

# XLSS: Black Belt

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Defines, designs and implements continuous improvement programs/projects to ensure efforts are integrated vertically and horizontally across organization. Defines improvement projects aligned with business strategies. Analyzes improvement programs and potential results. Facilitates and coaches improvement teams. Establishes and maintains performance metrics to measure program success. Installs process excellence supports for program governance, project reviews, communications, training, certifications and rewards. May have Six Sigma certification. Oversees and manages the operational aspects of ongoing projects and serves as liaison between project management and planning, project team, and line management. Reviews status of projects; manages schedules and prepares status reports. Assesses project issues and develops resolutions to meet productivity, quality, and client-satisfaction goals and objectives. Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, line managers, and clients.

## **Knowledge/Function/Scope**

Greater understanding and application of Six Sigma principles, concepts, practices and standards. Full knowledge of industry statistical problems solving practices. Project management skills and team leadership skills. Knowledge of other functions that provide inputs regularly, i.e., Product Development, Engineering, Quality, Purchasing, Manufacturing, Finance, Human Resources, and Operations. Ability to learn and perform statistical analytical techniques. Written and verbal communication skills. Knowledge of spreadsheet, presentation, project management, process mapping and word processing software. Knowledge of continuous improvement, quality and basic financial principles and the ability to apply them to analyze the planned activities.

## **Work Performed/Problem Solving**

Leads project teams to improve critical business processes that drive financial results. Scopes projects, develops project plans and business cases. Scope will be determined on a project by project basis. Recruits and trains team members. Identifies potential Black Belts and recruits Team Members into the Value Based Six Sigma infrastructure. Provides necessary training and coaching to team members to spread the base of Six Sigma Problem Solving tools.

## **Discretion/Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Team progress is reviewed throughout the process and completion for adequacy in meeting objectives.

## **Impact**

Identify opportunities, define and financially justify projects, launch project teams, manage team activities, lead teams to execute projects with the problem solving methodology, track project status and results, remove and elevate project barriers, and develop team members. Identify integration issues with other projects/processes and coordinate the improvements with the appropriate project/process owners to accomplish the project goals. Lead improvement projects within the Division and effectively coordinate these projects with the Division champion and other improvement project teams. Improve Electronic System's ability to achieve superior customer satisfaction by facilitating cross functional teams and completing improvement projects directly linked to the strategic priorities of the Division. Integrate improvement projects. Ensure projects are integrated with other business activities, improvement projects, and business strategy.

## **Liaison**

Cross functional integrated improvement projects. Works with Master Black Belts and business area leads to ensure projects are integrated with other business activities, improvement projects and business strategy. Measure results. Manage the development and maintenance of methods and systems for measuring the degree to which the project goals, objectives and metrics are being met. Provides the Division Champion with the results and take corrective project action as required to improve on results below target.

**Education and Experience**

6 - 9 years with BA 4 - 7 years with MBA