

# Job Description

## 1. JOB INFORMATION

**JOB TITLE:** Packaging & Artwork Manager

**DEPARTMENT:** Technical

**REPORTS TO:** Technical Manager - Packaging

**DEPUTISATION:** The Packaging & Artwork Co-Ordinators and the Technical Manager – Packaging

**LOCATION:** Craigavon site

## 2. JOB PURPOSE

- To manage & support a team of Packaging & Artwork Co-ordinators whose responsibility it is for the timely & accurate coordination, project management and approval of artwork, print & packaging specifications.
- To control the flow of packaging information between multiple internal & external stakeholders and will champion the use of appropriate systems to deliver this.
- The post holder is responsible for reviewing workload allocation and actively supporting the Customer BUs to deliver their launch activity.
- To develop and adopt new ways of working for Pilgrim's Europe and strive for continuous improvement.
- To support and develop the Packaging & Artwork Co-Ordinators.

## 3. DIMENSIONS

### 3.1 FINANCIAL

- No budgetary responsibility. To report on origination costs.

### 3.2 STAFF

- Provide leadership and direction for immediate team.
- Succession planning, development plans and coaching for immediate team.
- Training new and existing team members as required.

### 3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE

- Line Manager; Technical Manager - Packaging
- Peers; Supply Assurance Manager
- Reports; Packaging & Artwork Co-Ordinators.

## 4. DUTIES/ RESPONSIBILITIES

- Overall control and management of all printed packaging across the business.
- Support the Customer BUs to deliver their launch activity plans from a packaging and print perspective.
- Adopt, operate and encourage the use of PE systems for the delivery of approved printed materials.
- Management system, using it to deliver & distribute accurate packaging data to the business.
- Manage and support Packaging Coordinators to deliver approved artwork to the relevant nominated printer on time, in full.
- Optimise the use & functionality of the nominated Artwork management system

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to improve artwork accuracy & reduce artwork versioning and control/report costs

- Use of SAP to deliver relevant Dept. POs and VERP packaging codes
- Drive a mindset of continuous development for peoples & process. Develop and introduce new ways of working to enable agility and accuracy to meet the demands of the business.
- Rethink and redefine the department. Redefine the core skills, knowledge, and behaviours of the team to deliver and exceed business and customer expectations.
- Work with the Technical Manager - Packaging to develop a Co-ordination team that has clear succession, improved retention, and greater capability.
- Training – ensure all coordinators are trained and competent in their roles. Develop a training program & competency framework to support assessment.
- Chair weekly artwork tracker meetings with all co-ordinators and customer BU's to ensure on-time launches
- Chair regular artwork tracker meetings with commercial team to respond to promotional / seasonal and ad hoc demands
- Act as a focal point within the department for any artwork / packaging co-ordination issues
- Keep all packaging co-ordinators informed of legislative changes to packaging requirements, FIR etc
- Work with customers, suppliers, and internal departments to maximise efficiencies and minimise time to launch.
- Standardise, rationalise, and bring synergies within the business to reduce origination and product costs.
- Complete all relevant paperwork and electronic forms relating to the coordinator role.
- Generate project trackers and produce written reports which highlight work completed or any outstanding issues still to be resolved.
- Chair various meetings with internal stakeholders to discuss project progress, stock position and product launches.
- Attend and participate at team briefs as necessary.
- Liaise with all areas within supply chain.
- Any other reasonable requests.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g., reduction of waste, recycling etc.

## 5. MEASURABLE OUTPUTS

- Artwork Management System Champion and monthly reporting dashboard
- Customer BU : launch activity satisfaction
- Artwork Versioning reduction
- On time accurate launches of all printed packaging

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- Accuracy of packaging data through the SMILE system
- Maintenance of origination logs using RAJIC/Artwork management system
- Docuware queries reviewed in a timely manner

## 6. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> <li>• 3 years' experience in a previous Artwork Management role OR Account management/Project management role.</li> <li>• Demonstratable accuracy &amp; attention to detail in a management/technical/packaging bias role</li> <li>• Ability to work under pressure and prioritise &amp; delegate</li> <li>• Ability to confidently communicate progress succinctly and accurately</li> <li>• Experience of Stakeholder management</li> <li>• An effective team player</li> <li>• Self-motivated with the ability to work unsupervised</li> <li>• A solutions provider</li> <li>• A demonstrable knowledge of the artwork process</li> <li>• Adept user of Microsoft Office 365 applications (Excel, PowerPoint, Outlook, SharePoint, MS Teams)</li> <li>• An agile &amp; flexible approach</li> <li>• Continuous improvement mindset</li> <li>• Flexible to travel as required</li> <li>• Full &amp; clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Project management experience</li> <li>• Honours Degree (2<sup>nd</sup> Class Upper division or above)</li> <li>• Experience of managing a team.</li> <li>• Experience within the Packaging industry.</li> <li>• FMCG Food Industry Experience</li> <li>• Experience with SAP</li> <li>• Knowledge of Packaging legislation.</li> <li>• A recognised Project Management qualification.</li> </ul>

	DATE:
JOB HOLDER: TBC	
MANAGER: Nathan Wilshaw	

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HUMAN RESOURCES REPRESENTATIVE: Hannah Bishop	

*Note:*

*This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Pilgrim's Europe reserves the right to vary duties and add duties as they see necessary.*