defining the methodology for implementation.
- Teaching, leading, mentoring, and coaching cross-functional teams on Continuous Improvement principles and techniques and / or tools, including Lean Six Sigma.
- Coaching and developing colleagues on the concept of Lean and how to apply principles of Lean in own working area and seeks new and improved ways of doing things. Supporting them to develop Lean expertise and capabilities, to include yellow belt training for colleagues as required.

### **Other Duties:**

A degree of flexibility is required, and you may be required to perform work not specifically referred to above which will be appropriate to the level of the role.

### **Incentives:**

Our colleagues are at the heart of what we do. Our passion for our colleagues wellbeing is reflected in our values and we offer (and not limited to) the following perks to all our colleagues:

- Competitive company pension, that increases with length of service
- Health benefits
- Life insurance
- 25 holiday days plus statutory bank holidays
- Company Christmas shut down
- Discount at a number of high street retailers and other local discounts
- Complementarity company day
- Free onsite parking (including electric vehicle charging)
- Cycle to work scheme

**Person Specification:** Continuous Improvement (CI) Project Manager

Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Six Sigma Black Belt</li> <li>• Degree in business administration, finance, engineering, or related field</li> </ul>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Master's degree in management or operations.</li> <li>• Qualified in Project Management in Manufacturing (PMP)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Continuous Improvement in a manufacturing environment</li> <li>• Lean Manufacturing</li> <li>• Fast moving production environment</li> <li>• Contract negotiation</li> <li>• Budget control</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Strategic planning</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• MDD / MDR</li> <li>• Project Management Tools and Software</li> <li>• Microsoft Office, particularly advanced excel and / or project management systems.</li> <li>• Lean Manufacturing – Six Sigma</li> <li>• Root Cause Analysis</li> </ul>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Medical Device Manufacturing</li> <li>• Value Stream Mapping</li> </ul>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Self-motivated and Proactive</li> <li>• Ability to report on data in a concise way</li> <li>• Passion for Continuous Improvement</li> <li>• Project planning, risk management, time management</li> <li>• Problem solving</li> <li>• Leadership and diplomacy when dealing with staff and coworkers.</li> <li>• Communication at all levels within organisation</li> </ul>	<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Good Interpersonal skills &amp; ability to motivate team</li> </ul>
<p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Disciplined (Working to procedures)</li> <li>• Focus on safety in production</li> </ul>	<p><b>Quality</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of ISO13485</li> </ul>
<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Initiative</li> </ul>	<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Confidence</li> <li>• Resilience</li> </ul>

This is a description of the job as it exists at present. All Job Descriptions are liable to variation in order to reflect any future role/obligations change and employee development.



**Candidate Name**

Signed: ..... Date.....

**Manager Name**

Signed: ..... Date.....