

JOB PROFILE

edge
GROWTH

Job Title	Growth Support Associate (Manufacturing)	Department and Location	Access Cape Town and JHB
Job Purpose	<p>To deliver quality growth support to SME's in Edge's ESD programmes with the purpose of increasing manufacturing productivity and reduce waste and costs.</p> <p>To improve the operating model of the SME Growth Support BU</p>		
Reports To (Position)	Head: SME Growth Support	Reportees (Position)	N/A
Qualifications	<p>Bachelor of Engineering (Industrial Engineering or equivalent) OR B Tech Industrial Engineering</p> <p>An additional business qualification is advantageous.</p>	Experience	<p>3-5 years 'experience in manufacturing.</p> <p>Experience in a Consulting/SME Development space is advantageous.</p>

Core Activities

General Support of SMEs

- Analyse SME diagnostic outputs.
- Attend SME site visits.
- Foster relationships with potential partners in the SME Development ecosystem.
- Play a business coaching and mentorship role to SMEs
- Deliver SME specialist projects or interventions

Stakeholder Management

- Manage relationship with external mentors
- Manage relationship with programme SMEs
- Manage relationship with Edge Growth Programme Managers.
- Manage relationship with Steerco members
- Manage relationships with Edge BUs in Cape Town and Johannesburg
- Represent the BU at Steercos when requested

Programme Management

- Design manufacturing BDS programmes to meet client's expectations

Specialist Mentor Management

- Specialist mentor recruitment, onboarding, upskilling and coaching and grading
- Collating of programme impact measures,
- Oversee technical service providers like SHERQ, ISO.
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Intellectual Property

- Building and testing best practice IP
- Contribution to companywide IP development
- Build manufacturing and productivity improvement bootcamps


Problem Solving

- Solve programme delivery challenges with the SME and mentor relationship
- Solve programme delivery challenges within the SME and client
- Manage delivery challenges regarding mentorship quality, payments and programme schedule

Manufacturing support of SMEs

- Conducting workshops (Productivity improvement, Lean manufacturing, Kanban)
- Developing reports (SME business cases and feasibility studies)
- Conduct Time and Motion Studies
- Conduct Process Flow analysis and Improvement Initiatives
- Perform inspections and investigations, and analyse technical manufacturing or logistic processes and sequences
- Study new machinery and facilities and recommend or select efficient combinations.

Leadership Competency	Proficiency Level
Transformation	Intermediate
Innovation	Intermediate
Customer Centric	Intermediate
Care and Growth Nurturer	Basic
Owner Leader	Intermediate
Core Competency	Proficiency Level
Change Agile	Advanced
Emotional Intelligence	Advanced
Communicates with impact	Intermediate
Operational Excellence	Advanced
Problem Solver	Advanced
Technical Competency	Proficiency Level
Relationship/Diversity Management	Advanced
Analytical Skills	Advanced
Project Management	Advanced
Portfolio/Programme Management	Advanced
IP Development	Advanced
Process optimisation	Advanced
Productivity improvement	Advanced
Lean manufacturing	Advanced
Business Process Mapping	

I have reviewed and determined that this role description accurately reflects the position			
Manager signature	Date	Employee signature	Date
	29 June 2018		
<p>The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the role described, nor are they intended to be such a listing of the skills and abilities required to perform the work. Rather, they are intended only to describe the general nature of the role.</p>			