



## Job Description

<b>Name:</b>	
<b>Position Title:</b>	<b>Bottling Manager</b>
<b>Function:</b>	<b>Brewing Operations</b>
<b>Department:</b>	<b>Bottling</b>

1. Scope of the job	
Job purpose:	<p>To lead the bottling department in all quality, technical and operational aspects. To Lead the bottling team in achieving the quality, productivity, financial and safety targets of the department.</p> <p>Lead change in the Bottling department, develop leadership within the team, empowerment through the capability of the team, driving change to make Cameron's a little bit better every day.</p> <p>Lead and champion safety and Quality, driving a zero-tolerance approach to unsafe practises and engaging the team, and a zero-loss approach to all aspects of the department.</p>
Key responsibilities:	<ul style="list-style-type: none"> <li>• Lead the Department on all aspects of safety, demonstrate a safety first attitude and approach, lead by example, have a zero-tolerance approach</li> <li>• Drive quality performance in Bottling and improve first time right performance.</li> <li>• Reduce non-conformance</li> <li>• Use TPM techniques to improve quality, safety, operational and financial KPIs</li> <li>• Maintain and improve all process control systems in Bottling.</li> <li>• Recipe control.</li> <li>• Ensure compliance to all rules, standards and procedures.</li> <li>• Ensure Compliance of Food Safety systems in Bottling. This includes HACCP</li> <li>• Ensure Compliance for ISO9001, BRC systems in Bottling.</li> <li>• Organise trials and projects for the Bottling team.</li> <li>• Liaise with the wider site management team on the</li> </ul>

	<p>impact of brewery performance.</p> <ul style="list-style-type: none"> <li>• To continuously challenge existing processes and behaviours, to strive towards a high quality and lean operational process across the entire Bottling department.</li> <li>• To drive change through leadership, operational improvement processes and being able to implement new technologies and methodology, to improve safety, Quality, cost and service KPIs</li> <li>• Drive behavioural change across Bottling.</li> <li>• To ensure that training is delivered effectively to Shift Team Leaders, technicians and team members.</li> <li>• Ensuring all necessary skills are available and resourced to carry out operations</li> <li>• Custodian of Bottling Department KPIs.</li> <li>• Lead (or support) capital investment projects</li> <li>• To be the primary contact for suppliers ensuring that cost and quality of products meet and exceed predetermined specifications.</li> <li>• Ensure Bottling plans meet department, and customer requirements, optimise performance and scheduling to meet business requirements</li> <li>• Ensure all finished beer samples despatched and stored as required by customer, ensure sample cellar is maintained</li> </ul>
Budget responsibilities:	<p>Bottling Department Budget Holder - spend authorisation limited to any budgeted cost up to £500  Will be heavily involved in the formulations and influencing of the departmental budgets (fixed / variable / semi-variable)</p>
Number of direct reports:	3 x Team Leaders

2. Business context	
Reports to:	Production Manager
Structure or context: <i>(organisational chart)</i>	Indirect reports x 13

Key contacts:	Internal:	Engineering Supervisors Shift Brewers Laboratory Department Manager Brewery Leadership Team Finance Manager Operators / Craft
	External:	Material suppliers Chemical suppliers External auditors External project managers

3. Position profile	
Qualifications:	<ul style="list-style-type: none"> <li>• Science or Engineering Honours Degree</li> <li>• Institute &amp; Guild of General Certificate in Bottling or equivalent</li> </ul>
Experience required:	<ul style="list-style-type: none"> <li>• Several years' experience in manufacturing environment</li> <li>• Preferably in an operational improvement within the Drinks, Packaging/Bottling industry</li> <li>• Experience in a production management role</li> <li>• Experience of improvement projects and of capital projects</li> </ul>
Business / Functional Skills:	<p>All Essential Business Skills</p> <p>Position Specific Business Skills</p> <ul style="list-style-type: none"> <li>• IT Skills - Excel, Word, Laboratory Information Systems</li> <li>• Understanding financial &amp; budgetary processes</li> <li>• Workforce and workload planning and scheduling</li> </ul> <p>Thorough understanding of the Bottling process</p>
Language(s):	Essential: English - Fluent in oral & written
Other:	

Signed:

Date: