

<b>Role Name</b>	<b>Department Head - Process Excellence</b>		
<b>Role purpose</b>	<b>To spearhead all Process Excellence related activities in the Plant</b>		
<b>Reporting to</b>	<b>Unit Head - Process Excellence</b>		
<b>Document created by</b>			
<b>Responsibilities Heads</b>	<b>KRA (Key Result Areas)</b>	<b>KPI (Key Performance Indicators)</b>	
<b>Manpower Development</b>	To Conduct and deliver training on the different topics of the process excellence	No. of trainings delivered	
	To arrange training from the external agency for the employees as per schedule.	Schedule vs. actual - Nos. of training	
<b>Overall Involvement</b>	To identify the PDCA and Deep Analysis from all the departments	No. of PDCA identified No. of Deep analysis identified	
	Timely reviews of PDCA / Deep analysis selected by every department	Review sheet	
	Implementation of feedback in specific PDCA / Deep analysis as suggested .	No repetition of same feedback	
	To Identify the TPS projects	Progress as per annual plan	
	Implementation of feedback in TPS Projects as suggested .	No repetition of same feedback	
	Conduct periodic audit to ensure the sustenance of improvements	No repetition of same feedback	
<b>Coordination</b>	To coordinate the visits of our TPS & TPM consultant as per plan.	Plan vs. actual	
	To carry out Monthly Process Excellence review as per schedule	Schedule/Actual	
	To arrange Half yearly process excellence review as targeted	Target/actual	
	Benchmarking best practices	Target/actual	
<b>Establishment of new practices</b>	Introduction and establishment of TPM / TPS / TQM practices as per schedule.	Schedule vs. actual	
	Implementation of new initiatives as directed by our consultants as per plan.	Plan vs. actual	
	Implementation of new initiatives as directed by Top Management as per plan	Plan vs. actual	
	Identification & Implementation of best practices in the companies.		
<b>Safety</b>	To Follow SOP's for safety .	Safety audit score/calendar	
<b>REQUIREMENTS</b>			
<b>Knowledge</b>	- Knowledge of excellence awards - Excellent in Problem solving techniques - 6 sigma approach, PDCA - Knowledge of TPS tools - VSM, Line balancing, SMED, Quality systems - Knowledge of TPM pillars	<b>Experience (Number of years)</b>	12 ~ 15yrs.
<b>Skills</b>	Managerial, Trainer Communication, Leadership and motivation. Knowledge of core tools	<b>Qualification</b>	<b>B. Tech or MBA TQM</b>
<b>INTERACTION</b>			
<b>Internal</b>	<b>Customers</b>	<b>Other External parties/Vendors</b>	
To All departments and H.O	- Supplier Up gradation function of all customers	CII / ACMA	