

<b>Job Title:</b> Continuous Improvement Manager	<b>Location:</b> Hunmanby
<b>Department:</b> Operations	<b>Contract:</b> Permanent / Full-time
<b>Reports To:</b> Operations Manager	<b>Direct Reports:</b> N/A

**1.0 Job Summary & Role**

Deep Sea Electronics is one of the world’s top manufacturers of generator controllers, auto transfer switch controllers, battery chargers and vehicle & off-highway controllers. We employ over 200 people across four continents and sell our products to 150 countries direct from our UK head office and through our comprehensive distributor network.

As part of the Operations team the Continuous Improvement Manager will lead initiatives to optimize organizational performance, implement process improvements and drive efficiency using methodologies like Lean Six Sigma, Kaizen and related techniques.

The position will support mainly Operations but including site wide projects and initiatives

**2.0 Key Responsibilities & Main Duties**

- Process analysis and improvement, evaluate business processes, identify efficiencies and recommend improvements to enhance productivity and reduce waste
- Analyse and document existing production workflows, collect data and measure effectiveness of improvements
- Develop and execute operational efficiency strategies including workflow redesign and process standardisation
- Work closely with cross functional teams including IT, Quality, supply chain and Engineering teams to ensure alignment and support for process enhancements
- Lead cross functional teams, mentor staff and facilitate CI workshops or kaizen events to foster a culture of Continuous Improvement
- Track key performance indicators, conduct audits and report on progress to Senior Management
- Maintain records of CI initiatives, ensure adherence to quality and regulatory standards and inspections
- Maintain detailed process maps and documentation to ensure clarity in process steps and compliance with best practices
- Update and maintain process instructions (SOP's) / work instructions as newer procedures / processes are adapted, in conjunction with Production Engineers and Design Engineers



**3.0 Internal & External Relationships**

- Internal: Production, Health and Safety responsible (Birds Triangle, Green Cross, Near Misses, COSHH Register, RAMS), Quality (PPAP, ICAR, Scrap Reports, Rework Report), R&D (NPI, Controlled Batches), & Maintenance (MTBF, MTTR, TPM)
- External: Contractors (RAMS, Management), Subcontractors (Audits), Suppliers (Audits, SRM), Customers (VoC)

**4.0 Essential/Desirable Factors**

<b>Knowledge</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Lean 6 sigma techniques and methodologies</li> <li>• Excel – advanced</li> <li>• MRP /ERP</li> <li>• VSM</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• SAP/Epicor</li> <li>• Financial management</li> </ul>
<b>Skills &amp; Attributes</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Excellent analytical skills</li> <li>• Communication</li> <li>• Strong interpersonal skills</li> <li>• Adaptability</li> <li>• Project Management</li> <li>• Change management</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Works well in a pressured environment</li> <li>• Able to take on board a wide variety of views for analysis</li> <li>• A good listener but confident decision maker</li> </ul>
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Over 5 years working with a production environment</li> <li>• Over 5 years Project management</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Electronics manufacturing background</li> <li>• Mechanical Engineering background</li> </ul>
<b>Qualifications</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Black belt in lean 6 sigma</li> <li>• IOSH / NEBOSH training</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Business , Engineering, Industrial or a related field</li> </ul>

<b>Created by</b>	<b>Dated Created</b>
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