

Position Description

Production Supervisor					
Reports to:	Site Manager	Classification	Award	Division:	Operations - Brookton
Direct Reports:	Production Workers	Indirect Reports	Finished Goods Coordinator	Issue Date:	April 2014
Primary Objective: Production Supervisors are responsible for the frontline management of production personnel and the delivery of safe and timely processing of raw product to meet production and quality targets.					
Key Result Areas for which the Production Supervisor is responsible; <ol style="list-style-type: none"> 1) Safety 2) Efficiency 3) Quality 4) Sustainability 5) Team Work Balco employees may be required to perform other duties from time to time, subject to business needs, as long as they are within your skills and training.					
BALCO SAFETY POLICY All Balco employees must comply with Balco safety policies and requirements and adhere to required standards of behaviour and work practice. All employees are expected to actively address their own safety and that of others at any site on which they conduct business. This includes all Balco property, vehicles, third party paddocks, sheds and farming equipment. All risks, hazards and incidents must be reported immediately.					

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Key Result Areas	Typical Tasks / Activities
KRA 1 Safety	<p>Ensure personal discipline and team leadership is proactive and safety orientated. This includes:-</p> <ul style="list-style-type: none"> • Championing compliance with all Work Health Safety requirements • Actively lead and participate in the delivery of adequate risk assessments and preventative measures to identify and mitigate risk to personnel and plant • Directly managing the timely, safe and efficient processing of materials including the use of plant and equipment • Utilisation of systems that highlight and report operating and safety problems • Actively participate in and/or lead Incident Investigations • Ensure personal attitude and practices of self and others does not compromise safety
KRA 2 Efficiency	<p>Ensure production processes and environments are safely maintained to achieve production volume and quality targets. This includes:-</p> <ul style="list-style-type: none"> • Communicate and monitor performance against organisational requirements and expectations to maximise production cycle times and output • Optimise workforce activities through task management and assignment of personnel • Ensuring timely and safe movement of product within production and finished goods facilities • Ensure timely and accurate reporting of problems with plant and equipment • Regular review and management of hygiene practices in and around production facilities

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KRA 3 Quality	<p>Ensure compliance with all Balco HayCare and relevant HACCP Management system policies and requirements:- This includes:-</p> <ul style="list-style-type: none"> • Routine monitoring of HACCP (Food Safety) performance and continuous improvement initiatives • Ensuring accuracy and completion of records (internal and external) • Managing timely and accurate reporting of HayCare related incidents • Managing personnel and plant hygiene standards to prevent product contamination • Actively participating in HayCare incident investigations • Ensuring routine product inspections are conducted and necessary actions completed
KRA 4 Sustainability	<p>Ensure compliance with all Balco Management system policies and requirements:- This includes:-</p> <ul style="list-style-type: none"> • Planning and maintaining effective use of time and resources • Effectively addressing potential opportunities for improvement • Actively contributing to programs to identify and implement cost reductions and process output/efficiency gains • Proactively contributing to Balco's future by providing positive representation to clients and the community
KRA 5 Team Work	<p>Provide proactive leadership, support and encouragement to site team by:-</p> <ul style="list-style-type: none"> • Ensuring compliance with requirements of all Management Systems and Compliance directives • Providing timely and effective leadership of team members through induction/orientation, performance review and training activities • Promoting timely and effective communication • Ensuring positive and professional attitude towards all team members • Providing timely and positive assistance to other team members to manage peaks in demand • Actively participating in available training and personal development activities

Qualifications, Experience and Skills

Role requires mature person with good general health, physical stamina and commitment to workplace health and safety.

Successful incumbents fulfilling this role will need to possess the following attributes:

- Education/Qualification:
 - o High Risk Work Licence – Forklift
 - o First Aid
 - o Formal qualification(s) in manufacturing discipline(s) in compliance with Balco’s training and competency requirements
 - o Other specified licences and permits as deemed necessary from time to time
- Solid understanding of manufacturing principles and practices
- Basic level of mechanical aptitude
- Analytical and problem solving skills
- Commitment to Team Work

Frontline management attributes:

- Proven record in contribution to production and cost targets
- Experience or demonstrated ability in leading and developing a team
- Demonstrated commitment to Workplace Health and Safety
- Basic understanding of quality improvement tools and techniques (PDCA)
- Flexibility and ability to respond pro-actively to changing environments
- Good verbal and written communication skills
- Basic proficiency in Excel and other Microsoft Office products
- Good numeracy skills
- Good organising skills

Name:

Signature:

Date:

NOTE: Copy to incumbent original to Payroll for personnel file.

‘Building a sustainable future within our local communities’