

Error! Unknown document property name.

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time; therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Hand Book.

Title and Reporting Relationships

Position Title: **Process Operator**

Business Unit: Operations

Function: Manufacturing

Location: Waharoa – AMF/Liquids

Reports to: Liquids Planning & Plant Manager

PD Approved by: _____ Date: _____

Main Purpose of Position

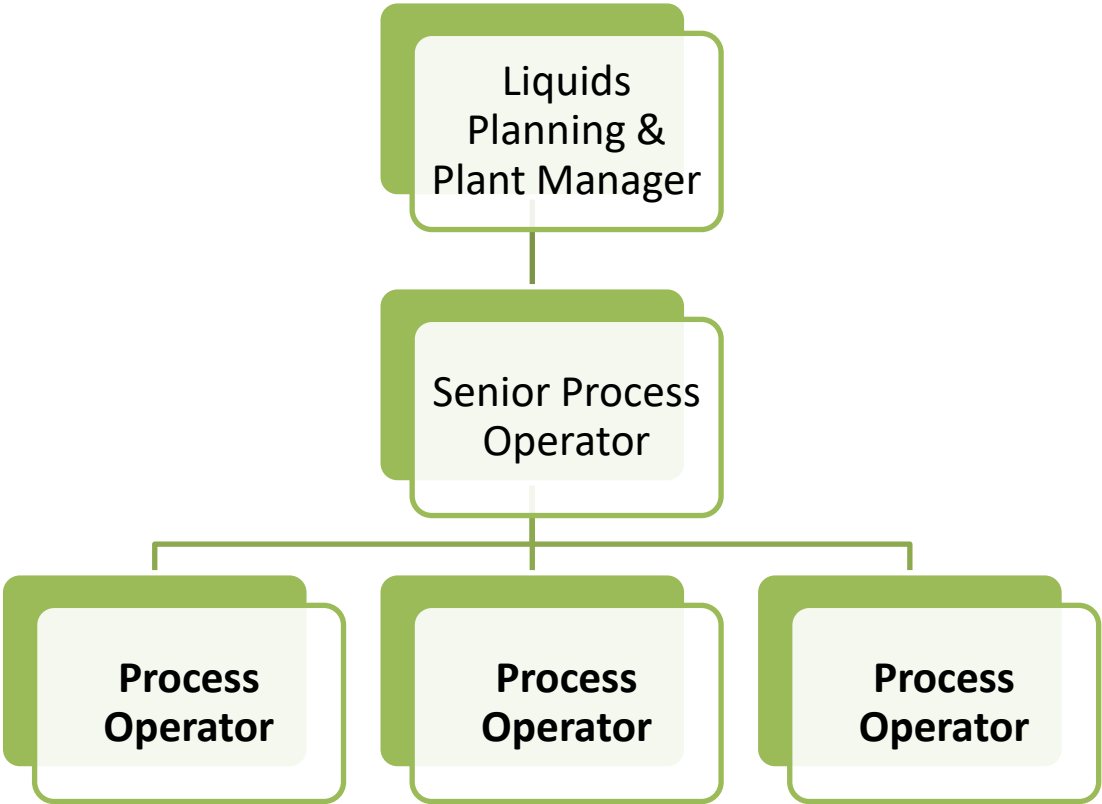
The Process Operator – Liquids at Waharoa is responsible for the effective and efficient operation of the plant by adhering to the approved Standard Operating Procedures for Liquids operations to ensure that company “standards and objectives” are met with regard to quality, cost, availability, yields, safety and environmental issues.

The scope includes product sampling and testing, milk handling and silo management, cream separation and handling, membrane operations from UF, NF, RO, wholemilk standardising, cheese milk standardising and whey standardising systems, lactose, permeate, cream, and AMF manufacture.



Error! Unknown document property name.

Organisational Relationships



Error! Unknown document property name.

Key Responsibilities				
Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
Health, Safety & Risk	10	<p>Support a healthy and safe work environment in the Plant.</p> <p>Identify opportunity to minimise losses to the business.</p> <p>Support company directives.</p>	<p>Housekeeping.</p> <p>Staff training.</p> <p>Timely identification and correction of hazards or safety issues.</p> <p>Support company Health, Safety & Risk policies.</p> <p>Meet KPI targets.</p>	1
Liquids Operations & Environment	50	<p>Produce process products and by products in accordance with Production Manual to maximise the quality, efficiency, effectiveness of the operations, achieving agreed productivity and waste reduction targets.</p> <p>Manage effluent discharges in accordance with operational guidelines.</p>	<p>Measurement of Performance, process improvement, application of problem solving disciplines.</p> <p>Monitor Quality Process Standards. Corrective action system.</p> <p>Meet KPI targets.</p>	2
Quality & HACCP	30	<p>Ensure product meets required specifications.</p> <p>To support the quality and HACCP systems and ensure procedures are followed.</p> <p>To ensure work relating to Quality and Calibration issues are conducted in a timely manner.</p>	<p>Performance against quality budget and set quality targets.</p> <p>Compliance with Quality audits.</p> <p>Plant and product quality performance.</p>	3
Process Improvement & Cost Control	10	<p>Provide Process Improvement initiatives in the Plant. Active participation in continuous improvement activities.</p> <p>Ensure efficient CIP schedules are maintained.</p> <p>Ensure that the plant is well presented.</p>	<p>Problem solving and benchmarking techniques.</p> <p>Maintain strong relationships with other shifts.</p>	4

Error! Unknown document property name.

Major Challenges

- Produce product "first time right".
- Achieving productivity and waste reduction targets in the Plant.
- Managing toward and achieving the production plan.
- Actively supporting process improvement corrective action activities.
- Actively supporting set production management disciplines.
- Fostering a culture consistent with the values of the Company, general good business sense and discipline.
- Supporting the Production Supervisor in maintaining plant services, steam, chemicals, etc.

Decision Making Authority

- Authorised to make operational process adjustments using sound decision making processes
- Authorised to facilitate process actions to ensure product specifications are met
- Authorised to process actions to ensure product yields are optimised
- Authorised to take actions to protect staff, equipment and the environment to ensure H&S, discharge compliance and asset protection

Working Relationships

Most Frequent Contact	Nature or Purpose of Contact
Plant Manager & Site Manager	Operational management issues
Compliance team	Quality control and improvements
Senior process operator, other Process Operators	Day to day running of the plant
Production Coordinator	Production requirements and outputs
Maintenance Staff	Repairs & Maintenance Requirements
Contractors – Waste, Consumables, Compliance	Day to day requirements

Error! Unknown document property name.

Qualifications, Experience & Competencies		
Requirement	Essential	Desirable
Education	NCEA Level 1 (or similar attainment of recognised learning)	A relevant tertiary qualification Diploma in Dairy Technology Fork hoist Licence First Aid Certificate
Experience	Process or Manufacturing	Process Control
Technical / Functional Skills	Possess a mechanical aptitude and can demonstrate problem solving techniques Accurate numeracy skills Can demonstrate basic computer skills (Microsoft Office) Proven administrative skills	Health & Safety Confined space & working at heights Permit to Work Chemical Handling
Industry Experience		Heat treatment Processes Primary Industry Compliance