



MSF Sugar is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being a leader in the biofutures sector.

Applications are invited for the position of Tableland Mill Manager reporting to the Chief Executive Officer. This position is based at MSF Sugar Tableland Mill located approximately 25km west of Mareeba on the Atherton Tablelands. The position offers challenging and rewarding results for an operational leader who excels in their work and strives to establish best practice.

The person will be a key member of the MSF Sugar Management Leadership Team and work closely with the CEO to actively promote the company's objectives and policies. The Tableland Mill Manager has leadership of the site and will plan, lead, direct and support the factory operations and cane supply areas. It is also required to support agricultural development to enhance overall productivity for the industry in the area.

**It is essential that the successful applicant have;**

- Extensive site leadership experience
- Sound knowledge of sugar milling production and operation
- Base level knowledge of wholesale electricity markets

We offer a supportive and positive team environment and an attractive remuneration package commensurate with skills and experience will be negotiated. This is an exciting opportunity to be part of a major player in Australian agribusiness.

For further information or a copy of the position description please call Jason Hajinakitas on 0417 211 387. Applications are to be emailed to: [careers@msfsugar.com.au](mailto:careers@msfsugar.com.au)

Applications close Friday 20<sup>th</sup> April 2018.



## OFFICER / SUPERVISOR / MANAGER POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Mill Manager
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**POSITION AUTHORISATION:**

<b>INCUMBENT:</b>	Kirk Lang	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	GM Operational Excellence (Position)	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	CEO	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS:**

<b>Business Group/Division</b>	Tableland Mill
<b>Reports Directly to:</b>	Chief Executive Officer
<b>Reports Indirectly to:</b>	N/A
<b>Subordinates:</b>	Production Manager, Maintenance Manager, Electrical Coordinator, Process Control Systems Coordinator, Cane Officer,
<b>Team membership:</b>	Operations, Engineering, Cane Supply, Administration,
<b>Work Site:</b>	Tableland Mill Office
<b>Job Status:</b>	Full Time
<b>Hours in Attendance:</b>	38
<b>Qualifications / Experience:</b>	

**POSITION PURPOSE:**

Under the direction of the CEO, the Tableland Mill Manager will plan, lead, direct and support operations of the factory and cane supply areas. The Tableland Mill Manager will provide leadership to the site employees represent the Company in the region. Of prime importance is the maintenance of relationships with the cane growers in the area and other suppliers.

The Tableland Mill Manager will manage the P&L of the Tablelands Mill by forecasting requirements, preparing annual budgets, scheduling expenditures, analysing variances and initiating corrective actions.

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The Tableland Mill Manager will ensure activities meet with and integrate with organisational requirements for the requisite quality, volume and integrity of raw sugar produced. the generation of electricity at this location is a key activity which the Tableland Mill Manager will oversee and optimise. The manager will also ensure that, workplace health and safety and all other MSF Sugar policies are implemented in full at the site as well as the Operational Excellence Strategy.

### **AUTHORITY TO ACT**

**Budget:** Compile and manage production, maintenance and cane supply budgets of \$10M

**Purchasing:** Authorise orders up to \$30,000

**Finance/Administration:** Manage and control factory expenditure and day to day general administration.

**Correspondence:** Attend to all correspondence relating to the Tableland Mill eg. legal, contractual, WH&S, environmental and HR.

**Workplace Health & Safety:** Implement and maintain company WH&S policy and procedures.

**Environmental:** Oversee the company's environmental protection policies.

**Employee Relations:** Coordinate all Tableland Mill HR activities.

**Production:** Oversee production operations and targets.

**Maintenance:** Coordinate maintenance teams and schedule/implement factory related maintenance requirements.

**Cane Supply:** Coordinate cane supply operations.

### **KEY RELATIONSHIPS (Internal & External)**

The Manager works closely with the CEO to support the Tableland Mill Management Team to ensure an overall business perspective is maintained and actively promote the company's objectives and policies. The Tableland Mill Manager also supports agricultural development to enhance overall productivity for the industry in the area. Additional relationships are:

- Company Executives
- Associated company milling personnel
- Mill Management Team
- Senior HR Manager and Payroll Officer
- Transport Contractor
- Harvesting Contractors
- MSF Sugar farming operations
- WH&SQ
- Regional Canegrower and their collectives
- Department of Environmental and Heritage Protection
- Regional and district canegrower representative organisations
- Government Departments
- Local Shire Councils

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### KEY RESULT AREAS

Areas	Elements
<b>Safety and Environmental Compliance</b>	Implementation of the company Workplace Health and Safety Policies. Oversee compliance with the company's environmental protection policies and Environmental Licence requirements.
<b>Controllable Costs</b>	Develop mill budgets to satisfy the requirements of the yearly forecasted EBITDA and manage the overall budgetary and financial responsibilities and activities of the mill.
<b>Capital Development</b>	Optimise capital expenditure. Plan, advise and implement capital options and improvements. Conduct post audits of capital projects as required.
<b>Factory Performance</b>	Maximise returns to the company by ensuring that production activities are carried out in an efficient and cost effective manner. Contribute towards factory availability %, recovery %, rate, electricity generation and sugar quality achievement as per YE Budget targets. Coordinate the safe and efficient operation of the factory. Develop and implement mill maintenance plans to optimise factory performance and achieve production targets and minimise factory down time.
<b>Cane Supply</b>	Liaise closely with harvesting contractors and the MSF Sugar Harvesting group to ensure continuous supply of cane into the factory production process. Work with cane grower representative and government organisations and individual growers to foster the growth of the sugar industry on the Tablelands. Help improve productivity and profitability of cane growers supplying the mill.
<b>HR/People</b>	Maintain staff by recruiting, selecting, orienting and training employees. Maintain a secure and legal work environment. Develop, coordinate and enforce systems, policies, procedures and productivity standards. Coach, counsel and discipline employees where needed.

### SKILL REQUIREMENT

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Skill Category	Skills
<b>Enabling Skills</b>	Proficient computer literacy proven through work experience
<b>Essential Skills</b>	Leadership skills of the highest order The ability to motivate and direct a diverse workforce. Strong communicator Excellent organisational skills Decision making Flexible team player Proven ability to exercise sound judgement in complex decision making Good planner Ability to work effectively as part of a team
<b>Desirable Skills</b>	Good moral understanding of right and wrong Handle conflict Reliability Administration

### GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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