



JOB DESCRIPTION

Job Title: GRADUATE DEVELOPMENT 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 Graduate Development Programme works with North East Graduates who have recently graduated and are seeking an exciting development opportunity to learn the whole business process and develop key management and leadership skills.

Scope: A diverse role, showing a clear insight into Walker Filtration Ltd full business process. Individuals will cover all disciplines including operations, finance, marketing, technical, sales and human resources. The objective is to develop individuals with sound strategic understanding of all functions.

Working within each function, you will gain an appreciation on the whole process from start to finish, with knowledge of all tasks completed by each function and how this impacts the business process. Working at a strategic level, understanding the departments KPI's and objectives and how this strategy fits with the wider business on achieving the five year business plan.

Individuals will develop a sound Walker Filtration Ltd awareness of all areas, which will be essential to support you working within a supervisory or management role. 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.

You will be allocated a mentor throughout the programme who will advise, support and guide you in your development and direction of your career. You will have a direct line manager in each discipline who will be your departmental coach during that secondment and you will also have monthly reviews with the HR Manager. To assess your development and achievements throughout the process you will also have formal meetings with the GGM.

Throughout your time in each discipline you will be required to actively work as part of the team while also completing a strategic project. Projects set will be in line with corporate improvement and growth and therefore have a direct influence on overall organisational achievement. On completion of each project, you will present your process, findings and recommendations to the GGM.

DEVELOPMENT AREAS

1. OPERATIONS

The main focus of the programme will be to gain experience within the Operations function. This will be the focus for the first 12 months.



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
- Overall understanding of the strategic planning process within Operations and understand how this falls in line with corporate strategy.

Following an insight into the broader operational environment you will be allocated a project within one area of the operation and be responsible to a departmental coach. The project will be set in line with key business requirements at that time. You will play an active role within that discipline and shadow the departmental coach in all areas of their role, including attending meetings and all external visits.

During the period of time within the Operations department, each individual will have a secondment within a production management role to develop skills and experience in the following areas:

- Lead a team in line with objectives and KPI's
- Develop leadership skills and knowledge of production
- Active participation in daily production meetings to discuss challenges and achievements

This secondment will involve you working shifts in line with the current pattern at that time.

Following successful completion of your secondment within the operations department, you will be allocated time within each of the following disciplines to develop your understanding. Again, within each discipline you will be allocated a departmental coach and will be required to complete projects which will be presented to the GGM.

2. FINANCE - 3 months

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

- 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 - 3 months

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 - 3 months

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
- Management and completion of customer and supplier visits

5. MARKETING - 3 months

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 - 2 months

Managing the human capital is key to any business function. Throughout the time within the Human Resources Department you will cover the following:

- 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

Timescales within each discipline have been allocated, however are subject to change depending upon each individual's abilities. It may be recognised through the programme that an individual develops a flare within a specific area which may lead to additional time being allocated within this area.

REPORTING STRUCTURE & REVIEW

Mentored by a Senior Manager

Direct Line Management by Departmental coach

Reviews will take place at the following intervals:

- Weekly review with Departmental Coach
- Fortnightly review with mentor
- Monthly review with HR Manager
- Presentation and review with GGM following completion of each discipline

WFL also complete annual Appraisals and Personal Development Plans



PERSONAL COMPETENCES – Graduate Development Programme

The competencies listed are appropriate to the Graduate Development Placement

Professional Requirements

- Degree educated, 2:2 or above
- Highly computer literate (Microsoft Office package)
- 3 A levels (C or above)
- G.C.S.E's (C or above in Maths and English)

• Personal Competencies

- Ability to work on own initiative with a pro-active strategic approach to challenges
- Confident commercial awareness and clear business acumen
- Ability to influence individuals and teams to achieve desired goals and objectives
- Effective and confident communication skills
- Effective Team player
- Ability to motivate and lead a team to achieve set goals
- Ability to take a systematic approach to daily operations
- Highly motivated and able to build close relationships internally and externally
- Customer and market orientated