



Job title	Senior Lean Practitioner	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Getting in Shape	Location	All UK Campuses

Purpose of role

Getting in Shape is an expert, enabling service team that is working to embed a culture of continuous improvement across the University of Nottingham. Reporting directly to the Lean Team Manager this role will have two major elements: the delivery and leadership of key activities as part of Getting in Shape’s delivery plan and the training and embedding of Lean skills across a portfolio of areas.

Through the application of Lean tools and methods they will be accountable for ensuring critical improvement activities are completed, and benefits realised, across multiple areas.

They will be responsible for identifying, developing, and implementing a suitable approach to deliver expert Lean training, coaching and support to area leaders and teams that achieves significant process improvement and contributes to the embedding of Continuous Improvement capability across the University.

This role may involve the line management of Lean Practitioners either within the Getting in Shape team or embedded in local functions.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Building Capability and Enabling Improvement</p> <ul style="list-style-type: none"> 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 activities are correctly specified, planned, controlled, and delivered in the most beneficial and cost-effective manner Responsible for completion of all initiative stages from idea generation, activity set-up and delivery through to closure and reporting of outcomes to senior sponsors 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 involved colleagues Responsible for the selection, delivery, and full application of appropriate lean tools and methodologies 	40%

	<ul style="list-style-type: none"> Lean tools to enable activity completion and delivery as per outcome requirements and timescales 	
2	<p>Engagement and training of Lean skills and knowledge</p> <ul style="list-style-type: none"> Accountable for the creation and delivery of tailored Lean methodology and tool training across multiple levels and areas, including senior leaders and Executive board members as required Responsible for determining and providing advanced level Lean training to meet the needs of local leadership and improvement teams to enable delivery of key programme improvement activities through the preparation, organisation and leadership of workshops, improvement events and one-to-few training sessions as required Responsible for determining a successful approach to ensure Lean tools and methodologies are embedded and demonstrated as established, in teams and leaders across their portfolio to achieve the key programme target of sustainable Lean knowledge and capability during and beyond the programme Responsible for the daily line management of Lean Practitioners. Including identifying, allocating, supporting and tracking of Getting in Shape workload requirements. Responsible for promoting the positives of engaging with Getting in Shape and act as a source of motivation to staff 	40%
3	<p>Lean capability development and deployment</p> <ul style="list-style-type: none"> Responsible for developing and deploying a toolkit of standardised Lean tools and techniques for use across the organisation Responsible for creating; engaging, blended learning approaches to information sharing and exchanges, maximizing digital and innovative tools and techniques to teach and deliver Lean Responsible for representing the University at global Continuous Improvement communities to promote and share the programme whilst identifying, assessing, and deploying suitable current sector approaches and good practice in Continuous improvement 	15%
4	<ul style="list-style-type: none"> Completion of any appropriate and suitable tasks required to ensure service, team, and individual success 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Relevant demonstrable Lean (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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Experience of delivering training or facilitation to large groups • Experience of leading and delivering change programmes • 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 relationships across multiple levels 	<ul style="list-style-type: none"> • Demonstrated ability to work across levels and areas including Executive and senior leadership • Established experience of delivering training through multiple medias • An understanding of higher education and the range of roles and functions that contribute to institutional success
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ First degree or Green belt/equivalent Continuous Improvement certificate or other professional qualification in a relevant subject or have significant first-hand practical experience of large-scale Continuous Improvement or change initiative delivery 	<ul style="list-style-type: none"> ▪ Lean black belt standard (or equivalent) qualification



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

Line management

Role holder

Key stakeholder relationships



