

Position Description

Chargehand Packing - Nutritionals

Title:

Chargehand Packing

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

Lead a team of packing staff across numerous plants within the Nutritionals area to continuously improve: yield, quality, throughput, product and process, culture, H&S, and team development outcomes.

Reporting Relationships:

Reports to:

Packing Supervisor/ Day
 Nutritionals supervisor at Weekends and nightshift.

Direct Reports:

Packing staff

Key Relationships:

Technical Services Staff
 Laboratory staff
 Supply Chain and Warehouse staff
 Engineering and Electrical Support staff
 Nutritionals supervisor
 Nutritionals operators
 Manufacturing managers

Financial Authorities:

None

Personal Qualities

Competency

Behaviour

Team Building	<ul style="list-style-type: none"> • Work collaboratively with team members and internal and external stakeholders to accomplish organisational goals • Empathy, listening skills and ability to use appropriate interpersonal skills. Builds appropriate rapport. • Use diplomacy and tact. • Be able to work a reasonable amount of overtime as required (200 hrs per year is seen as reasonable)
Written and Verbal Communication	<ul style="list-style-type: none"> • Be able to communicate clearly and succinctly in a variety of communication settings and styles and to a variety of audiences. • Get the right messages across that have the desired effect on shift change
Working Autonomously	<ul style="list-style-type: none"> • In most situations be able to perform to expected standards with little support / guidance. • Be independent, and a self-starter. • Anticipate work to be done without having to be told. Identify the work is the right work and complete in the correct way.
Planning	<ul style="list-style-type: none"> • Sets daily objectives and goals. • Anticipate and adjust for problems and roadblocks to ensure goals are met. • Planning breaks with your team

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Key Responsibilities:

Supervision of all packing plants:

Implementation of lean manufacturing and preventative maintenance initiatives

Development of a productive team culture that clearly demonstrates Tatua's values.

Leading the ongoing development of H&S systems and initiatives to improve H&S outcomes

Fill the role as supervisor in supervisors absent

Key Result Areas

KRAs:	Measures:
Staff Development, Training & Supervision	<p>Develop, train, Communicate & supervise staff to ensure they efficiently operate the nutritionals packing plants* in accordance with standard operating procedures, & customer expectations.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> 1. <i>Develop team culture that encourages personal accountability and initiative</i> 2. <i>Effective communication on yours and take over shift</i> 3. <i>Provide advice on how to optimise processing plant operation,</i> 4. <i>Develop & train a cross functional shift to enable as many people as possible to operate multiple plants.</i> 5. <i>Develop training plans for new and existing staff</i> 6. <i>Plan and delegate staffs' workday.</i> 7. <i>Co-ordinate packing priority with control rooms</i> 8. <i>Dealing with conflict in an appropriate manner</i> 9. <i>Participate in staff recruitment.</i>
Product Quality	<p>Ensure packing staff achieve Quality Code 1 for all product specifications and maintain packing environments in an optimal hygienic condition to ensure product quality or safety are not placed at risk.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> 1 <i>Following standard operating procedures.</i> 2 <i>Overseeing & participating in regular plant and surrounds inspections. Organising and following up work requests for any deficiencies identified.</i> 3 <i>Perform Monthly/Weekly/Daily checks as required</i> 4 <i>Ensure all plants are IF clean and audit ready</i> 5 <i>Have a clear understanding of the CCP and HACCP</i> 6 <i>Updating SOPS and writing new procedures</i>
Health & Safety	<p>Continue to implement and promote Tatua Health & Safety principles such as workplace 'Hazard Identification & Control' to ensure all work is carried out in a safe manner, comply with company best practice & are legally compliant.</p>

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KRAs:	Measures:
	<p><i>This means:</i></p> <ol style="list-style-type: none"> 1. Arrange & participate in work place inspections, job safety & job behavioural analysis., permit to work 2. Near miss, Incident/ Accident, Hazard reporting and entering
<p>Troubleshooting & Nonconformity (Including customer complaints).</p>	<p>Facilitate processing & product problem solving to ensure issues are resolved so that they do not reoccur.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> 1. Engage with operators to find solutions for plant reliability and product quality issues and follow through to completion. 2. Be proactive in gaining knowledge and understanding of all plants 3. Help out supervisor with customer complaints and audit actions 4. Report non-conformances and raise or elevate NCRs
<p>Lean Manufacturing</p>	<p>Continue to reduce 'waste activities' in the packing areas by initiating Lean Principles.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> 1. Improve packing rates, Minimise packing turnaround times. 2. Identify potential process improvements. 3. Minimise product for rework when changing to different product specifications. 4. Encourage staff to come up with suggestions to improve workplace efficiency and ease of operation. 5. Demonstrate continuous improvement
<p>Preventative Maintenance</p>	<p>Organise and schedule maintenance to allow optimal processing plant performance with minimal downtime.</p> <p><i>This means:</i></p> <ol style="list-style-type: none"> 1. Identifying reasons why some parts of the plant cause a number of breakdowns. 2. Planning in advance, and arranging with Engineering and Electrical services the best time to complete plant maintenance. 3. Follow up on outstanding work requests

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.

Key Skills / Knowledge / Experience Required:

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- Planning and time management.
- Problem solving with tenacity.
- Ability to lead and take ownership
- Analytical ability.
- Practical approach.
- Spreadsheet and Word Processing skills.
- Industry experience in a production role.

Essential Qualifications Required:

- Industry experience and/or science based tertiary qualification