



JOB DESCRIPTION

Job Title: APPRENTICE PROGRAMME

Purpose: Walker Filtration Ltd is dedicated to identifying and developing talent within the organisation to help us achieve our growth strategy and five year business plan. The Apprentice Programme works with people who have a desire to succeed and are seeking an exciting development opportunity to learn key skills within a business function.

Scope: Individuals may cover disciplines including operations, finance, marketing, technical, sales and human resources. The areas will depend on the individuals passion of where they feel there future lies in line with the needs of the business at that time.

Individuals will develop a sound Walker Filtration Ltd awareness of the chosen discipline. Your future role will be discussed throughout your development programme, in line with current business activity and growth and the areas that we feel your skills and ambitions are best suited.

DEVELOPMENT AREAS CAN COVER THE FOLLOWING:

1. OPERATIONS

Planning, MRP, Purchasing, Stock Management, Quality Systems, Despatch:

- Time spent shadowing each department head to gain an understanding of their roles and responsibilities
- Awareness of systems and processes and how this achieves objectives
- Understanding the detail of all KPI's within each area and how they contribute to overall business objectives

2. FINANCE

Company financials are key to the individual's development and expanding knowledge and commercial awareness.

- Clear understanding of day to day activities.
- Understanding of cost management, including PO process and CAPEX system
- Understanding of Investment Appraisal process and decision making
- Clear understanding of Financial Accounts , understanding workings of P&L and Balance Sheets
- Understanding of Financial objectives and KPI's and how they influence financial decisions
- Basic understanding on the process of financial administration and how this impacts financial accounts, looking at areas such as accounts payable, accounts receivable, nominal ledger and bank reconciliation



3. SALES

Clear appreciation on how the Sales department fit within the overall business plan.

- Overall objectives and KPI's in line with business objectives
- Allocation of set customers to manage and targets
- Full involvement in managing CCA's effectively for your customers
- Customer visits planned and carried out
- Active involvement both internally and within the field sales environment
- Understanding the impact sales orders have within the wider business and how this process is managed
- Development of influencing and communication skills within a business to business sales environment
- Knowledge of production prices and margins and how sales are agreed
- Sales budgets and plans
- Active involvement in CVI's and PPI's
- Financial Risk Analysis

4. TECHNICAL

The technical department influences and coincides with all areas of the business. Individuals will be involved with the following:

- Overall objectives and KPI's in line with business objectives
- New product concept launches
 - Design
 - Design specifications
 - Design tools utilised
 - Test and validation
 - Appreciation of current legislation and required standards
- Mechanics linked to product launch
 - Builds and materials
 - Part numbers
 - Detailed drawings
- Full understanding of office and business systems
- CCA process and management

5. MARKETING

It is essential to understand how the marketing function fits into every business.

- Overall objectives and KPI's in line with business objectives
- Understanding of the WFL Marketing Plan
- Basic understanding of the theory of the marketing function and how this is utilised within WFL in practice
- WFL target markets, customers and strategy
- Full insight into all areas of corporate branding
- Strategic brand promotion
- Knowledge of 4P's (Product, Place, Promotion and Price) and how they are managed within WFL
- Experience of market research and price benchmarking
- Understanding of list price and actual price



- OEM understanding, margin and distribution
- Appreciation of how the marketing function influence new product design and branding
- Internal and external communication and PR strategy

6. HUMAN RESOURCES

Managing the human capital is key to any business function. Human Resources cover the following areas:

- Overall objectives and KPI's in line with business objectives
- Managing employee relations matters, covering Disciplinary and Grievances processes
- General employment law update, covering employment contracts and the importance of honouring this contract
- Recruitment process and selecting the right candidate for WFL
- Employee training and development strategy and management
- Appraisal and personal development coaching
- Understanding planning for succession and talent management
- Understanding of key policies and procedures

PERSONAL COMPETENCES – Apprentice Programme

Professional Requirements

- Highly computer literate (Microsoft Office package)
- G.C.S.E's (C or above in Maths and English)

Personal Competencies

- Ability to work on own initiative
- Effective and confident communication skills
- Effective Team player
- Ability to take a systematic approach to daily operations
- Highly motivated and able to build close relationships internally and externally
- Customer and market orientated