



Position Description: Factory Manager, Timbers

Position Title	Factory Manager, Timbers
Organisation Division	Timbers
Reports to	General Manager, Timbers
Classification	Salaried
Employment Status	Permanent Full Time

The Merriwa Way

Our Dream is to be part of a future where people with disability reach their potential and they feel happy, respected, and confident. We achieve this through working together as one team and valuing, mentoring, coaching, and supporting all people with disability who work with and for us.

We are a Social Enterprise that provides meaningful work in an environment of inclusion and empowerment, sending people home every day feeling valued and fulfilled. Merriwa understands that people want to be seen and know they matter.

Through the principles of Truly Human Leadership, we support our teams to be their best through communication, trust, celebration, respect, continuous improvement, and responsible freedom. Given the opportunity to be their best, our teams respond by participating and contributing in a shared responsibility, working together to create a better world.

Our Guiding Principles of Leadership

At Merriwa we lead with integrity and an open mind, demonstrating care of those in our charge. We support and develop people to reach their potential and are invested in their success.

Empathy:

We listen to understand the feelings and emotions of our team.

Respectful:

We treat people as we wish to be treated with dignity, honesty, and fairness.

Inclusive:

We create a space where our team are actively encouraged to participate safely.

Empowering:

We hear our teams, their opinions matter and everyone contributes to a shared responsibility.

You will see these behaviours in action every day.
Our leadership is our enduring legacy to the Merriwa Community



Role purpose

The Factory Manager of our Timbers Division is a critical operational role that provides leadership to ensure a Safety-First Culture is maintained. The Factory Manager will have the capacity to develop and support people with a disability, in an integrated employment environment that embraces diversity. The Factory Manager role will create an environment where the team feel safe and respected. Merriwa's leadership principles are built around good and respectful communication and behaviours that demonstrate empathy, respect, inclusion and empowerment and creating inquisitive minds.

Skills and attributes

Possess an open, influential, and engaging communication style.
Have strong verbal and written communication skills.
Demonstrate a high degree of personal integrity and professional accountability.
Ability to identify opportunities for improvement and deliver positive change utilising the principles of continuous improvement.
Have excellent time management and interpersonal skills.
Experience in managing and developing team members.

Key Accountabilities

Safety & Quality

Deliver a safe and healthy working environment for the Timber Team members through adherence to Merriwa's OH&S policies and procedures, and taking reasonable care for self and others.

Provide and demonstrate leadership in modelling safe and healthy work practices, while encouraging others to do the same.

Support the Leadership Team to build an organisation culture that places Safety as it's highest priority. We care for people; safety is fundamental in being able to do this effectively.

Ensure accreditation standards for quality certifications (ie. ISO, NDIS, internal audit standards) are met.

Adhere to Merriwa's Quality policies, procedures and corrective action processes.

Participate in enhancements to the Timber Quality related Risk Register profile.

People

Set behaviours and boundaries through appropriate management of team members including performance management, goal setting and tracking, training and career development.

Foster and promote a positive team and actively mentor team members, so they achieve their team and personal goals, and deliverable deadlines.

Complete staff development reviews twice yearly that include and support the implementation of individual staff action plans of direct reports.

Manage communication and facilitate interdepartmental cooperation and shared work.

Act as a role model for effective and positive leadership, which is ethical, people focussed, results driven and future oriented.



Demonstrate truly human leadership by living the values of Merriwa's Guiding Principles of Leadership.

Maintain sustainable and productive relationships with internal and external clients.

Purpose

Actively support Merriwa's Dream to "Be part of a future where people with a disability reach their potential and they feel respected, happy and safe" and in doing so support Merriwa's goal of consistently increasing the employment opportunities for people with a disability.

Productivity

Role model a continuous improvement and collaborative problem-solving approach through the use of visual tools; main board, hour by hour board; root cause analysis and PDCA.

Assign responsibilities to rostered employees and delegate duties appropriately as required.

Take responsibility for equipment, materials and workflow within factory.

Liase with the Timber Commercial Services Team to understand, achieve and maintain production output, scheduled changeovers, maintain safety and quality outcomes for designated areas.

Ensure paperwork is completed accurately and within specified time frames.

Ensure all employees are provided with the adequate Training is maintained to be successful in their roles.

Assist in the provision of on-the-job training.

Approved by:

Name: Mark Umanski

Signed: _____ Dated: _____

General Manager Timbers

Accepted by:

Name:

Signed: _____ Dated: _____

Factory Manager Timbers

