



Job Title	Bottling Team Member
Job Level	5
Location	Dufftown
Business Unit	Group Packaging Supply Chain
Function	Bottling
Leader	Packaging Team Leader
People Leadership	N/A

Role Purpose

To safely operate production hall assets and carry out packing and/or other production line tasks to specified quality standards in compliance with all relevant legislation.

Responsibilities

- Ensure that safe working practices and quality procedures are strictly adhered to in order to ensure compliance with ISO 9001, BRC, environmental and HMRC requirements.
- Operate, clean and maintain production assets. Optimise asset settings to ensure repeatable, consistent and efficient performance adhering to quality standards and production schedule.
- Carry out changeovers on asset following procedures to ensure right first time start up.
- Conducts quality checks at predetermined slots in the process to ensure quality is being achieved and maintained, taking accountability to deliver excellence in our products to ensure perfection for the customer and consumer.
- Take appropriate action to highlight any deficiencies and implement corrective action where necessary.
- Conduct maintenance, safety checks and housekeeping tasks to maintain a safe and organised work environment.
- Be committed to delivering excellence – act as an innovator, driving change, identifying and implementing continuous improvement initiatives.
- Working within a high performing team culture, contribute appropriately to team meetings and support the implementation of site strategy, production plans and continuous improvement projects.

Key Performance Metrics:

KPI	Description
1. Health, Safety & Environment	Ensure that safe working practises are adhered to in line with ISO 9001, BRC and HMRC requirements for compliance.
2. Performance	Deliver Hall performance of Target volumes ensuring labour recoveries and costs are achieved against the budgets for the department. Ensure conformance to schedule and customer OTIF targets are met. Ensure Hall visual management is updated at the end of every shift stakeholders.
3. Line Efficiency	Carry out changeovers on asset following procedures to ensure right first time start up.
4. Quality	Conducts quality checks at predetermined slots in the process to ensure quality is being achieved and maintained. Takes appropriate action to highlight any deficiencies and actively contributes to the continuous improvement of the area.



Values



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Following Instructions & Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively Supports and cares for others
- Develops and openly communicates self-insight, an awareness of own strengths and weaknesses

Coping with Pressures & Setbacks

- Works productively in a pressurised environment
- Keeps emotions under control during difficult situations
- Balances the demands of a work life and a personal life.
- Maintains a positive outlook at work.
- Handles criticism well and learns from it

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Safety & Environment Compliance; Promotes a positive and proactive Health and Safety culture

- Demonstrate adherence to role specific responsibilities as detailed in the Company Policy "Approach to Health and Safety"
- Develop safe systems of work within the Team, taking guidance from the SHE Advisors as needed
- Provide assistance and support to the SHE Advisor
- Promote Health and Safety awareness and safe working within the Team, providing the necessary training and instruction as required
- Demonstrates knowledge of relevant safety and environmental legislation

Skills and Qualifications:

Essential:

- Basic level of competence for Microsoft Word and Excel packages.
- Proven track record in practising problem solving techniques.
- Proven track record demonstrating compliance with Health & Safety.
- Proven ability to work towards their objectives and KPI performance within a team environment.

Desirable:

- Experience in operating in a production equipment in a FMCG Environment.
- FLT qualified.



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