



## Position Vacant

### ***Shift Supervisor*** ***South Johnstone Mill***

Applications are invited for the position of Shift Supervisor to join the MSF Sugar team. This is a full time permanent position located at our South Johnstone Mill.

This position forms part of the site operations team and is responsible for coordinating all shift operations; leading, guiding and supporting process operators and tradespersons' in the factory.

The successful applicant will have a demonstrated ability to lead diverse workgroups, trade qualifications (Mechanical or Electrical) or degree qualified and ideally experience in the Sugar Milling industry.

As our operations are continuous 24/7, this position involves shift work. Before submitting your application, you will need to ensure you are available to work all hours required on a rostered, rotational basis.

To express your interest in this position or for further information, please contact:

**Arvind Lal – Production Manager – South Johnstone Mill**

Phone: 07 4064 3817

Email: [arvindlal@msfsugar.com.au](mailto:arvindlal@msfsugar.com.au)

Expressions of interest close on **5<sup>TH</sup> April 2020**.



**Position Description**

<b>Position Title:</b>	<b>Shift Supervisor</b>
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**POSITION AUTHORISATION**

<b>Incumbent:</b>		..... (Signature)	..... (Date)
<b>Prepared By:</b>	Production Manager	..... (Signature)	..... (Date)
<b>Approved By:</b>	Mill Manager	..... (Signature)	..... (Date)

**POSITION DEMOPGRAPHICS**

<b>Business Group/Division:</b>	South Johnstone Mill
<b>Reports Directly to:</b>	Production Manager
<b>Reports Indirectly to:</b>	Nil
<b>Subordinates:</b>	Shift Personnel
<b>Team Membership:</b>	Operation Team
<b>Work Site:</b>	South Johnstone Mill - Factory
<b>Job Status:</b>	Permanent - Fulltime
<b>Qualifications/Experience:</b>	Steam Turbine Ticket (TA), Advanced Boiler Ticket

**POSITION PURPOSE**

The Shift Supervisor is responsible for the safe and efficient operations of the factory. They supervise 14 people and oversee their tasks. They respond to any issues affecting rate or performance and arrange additional support if required. They have full responsibility for factory operations out of ordinary hours and on weekends.

**AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.

*"Any HARD copies of this document are UNCONTROLLED"*



# Position Description

**KEY RELATIONSHIPS**

**(Internal & External)**

- Production Manager
- Production Chemist
- Laboratory Supervisor
- Engineering Supervisors
- Electrical Supervisor
- Production Engineer
- Mill Manager
- Purchasing Officer
- Qube Fleet Controller
- Mud Contractor Controller
- Safety Officer
- Shift Team
- Maintenance Personnel
- Traffic Officers
- Locomotive Crews

**KEY RESULT AREAS**

Areas	Elements
<b>Safety Compliance</b>	<ul style="list-style-type: none"> <li>• Tool box meetings held regularly and recorded.</li> <li>• 100% of WH&amp;S audits completed.</li> <li>• Environmental issues well managed and all employees given awareness.</li> <li>• Teams working to safe systems of work.</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Check pollution pit.</li> <li>• Respond to any high conductivity alarms immediately.</li> <li>• Add lime as required to maintain pond pH.</li> <li>• Report any complaints to Production Manager.</li> </ul>
<b>Factory Operations</b>	<ul style="list-style-type: none"> <li>• Timely start up and shut downs when required.</li> <li>• Address any breakdowns promptly.</li> <li>• Deal with factory issues as required.</li> <li>• Regular checks through each work station.</li> <li>• Prioritisation of issues.</li> <li>• Liaise with Traffic Office on Cane Supply.</li> <li>• Assist with reducing locomotive downtime and repairs which will reduce downtime.</li> </ul>
<b>Quality and Cane Pay</b>	<ul style="list-style-type: none"> <li>• Address any issues with weighbridge and tracking system promptly.</li> <li>• A strong focus of Monitoring Quality parameters at individual work stations and attaining set KPI's.</li> <li>• Work with operators to deal with any issues that lead to deviation from required parameters.</li> </ul>
<b>Controllable Costs</b>	<ul style="list-style-type: none"> <li>• Aid in development of maintenance Budgets are developed to suitable targets.</li> </ul>

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	<ul style="list-style-type: none"> <li>Contribute towards YEJ Budget targets being achieved.</li> </ul>
<b>Capital Development</b>	<ul style="list-style-type: none"> <li>Manage Overtime on shift, chemical usage and overtime meals.</li> </ul>
<b>HR/People</b>	<ul style="list-style-type: none"> <li>Ensure team members adherence to site policies and procedures and define the standard of behaviour by which personnel follow consistent to site standards.</li> <li>Manage timesheets.</li> <li>Organise overtime as required.</li> <li>Ensure coverage for all work stations.</li> <li>Follow up with any HR concerns on shift.</li> </ul>
<b>Teams/Plans</b>	<ul style="list-style-type: none"> <li>Provide valuable contribution to the Mill Engineering and Production teams.</li> <li>Follow Team plans as scheduled.</li> <li>Follow maintenance plans for maintenance stops.</li> <li>Handover equipment as per plan on maintenance days.</li> <li>Report in log Preventative and Corrective work.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Write any issues in shift log.</li> <li>Report any major issues to Production Manager in a timely manner.</li> <li>Ensure appropriate paperwork is filled out for any injury or incident.</li> </ul>

### SKILL REQUIREMENT

Areas	Elements
<b>Enabling Skills</b>	<ul style="list-style-type: none"> <li>Licensing for high risk plant.</li> <li>Keyboard skills</li> <li>Microsoft Word, Excel and Outlook operation.</li> <li>Basic report writing.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>Team Leadership</li> <li>Problem solving - investigation, analysis and decisiveness</li> <li>Performance monitoring</li> <li>Compliance with legislation - policies and procedures</li> <li>Planning – prioritising</li> <li>Report writing – logs</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>Ability to enlist co-operation</li> <li>Self-organised</li> <li>Handle conflict</li> <li>Reliability</li> <li>Administration</li> </ul>

### 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 MSF Sugar 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.



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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.