## Purpose of role

Reporting directly to the Getting in Shape Lean Manager and as part of a team of Lean Six Sigma Practitioners this role will have three main elements:

- Building Lean Six Sigma capability across the University through training and support of teams to identify and tackle pain points and issues
- Enabling improvement through delivery and leadership of a portfolio of initiatives and activities at both local and cross-university levels
- Embedding Lean Six Sigma skills to develop and connect practitioners to amplify organisational effectiveness

Through the application of Lean Six Sigma tools and methodologies the role holder will manage a portfolio of work which will require relationship building and development of support for operational leaders across multiple areas of the organisation to plan, deliver and realise benefits for their critical initiatives.

They will be responsible for creating, delivering and embedding suitable expert Lean Six Sigma training through both formal certification and tailored requirements.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>Delivery of initiatives</strong></td>
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<tr>
<td>- Accountable for the delivery and management of multiple, concurrent, high level complex improvement initiatives across a critical portfolio of areas and disciplines. Using excellent analytical and problem solving skills to ensure that initiatives are correctly specified, planned, controlled and delivered in the most beneficial and cost-effective manner</td>
<td>40%</td>
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<td>- Responsible for completion of all initiative deployment stages from idea generation, selection and delivery through to closure and reporting of benefits and outcomes to senior management and sponsors</td>
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<td>- Responsible for the identification and deployment of appropriate engagement and relationship building techniques across a portfolio to meet the requirements of local senior leadership and all involved colleagues</td>
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<td><strong>Responsible for the selection, delivery and full application of appropriate Lean Six Sigma tools to enable activity completion and delivery as per requirements and timescales</strong></td>
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| 2 | **Engagement and training of Lean Six Sigma skills and knowledge**  
- Accountable for the ongoing creation and delivery of tailored LSS methodologies and tool training across multiple levels and areas, including senior leaders and Executive board members as required  
- Responsible for determining and providing advanced level LSS training to meet the needs of local leadership and improvement teams to enable delivery of key improvement initiatives through the preparation, organisation and leadership of workshops, improvement events and one-to-few training sessions as required both virtually and in person  
- Responsible for determining a successful approach to ensure LSS tools and methodologies are embedded and demonstrated as established, in teams and leaders across the portfolio to achieve the key targets of building and embedding Lean capability beyond initial engagement  
- Responsible for promoting the positives of the service and act as a source of motivation to all colleagues |
|   | **Lean Six Sigma capability: development and deployment**  
- Responsible for creating, developing and deploying a toolkit of standardised tools and techniques for use across the organisation  
- Responsible for creating; engaging, blended learning approaches to enable information sharing and exchanges, maximising digital and innovative tools and techniques to teach and deliver both face to face and remotely  
- Responsible for representing the University at global communities to promote and share the service whilst identifying, assessing and deploying suitable current sector approaches and good practices |
| 4 | **Completion of any appropriate and suitable tasks required to ensure service, team and individual success** |
## Person specification

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<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Relevant demonstrable Lean Six Sigma (or similar) Green belt programme or activity delivery experience.  
• An advocate of positive business change with a high, evidenced level of ability to train, coach and develop others  
• Ability to communicate & explain complex issues in clear, concise, persuasive language  
• Outstanding capability to influence others  
• Demonstrable experience of adaptability and flexibility and deliver both training and activity outcomes fully  
• Ability to respond and multitask to deliver changing priorities and new requirements | • Demonstrable coaching and /or mentoring experience in complex and challenging environments  
• Experience of application of Lean or similar tools and methodologies  
• Experience of Lean Six Sigma project or programme deployment |
| Knowledge and experience | • Experience of delivering training or facilitation to large groups  
• Experience of leading or delivering significant change activities  
• Demonstrated leadership in the implementation of Lean tools and methodologies  
• Successful track record of strategic planning, coaching and deployment in a complex organisation.  
• Experience of developing successful working relationship across multiple levels | • Demonstrated ability to work across levels and areas including Executive and senior leadership.  
• Established experience of delivering training through multiple medias |
| Qualifications, certification and training (relevant to role) | • Lean green belt standard (or equivalent) qualification | • Lean black belt standard (or equivalent) qualification  
• Educated to Degree level or equivalent |

The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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Line manager

GiS Lean manager

Senior Lean Practitioner

Role holder
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