

Title:

Process Manager – Nutritional

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

Responsible for leading day to day plant operations and production plans. Provides leadership to production teams by motivating them to achieve challenging production requirements. Leading the Operations Management of the Nutritional Plant, in conjunction with the Nutritional Manufacturing Manager and Shift Supervisors. Providing leadership to the Shift Supervisors and Process Operators to enhance a high performing culture.

Specifically:

- Manage the daily operation of the aligned Nutritional processing plants (named below), planning for safety, quality, efficiency, reliability and sustainability.
- Achieve performance targets and financial budgets set in place for Nutritional.
- Continue to enhance the high-performance team culture consistent with Tatua values and Great Place to Work aspirations as outlined in the Tatua People Strategy.
- Develop and enhance systems to simplify and optimise operations.
- Implement continuous improvement initiatives through effective change management and risk management processes.
- Manage project installation and commissioning of projects up to \$1 million.
- Lead Customer and Regulatory audits and ensure plant and systems are audit ready at all times.
- Identify the Root cause of Nonconformance and establish effective corrective and preventative actions.
- Manage minor and annual maintenance planning with effective contractor management, work permits and required isolations.
- Assume the Nutritional Manufacturing Manager delegated authority when they are absent.

Responsibility for one of the following processing areas

Milk and Permeate Processing

- Milk management and separation of up to 1.3 million litres per day
- Skim and cream pasteurisation and final verification sign-off
- Milk permeate membrane processing and supply planning
- Casein cooking and whey decanting
- Niro Caseinate conversion, hydrolysis and spray drying

Annual Niro Caseinate Volume – 6400MT (Revenue \$110-130 Million)

Annual Permeate Solids Volume – 9000MT (Revenue \$8-10 Million)

Hydrolysis One and Coulter Processing

- SAV Hydrolysate processing - hydrolysis, UHT, and crystallisation
- SAV Hydrolysate downstream processing - clarification and microfiltration
- Coulter caseinate conversion and spray drying
- SAV Hydrolysate e.vaporation and spray drying
- Powder line 2 CIP and allergen management

Annual Coulter Caseinate Volume – 930MT (Revenue \$19 Million)

Annual Coulter SAV Hydrolysate Volume – 600MT (Revenue \$20 Million)

Specialty Proteins and WPC Purification – Infant formula standard

- Ion exchange extraction – Lactoferrin and Coisolate
- Downstream Coisolate standardisation blending
- Downstream purification – Ultrafiltration concentration and microfiltration
- Freeze drying and packing (Infant formula standard)
- WPC Ultrafiltration purification for low ash infant formula ingredients (HWP117)
- Whey permeate processing for water recovery of up to 1 million litres per day

Annual Speciality proteins volume – 19.5 MT (Revenue 17.5 Million)

Annual WPC Volume – 1250MT (Revenue \$17.5 Million)

Reporting Relationships:

Reports to:

Nutritional Manufacturing Manager

Direct reports:

Not Applicable

Indirect reports:

Shift Supervisors and Process Operators

Key Relationships:

Packing Teams

Nutritional Technical Manager

Warehouse (Ingredients, Packaging and Final Product)

Laboratory

Project Engineering & Maintenance

Quality & Technical Services

People & Capability

Procurement

Product Development

Site Services

Authorities & Financial Responsibilities:

QUALITY

Authorised to modify Standard Operating Procedures and to change process parameters to enable the product to better meet specifications and customer needs – After consultation with the Nutritional Manufacturing Manager.

The manufacturing manager will authorise process and design modifications after consulting with the relevant Technical and/or Engineering service as appropriate. The change control system will be utilised.

HEALTH & SAFETY

Provide leadership and direction in matters relating to Health and Safety by understanding and implementing the requirements of the Health and Safety at Work Act, and Tatua's policy and procedures. This includes:

- Implementing and maintaining Tatua's safe working practices and procedures within your team and leading by example in all areas of health and safety;
- Ensuring team members understand, and comply with, any reasonable policy or procedure given by Tatua;

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- Ensuring team members participate in Health and Safety training, meetings and events when required;
- Encouraging team members to be actively involved in hazard and risk identification, assessment and control;
- Following all reasonable health and safety rules and instructions;
- Taking reasonable care for your own health and safety at work and the health and safety of others;
- Taking reasonable care that your acts (or omissions) do not adversely affect the health and safety of yourself or others;
- Co-operating with any reasonable policy or procedure from Tatua, including wearing any necessary personal protective equipment and clothing;
- Reporting any potential or actual risks, injuries, work-related illnesses and incidents (including near misses) so Tatua can investigate, and eliminate or minimise harm or risk of harm.
- Lead safety investigations whereby a hazard has been identified or incident occurred (including near miss) and propose suitable controls to mitigate, isolate and/or eliminate risk.

STAFFING

Play a leadership role in performance management, training and development of Nutritionals staff and approving timesheets for payroll.

Supporting Shift Supervisors in managing staff leave, training and rosters to ensure appropriate resourcing at all times. Assist in staff recruitment as required.

Adhere to the delegated authorities associated with staff recruitment and any disciplinary processes.

Prepare and present an annual review to the Nutritionals team outlining the successes of the production season and Improvement activities for the following season.

PURCHASING

Authorised to order consumables and sundry items as listed in the approved budget and required by the production plan.

REPAIRS AND MAINTENANCE

Repairs and maintenance to be carried out as required and within budget.

Repairs and maintenance to be carried out using the Work Order process.

Plan and organise required repairs and maintenance in conjunction with Site Services.

Key Result Areas (KRAs):

KRAs:	Measures:
Product Quality <ul style="list-style-type: none"> • Produce product to specification and production plan meeting customer DIFOT requirements • Ensure compliance with Tatua Risk Management Programme (RMP) 	<ul style="list-style-type: none"> • Product quality: In-process, Environmental and Final Product • Number of non-conformances • Right First Time
Operational Management and Optimisation <ul style="list-style-type: none"> • Manage all processing plants, at optimum running conditions at all times, whilst meeting agreed specifications • Preventative maintenance – monitor the effectiveness & take action as necessary • Develop and implement Continuous Improvement initiatives 	<ul style="list-style-type: none"> • Yields & Losses • Right First Time • Overall Equipment Effectiveness • Through puts • Production Plan Attainment (%) • Energy and Water Usage • Asset Reliability • CIP Turn Around Time

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<ul style="list-style-type: none"> • Inventory management – requisition raw materials within purchasing and inventory policies and to achieve production plan attainment targets • Effectively use all production systems to plan and execute production processes 	<ul style="list-style-type: none"> • Change Control Currency
<p>Quality Assurance</p> <ul style="list-style-type: none"> • Compliance with the Tatua and Nutritional Products MPI approved RMP • Lead the investigation and drive the timely resolution of non compliance • Assisting with external and internal audits • Continuous improvement of Nutritional RMP • Accurate documentation of Nutritional Products compliance action • Participate in monthly management reviews reporting on aligned plan performance • Maintain an “audit ready” facility • Checking of lab in process micro results 	<ul style="list-style-type: none"> • Non conformances • Audit results • Corrective Action Currency & Completion • Trending of in process micro results
<p>Staff Management</p> <ul style="list-style-type: none"> • Support recruitment of new staff, consistent with company policy • Development of staff, including training, on the job assessment and coaching • Supporting Shift Supervisors in managing staff leave, training and rosters to ensure appropriate resourcing at all times • Ensuring Standard Operating Procedures are current • Performance management – setting and reviewing objectives in line with staff skills and interests, operational opportunities • Development of organisational culture • Lead disciplinary investigations, meetings and monitor remedial disciplinary action • Health and safety – implementation of the Tatua Health and Safety practices and processes, including hazard management and accident reporting and investigation 	<ul style="list-style-type: none"> • Organisational Culture Survey • Leave Balances • Training Records • Health & Safety Audit & Hazard Assessments • Performance Objectives Execution • Great Place to Work Plan Execution • Coaching One-on-One Completion
<p>Planning and Analysis</p> <ul style="list-style-type: none"> • Work with the Production Planner to ensure business needs are met both short and long term • Ensure maintenance and project shut planning are well coordinated • Ensure appropriate resourcing is in place to meet production plan (supporting Shift Supervisors on rosters) • Investigate and conclude JDE anomalies • Assist with product trials and meetings with R&D and customers 	<ul style="list-style-type: none"> • Plan Attainment • Engineering Shut Utilisation • JDE Exceptions

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

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Key Skills / Attributes/ Knowledge / Experience Required:

- Taking a leadership role of aligned processing plants
- Driving ownership of outcomes and results
- Passion for collaborative effective teamwork
- Development and enhancing systems to simplify operations
- Implementation of continuous improvement and preventative maintenance initiatives
- Problem solving and action orientation
- Dynamic planning and time management

The Process Manager is a key role within the Nutritionals Leadership Team – having a positive can do attitude is essential.

The Process Manager roles allow development and succession planning for Tatua and as such, the Process Manager will have the opportunity to grow in delegated projects, assignments and weekend call shared rosters.

Essential Qualifications Required:

- Diploma or Certificate in Dairy Technology
- Engineering or Science Degree
- 5+ years of experience in dairy manufacturing with a minimum of 3 years in shift supervision or process/project Engineering
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Desirable Qualifications:

- Lean Manufacturing process improvement experience

EMPLOYEE SIGNATURE **DATE**

MANAGER SIGNATURE **DATE**

This Position Description is a working document subject to review and change as required by Management

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Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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