

Position Description: Head of Process Engineering

Title and reporting relationships	
Position title	Head of Process Engineering
Business Unit	Operations
Reports to	GM Engineering & Business Performance
Scope:	Relentlessly improving factory performance and capabilities through process engineering leadership and standardisation across all manufacturing sites, including functional leadership of site-based Process Engineers who report directly to their Site Manager.
Direct reports	Nil (direct).
Indirect reports	Site-based Process Engineers (functional/matrix line) Process engineering resources from vendor companies engaged to scope, design, and implement factory improvements and capital projects.

Main Purpose of Position
To grow EBIT performance, product quality, and capital efficiency by leading process engineering capability, standards, yield improvement, throughput, product mix, reliability, and process safety across Open Country's manufacturing network. The role provides technical leadership across the capital and technology roadmap, capital project delivery, continuous improvement, and the development of site-based Process Engineers within a matrix structure.

Yield, Throughput, & Product Mix Optimisation — 30% of role	
Key Responsibilities	Success is demonstrated when:
- Lead value-stream and constraint analysis to identify structural opportunities to improve yield, throughput, and product mix across sites. - Improve EBITDA by improving yield and reducing losses in production processes. - Own the technical case for shifting Open Country's product portfolio toward higher-EBIT products, partnering with Sales and Innovation. - Validate and quantify the EBIT impact of process engineering initiatives, reconciling to the enterprise EBIT bridge.	- Yield and throughput opportunities are identified, quantified, and delivered against target. - Product-mix recommendations are technically sound and adopted into the commercial plan. - Process engineering's EBIT contribution reconciles to the enterprise bridge without dispute. - Product quality is improved, with less variability in composition and functionality between batches and across sites, as demonstrated by the regular review of statistical process control results. - Reduced losses in the monthly Composition report.
Capital & Technology Roadmap Input — 15% of role	
Key Responsibilities	Success is demonstrated when:
- Provide input into the 5-year capital plan and technology roadmap, including business case development and stage-gate review for process-related capital. - Prioritise and sequence capital opportunities in partnership with GM Engineering & Business Performance, Head of Automation Engineering, and the Capital Programme Manager.	- Input into capital business cases is technically robust and delivered on time for stage-gate review. - Capital opportunities are prioritised and sequenced within the enterprise 5-year plan. - New and innovative engineering solutions are introduced and successfully adopted in factories, (e.g. MPC) that maximise OEE throughput, yield, quality, or energy efficiency.

Incumbent:

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Process Engineering for Capital Projects — 15% of role	
Key Responsibilities	Success is demonstrated when:
- Own process design, specification, and process-performance sign-off for capital and new-factory projects (including delivered via TGL Projects), from concept/FEED through to handover. - Partner with the Capital Programme Manager, TGL Projects, and equipment vendors on process design scope and delivery for capital and new-factory projects. - Lead process-performance testing and ramp-up validation (yield, throughput, quality) on capital projects, ensuring the process delivers its designed performance before project close-out. - Partner with the Head of Automation Engineering to ensure process and automation/control designs are integrated and delivered together, not developed in isolation.	- Process design scope on capital projects is complete, integrated with automation/control design, and delivered on time and within budget. - Process-performance testing and ramp-up validation confirm the designed yield, throughput, and quality are actually achieved before project close-out. - No capital project closes out with process-performance issues that should have been caught during commissioning.
Continuous Improvement & Reliability Partnership — 15% of role	
Key Responsibilities	Success is demonstrated when:
- Partner with the Business Process Improvement Lead and Business Improvement Analyst on process-related improvement projects, providing technical input and validation. - Collaborate with Site Management and Head of Automation to relentlessly improve plant performance. - Collaborate with the Head of Reliability Engineering on process-related asset health and failure modes.	- Process-related improvement projects have credible technical input and validated outcomes. - Process-related reliability issues are identified and addressed in partnership with the Head of Reliability Engineering, not in isolation. - Process-related improvement projects are accepted and signed off as successful by Site Managers.
Process Engineering Leadership & Standards — 15% of role	
Key Responsibilities	Success is demonstrated when:
- Lead and coach the network of site-based Process Engineers in a matrix structure, setting priorities, technical standards, and quality expectations for process engineering work across sites. - Develop and maintain common process engineering standards, methodologies, and templates to reduce variability and support factory replication. - Build succession and capability plans for the process engineering discipline across the business.	- Process engineering standards are current, followed, and adopted consistently across sites rather than reinvented locally. - Site-based Process Engineers are well-directed, developing capability, and delivering quality work. - Succession and capability risk in the discipline is identified and managed ahead of gaps emerging.

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Health, Safety, and Wellness — 10% of role	
Key Responsibilities	Success is demonstrated when:
- Lead a healthy and safe work environment for the process engineering discipline, including process-safety and hygiene risk. - Lead process safety for capital assets. - Ensure compliance with Open Country and Talleys Health and Safety Policies, and that contractors comply with company policy.	- Good process-safety and hygiene practice is maintained and demonstrated across sites. - Health & Safety compliance audits are passed with no material findings.

Decision Making Authority
The job holder is expected to make day-to-day decisions on process engineering, technical standards, and coaching within delegated authority to ensure process engineering standards, capability, and improvement initiatives progress effectively across sites. The job holder is required to consult with, or seek approval from, their line manager (or relevant senior leader) where decisions may have a significant financial, legal, safety, or reputational impact, or where matters fall outside normal delegated authority.
Effective decision making is demonstrated when: - Day-to-day process engineering and technical-standard decisions are made without needing sign-off from the GM Engineering & Business Performance for routine matters. - Anything with significant capital cost, cross-site standardisation, or process-safety impact is escalated to the GM Engineering & Business Performance rather than decided unilaterally. - Decisions align with organisational policies, values, and the 3&8 strategic direction. - Sound judgement is demonstrated, particularly when balancing site-specific needs against enterprise standardisation.
<i>Formal financial and contractual delegations are set out separately and apply as amended from time to time.</i>

Working Relationships	
Internal	External
- GM Engineering & Business Performance - Head of Automation Engineering — technical integration of process and automation/control design - Capital Programme Manager and Project Manager(s) — capital project process design scope - Group Fleet Manager, Business Process Improvement Lead, and Business Improvement Analyst - Site Managers — matrix line for site-based Process Engineers - Head of Reliability Engineering — process-related asset health and failure modes - TGL Projects (design & build delivery unit)	- Process engineering consultants and specialist contractors - Equipment and technology vendors - Industry/technical bodies for process engineering standards
Effective working relationships are demonstrated when:	
- Communication is clear, timely, and constructive. - Roles and responsibilities are understood and respected. - Issues are addressed collaboratively and at the appropriate level. - Stakeholders have confidence in the professionalism and reliability of the incumbent.	

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Qualifications, experience and competencies		
	Essential	Desirable
Education & Qualifications	Tertiary qualification in Process, Chemical, Mechanical, or Food Engineering (or related discipline)	Postgraduate qualification or Chartered Engineer status
Knowledge, Skills and Experience	12+ years' process engineering experience in manufacturing (dairy or food preferred), including experience leading or mentoring other engineers. - Experience delivering capital projects from design through commissioning.	- Multi-site or matrix leadership experience. - Experience with yield/throughput optimisation programmes.
Personal Qualities	- Strong technical credibility with engineering teams and site leaders. - Coaching and people-leadership skills. - Comfortable operating in a matrix, without direct line authority over all engineers. - Structured problem-solver. - Comfortable balancing standardisation with site-specific needs.	

Changes to Position Description

This position description is not exhaustive, and you may be required to undertake other duties that are reasonably required by your manager, consistent with the role. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment. Any significant changes will be made in consultation with you.

Acknowledged / Accepted:

Employee: _____

Date: _____

Manager: _____

Date: _____

Incumbent:

Employee's initials: _____

Employer's initials: _____