


POSITION DESCRIPTION

Production Manager

	Position Title	Production Manager
	Division	Packaging
	Classification	Management Salaried
	Employment Status	Permanent Full Time

At Merriwa, our Dream, Purpose and Values guide the way we work together with our clients, customers and each other. By caring about our business and each other we can help more people in our community.

Our Dream

We are part of a future where people of all abilities reach their potential and they feel respected, happy and confident.

Our Purpose

We provide an environment which encourages people to reach their potential while delivering quality products and services to our customers and clients.

Our Values

*The Merriwa team has shared values which result in taking **PRIDE** in our work and our role in supporting our community.*

- **Prosperity:** We are successful in the provision of our products and services, and having a positive working environment
- **Responsibility:** We treat the Merriwa business like it is our own business
- **Integrity:** We are honest and work to high standards
- **Diversity:** We understand that every person has different abilities and we welcome, accept and celebrate our differences
- **Excellence:** We are committed to being the best we can be, every day, as we serve our clients and our customers.

Position Summary

The Production Manager is responsible for the operations of the Contact Packaging and Processing (CPP) division including delivering on safety, quality & cost targets, resource scheduling and the timely delivery of customer orders in line with CPP Business Plan.

Organisational Relationships

Reports to:	Packaging Divisional Manager
Reportees:	Production Supervisor Warehouse Coordinator Administration Coordinator
Key Internal Liaisons:	Administration & Finance Staff Human Resources Staff Disability Support Officers Safety & Quality Staff Maintenance Staff

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Key Internal Forums:	Management Group Supported Employee Advisory Committee Occupational Health and Safety Committee Toolbox Meetings Food Safety Committee
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Areas of Responsibility

PRIMARY OBJECTIVES AND DUTIES

- Develop production priorities, schedules and deadlines, ensuring production efficiency and customer's expectations are met within set timeframe, cost parameters and quality standards;
- Lead, coach, influence and motivate a high performing team with a strong safety, quality and customer focussed culture;
- Oversee and support optimal staffing levels within CPP;
- Set production goals and objectives in consultation with the Divisional Packaging Manager;
- Maintain a safe and healthy working environment adhering to OHS instructions, policies and procedures and taking reasonable care for self and others;
- Foster and promote a positive team and actively mentor employees;
- Implement and embed LEAN within CPP;
- Operate within the divisional budget;
- Foster strong working relationships with key clients.

SPECIFIC DUTIES

Production

- Set production schedules that maximise production time and minimizes lost time through product changeover;
- Continuously monitor and implement strategies to reduce production waste and deliver cost efficiencies;
- Manage stock to ensure it is maintained to an acceptable level;
- Assist the Production Supervisor to ensure adherence to all appropriate quality policies and procedures and ensure appropriate corrective action has been implemented where non-compliance is identified;
- Monitor customer returns and ensure that appropriate investigative procedures have been undertaken to remedy the issue;
- Plan with the Warehouse Coordinator that stocktakes are completed and to ensure appropriate administrative controls are implemented including the valuation of stock and subsequent reporting in agreed timelines;
- Ensure that quarantine issues are managed, reported and addressed within a timely manner;
- Assist with ensuring that resources are allocated to respond to breakdowns and investigate faults and implement improvements to minimize likely reoccurrence;
- Ensure client requests are met within agreed timelines;
- Where quality standards deviate from specification ensure follow up actions are completed;
- Where safety issues have been highlighted follow up actions are completed and effectively implemented;
- Present both daily and weekly production reports;
- Implement and embed LEAN within CPP.

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Personnel

- Provide direction and guidance to direct reports to ensure maximum efficiency and appropriate allocation of resources.
- Monitor that all new employees are appropriately inducted and have appropriate training plans.
- Ensure direct reports Performance and Development Reviews are developed, implemented and regularly monitored
- Consult with employees to assess their abilities, skills and competencies for specific work tasks or duties. Record and maintain appropriate data in respect of individual employee progress including training.
- Appropriately manage staff to ensure that performance counselling and management is undertaken in consultation with the HR & Wellbeing Officer.
- Develop and implement strategies to improve team morale;
- Delegate duties appropriately.

Administration

- Maintain accreditation standards for WQA, BRC, and ISO
- Undertake costing and quoting of specific jobs;
- Ensure that all relevant practices and reporting requirements of the Quality and Occupational Health and Safety Systems are maintained and recommend to the Divisional Packaging Manager and/or Quality/Safety Manager enhancements where evident;
- Ensure reports and KPI reporting are developed and completed within required timelines;
- Ensure all appropriate reporting is completed in a timely manner;
- Assist with budget development;
- Monitor and report against budget in allocated timelines;

General

- Strong verbal and written communication skills
- Ensure own work and the work of employees is undertaken in a safe manner and appropriate OHS policies and procedures are followed;
- Participate in training and development programs as recommended by Management;
- Attend divisional and company meetings as requested;
- Exercise sound interpersonal and communication skills with all team members, customers, suppliers and other divisions;
- Respect the rights of individuals including privacy and confidentiality;
- Actively participate in cooperative team work and display workplace behaviors that reflect the businesses values;
- Respectively works within the parameters off Merriwa's Dream, Purpose and Values whilst abiding by company policies;
- Maintain confidentiality in all matters.
- Perform other duties as directed;

Key Performance Indicators

Business Plan	Achievement of resourcing, cost and production targets.
Budget	Compliance with approved budgets
Quality	Business innovation and excellence Administrative development and compliance Dream, Purpose and Values application
Provision of Support	Accuracy and timing of reports; Ensure work processes have a range for all abilities;
Management	Personnel Management Resource Allocation Effective cross division contribution

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Health and Safety	Continuous improvement of Occupational Health and Safety performance within work unit
Authority, Knowledge and Skills	
<p>This position has the responsibility for the management of operations including staff and production resources to ensure that production is delivered efficiently, cost effectively and safety, training and quality standards are maintained.</p> <p>The role is autonomous and the freedom to act is extensive but governed by budgetary allocations and various policies, procedures and legislative requirements.</p> <p>Professional judgment, knowledge and skills are commensurate with that reasonably expected of any middle management placement.</p>	
Key Selection Criteria	
<ul style="list-style-type: none"> • At least 5 years' relevant management experience in a complex FMCG manufacturing environment • Passion, energy and a "can do" collaborative approach, with the capacity to remain calm and focussed when working under pressure and exercising your leadership qualities • Proven ability to lead, coach, influence and motivate a high performing team with a strong safety, quality and customer focussed culture • The ability to manage competing priorities, solve practical problems and deliver continuous improvement within a time critical environment • Completed Management and or Leadership Training; • Ability to establish team targets and effectively manage to their achievement • Proven skills in implementing and embedding LEAN in a production environment 	

Approved by:.....

Packaging Divisional Manager

Date

Accepted by:

Production Manager

Date