

# Jean Foster

## Personal Profile

Self-motivated and results-orientated Project Manager with extensive experience in manufacturing. Keen interest and proven track record in leading and developing people, as demonstrated in work and involvement at a senior level in Welsh Netball.

Key skills in persuading and influencing others at all levels, co-ordinating multiple stakeholders and in bringing a creative approach to planning and organising major events.

## Netball Career

### Key achievements:-

<b>Director of Welsh Netball</b>	<b>2006 - 2019</b>
<b>Welsh Sports Volunteer Coach of the Year</b>	<b>2006</b>
<b>Runner-up Welsh Sports Volunteer Coach</b>	<b>2011</b>
<b>RCT Coach of the Year</b>	<b>2008 - 2011</b>
<b>Presented with Mary French Award</b>	<b>2010</b>
<b>UKCC Level 2 Coaching Award</b>	<b>2009</b>
<b>Chairman of Llantrisant Netball Club</b>	<b>1985 – present</b>
- Developed club from 7 members to 200+ today	
- Coached 7 Welsh international players	
- Coached 50+ players to county standard	
<b>Chairman of Mid Glamorgan Junior Netball League</b>	<b>1995 - 2017</b>
<b>Treasurer of Mid Glamorgan Junior League</b>	<b>2017 –</b>
<b>present</b>	
<b>Welsh Netball Board Member – for 12 years</b>	
<b>Welsh Delegate at two INF conferences Sidney and Botswana</b>	
<b>Netball Europe Director – Secretary</b>	<b>2019 - present</b>
<b>Netball Coach Club UKCC Level 2, Umpire Level C, Bench Official.</b>	

### Key Skills:-

- Running team building events
- Presentation evenings
- Fund raising
- Built club up from scratch
- Grant applications
- Developing umpires, coaches and players
- Manage accounts
- Company Secretariat role in managing general administration and Constitutional matters, including organising AGM
- Stepped into CEO/General manager role for 3 years to manage Welsh Netballs financial recovery programme.
- Public Relations work in proactively organising opportunities for parents/players to understand how the club works

## Career History

**Lean Facilitator                      Ortho Clinical Diagnostics (OCD)                      2005 - 2011**  
Manufacturer of medical devices, member of the Johnson & Johnson franchise,  
During this time, I was seconded for two years to be one of the Operations project  
Managers, moving the factory from one site to another.

<b>Operations Manager</b>	<b>OCD</b>	<b>2000 - 2005</b>
<b>Team Leader, Label Production and Dispensing</b>	<b>OCD</b>	<b>1993 - 2000</b>
<b>Supervisor</b>		<b>1988 – 1993</b>
<b>Lab Technician</b>		<b>1985 – 1988</b>

**Production Assistant  
Lab Technician**

**L'Oreal**

**1982 – 1985  
1972 - 1982**

## **Key Skills**

### **Operational Planning and Delivery**

*Extensive experience of manufacturing operations, Lean methodology and project delivery. Key achievements include:-*

- Transition manager for relocation of plant from Cardiff to Pencoed:- selected external contractors, key liaison role between building project team and manufacturing team, led team leaders to most effective design of new work environment
- Able to identify areas for cost improvement and increased efficiencies, achieved through leading Kaizen events
- Project managed introduction and implementation of global Predictive Indicator programme, identifying and putting mitigation measures in place to prevent future issues.

### **People Development**

- Took on people lead role in enthusing and motivating staff to make full use of Vitality Centre in new building, organised tours, competitions, dance and Pilates classes, cycle challenge, raising money for local and national charities.
- Key member of OCD in the Community team, organised Christmas party for 300+people, Open Day, royal visits.
- Led and motivated team of direct reports to meet demanding deadlines and challenging production targets
- Led and matrix managed diverse project teams to achieve desired results in both operational and office environments, leading to improvements in processes and highlighting tasks which added value.
- Excellent track record in building and integrating diverse teams from across the organisation to improve communications and team work which led to increased product flow and cost efficiencies

### **Budget Management**

- Managed budget of £100,000pa and team of 40 staff
- Maximised use of transition budget for relocation by liaising with Procurement, Operations and external manufacturers to get best value for money
- Close attention to detail in analysing monthly expenditure, bill of material, perpetual inventory accounts on a regular basis to ensure costs were kept in line with budget and under control

### **Professional Accreditation and Development**

Certificate of Lean Competency Level 1a, 1b, 1c	2010
Ergonomics Essentials (incl Manual Handling and DSE)	2006
Managing Safely – Institute of Occupational and Health	1998
8 x GCSE's including English and Maths	

### **Personal Details**

<b>IT skills:</b>	Extensive knowledge of Microsoft Office – Word Excel, Powerpoint
<b>Driving licence:</b>	Full, clean driving licence
<b>Interests:</b>	Netball, sport generally, outdoor activity.