

Job Description

Production Team Member



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Production Team Member
Role		WHSE Coordinator
Location:		Bowhill, South Australia
Current as of:		August 20
Reports to:		CFO
Direct Reports:		Not applicable
Key Relationships:		Production Manager, Peers, Admin, Production Team

Role Purpose:

This important role collaborates between many departments; Safety, R&M, Servicing, Training, Consumables & Compliance. You will be responsible for ensuring priorities are set, budgets are met, and the tasks are allocated and undertaken. A key focus of support, mentoring, reviewing & upskilling existing staff with a safety bias. Assurance that visitors & contractors are meeting their WHSE requirements when at Boweng. Working closely with Leadership to determine priorities. You will be organised and supportive of the bigger picture, including budget & time restraints, quality & safety standards, know when to buckle down and get the job done, balanced with mentoring and continuous improvement.

You have the following key areas of responsibility:

- WHSE Compliance
- Hazard Committee Chairperson
- Maintenance & Servicing
- Production Consumables

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPI'S)
WHSE Compliance 20%	<ul style="list-style-type: none"> ▪ New Staff Training Checklists & Buddy Inductions ▪ Contractor Inductions – Review SWMS on site ▪ Risk Assessments – Hazard Review with operator ▪ Safety Operating Procedures – Ensuring Pre-Operational Checks being undertaken ▪ Walkthroughs – monitor everyday safety at all operational levels, what we walk past we condone ▪ Update & review WHSE procedures as designated by Hazard Committee 	<ul style="list-style-type: none"> ▪ New Staff Buddy inductions have a hands on safety focus ▪ Contractors SWMS are reviewed & updated at time of task ▪ Paperwork filled out 100% every time ▪ Increased company wide awareness of extra focus on safety
Hazard Committee Chairperson 10%	<ul style="list-style-type: none"> ▪ Chair meeting, prioritise agenda ▪ Chase actions, making sure they get done prior to next meeting ▪ Support others for success by reviewing Safety documentation 	<ul style="list-style-type: none"> ▪ Efficient & Productive meetings with actions achieved prior to next meeting
Maintenance & Servicing 50%	<ul style="list-style-type: none"> ▪ Challenge yourself daily to improve equipment, systems & procedures. Our team is known for meeting challenges with ease and being the best in their field, delegate where required ▪ Service – plant & equipment is safe & appropriate for use ▪ Repairs & Maintenance – awareness of requirements, prioritise, plan & prepare & execute as required 	<ul style="list-style-type: none"> ▪ Systems running ahead of schedule, no back-log of MR/SIT tasks ▪ Reliable P&E, minimise downtime ▪ Leadership know the plan & priorities
Production Consumables 20%	<ul style="list-style-type: none"> ▪ Consumables – efficient & lean system to ensure effective use of production resources ▪ Goods Inwards – QA paperwork processed in a timely manner ▪ Work Together – closely with team to focus on achieving the best timeframe and cost outcome 	<ul style="list-style-type: none"> ▪ Consumables processed seamlessly ▪ Systematic stores & goods inwards area ▪ Read the play to avoid potential pitfalls

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PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none"> ▪ Demonstrates the ability to handle a broad range of different tasks and assignments ▪ Adjusts quickly to different work environments ▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected ▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none"> ▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service ▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe ▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skilful	<ul style="list-style-type: none"> ▪ Remains up to date with the latest technologies and development in area of expertise ▪ Is able to identify the skills required for personal growth and development ▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none"> ▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes ▪ Is hard working and self-motivated ▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none"> ▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required ▪ Is courteous and treats others with respect ▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none"> ▪ Communicates positively and professionally with team members and customers at all times ▪ Communicates verbally and in written form with clarity ▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING VALUES

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- Safety and health is our highest priority
 - We value honesty, integrity and ethical behaviour
 - We value technology, innovation and quality
 - We value the creating and building of worthwhile things
 - We respect people, the environment and the community
 - We value maintaining work and lifestyle balance
 - Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
 - When we deliver on the above we deserve to make a fair profit
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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

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- Trade Certified
 - High Risk License (Forklift LF)
 - Elevated Work Platform (Yellow Card – Scissor Lift)
 - Current Driver's license
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EXPERIENCE

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- If not trade qualified, must have relevant experience
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