



Position Description

Position Information

Position:	Packing & Palletising Operator Powder
Type:	Safety Sensitive
Location:	Mokai Factory
Date:	2022

Job Purpose

Reporting to the Production Supervisor, the Packing & Palletising Operator is responsible for the operation of the powder packing equipment, which includes the ability to operate the packing line and the ability to assist the control room operators for the dryers and evaporators on site. This position will be responsible for ensuring that the plant is run by using the approved powder manufacturing program to ensure that all company “standards” and “objectives” are met with regard to quality, cost, availability, yields and environmental issues.

Dimensions

Operating Budget:	Nil
Delegated Authorities:	Opex: nil Capex: nil
Total staff:	Nil
Other:	Shiftwork requirement

Organisational chart

Your immediate manager:	Production Supervisor
Positions reporting to the incumbent:	Nil
Functional Relationships:	Internal: Operations Manager, Production Manager Powder, Production supervisor, Miraka staff, Engineers, Contractors External: Regulatory organisations, industry suppliers, business and local community.

Miraka Pledge

Miraka will be commercially successful, built on strong relationships with a focus on quality products and the nurturing of our people.

Miraka Values

Kaitiakitanga	We will nurture our natural resources and people for a prosperous future [outcome: sustainability].
Integrity	We will take personal responsibility for our actions and will be open, honest and ethical in our behaviour [outcome: trusted and respectful relationships].
Excellence	We will all strive to perform beyond our best everyday [outcome: exceeding expectations].
Tikanga	We will be respectful of each other's cultural values [outcome: Respect diversity].
Innovation	We will be creative in generating new solutions and opportunities [outcome: a flexible, progressive business].

Key Accountabilities

Key Result Area	Duties and Responsibilities	Expected Outcomes
<p>1. Powder Operations, Process improvements and cost control.</p>	<ol style="list-style-type: none"> 1. Operate the powder packing plant from packaging and product coordination through to palletized product in accordance with the production manual to maximize the quality and achievement of agreed productivity, efficiency, down time, yield and waste improvement targets. 2. Participate and support the engineering team and plant preventative maintenance process to ensure clear communication and timely engineering requests in MEX. 3. Contributes and participates directly with the implementation of process improvement initiatives in the Plant. 4. Provides accurate and timely information on productivity, yields, wastage and downtime events to the supervisors. 	<ol style="list-style-type: none"> 1. Productivity and efficiency related targets are achieved. 2. Compliance against all regulatory and manufacturing requirements are achieved to the highest standards. 3. Process improvements are implemented. 4. Accurate and detailed information flow through required operational reporting.
<p>2. Quality assurance and HACCP Systems</p>	<ol style="list-style-type: none"> 1. Ensure product meets required specifications. 2. Implement and maintain the quality/HACCP plan to ensure the correct procedures are followed and required targets are achieved. 3. Manage product sampling requirements. 4. Ensure efficient cleaning schedules are conducted at the appropriate time intervals. 5. Promote quality achievement and performance improvement in the packing plant. 6. Participate and support the quality audit process and drive necessary action to ensure 100% adherence. 	<ol style="list-style-type: none"> 1. Quality plan and targets are achieved. 2. Products comply with customer, NZFSA and CODEX specifications. 3. Compliance with quality audits. 4. Accurate and detailed entered into the ERP system in accordance with the production manual.

Key Result Area	Duties and Responsibilities	Expected Outcomes
3. Environment Health, Safety & Risk Management and Compliance	<ol style="list-style-type: none"> 1. Participate and support the health, safety and risk management plans to ensure OSH compliance and minimise the Company's exposure in all ways. 2. Provides and maintains a healthy and safe work environment in the Plant. 3. Participate and support initiatives in relation to effluent and air discharge reduction plans and manage consistent performance within the powder packing plant. 	<ol style="list-style-type: none"> 1. OSH and environmental management plans are implemented and managed. 2. Incident rates and LTI reduction plans are implemented and achieved. 3. The Plant is a safe and healthy environment to work in through good housekeeping and timely identification and correction of all hygiene and safety issues and incidents.
4. Relationship Management	<ol style="list-style-type: none"> 1. Takes responsibility for developing effective working relationships and liaison with all site team members to ensure a highly motivated, supportive and nurturing culture is adopted. 2. Participate and support in the development of a committed culture of success and nurturing the growth and development of its people and resources. 	<ol style="list-style-type: none"> 1. Effective working relationships exist with all site team members.
5. Company pledge and values	<ol style="list-style-type: none"> 1. Understand and act in accordance with the company pledge and values. 	<ol style="list-style-type: none"> 1. The Miraka pledge and values are understood and the required outcomes are achieved
6. Other	<ol style="list-style-type: none"> 1. Carry any other responsibilities as may be reasonably required and requested from time to time in the interests of the Company particularly in relation to the Greenfield's start-up environment. 	<ol style="list-style-type: none"> 1. The Company's best interests are served at all times.

Person Specification

<p>Qualifications and Technical Skills</p>	<ul style="list-style-type: none"> • School certificate, 6th Form certificate or equivalent. • A relevant technical, dairy or science tertiary qualification is desirable but not essential. • Previous experience in operating high speed automated packing equipment with knowledge and understanding on OSH, quality control and performance improvement. Preferably in the dairy industry.
<p>Experience and knowledge required for effective performance in the position</p>	<p>Proven experience in the operation of high speed automated packing equipment including:</p> <ul style="list-style-type: none"> • Clear and accurate communication through good production & quality log keeping • Good time keeping and self-motivation. • Maintaining strong relationships with staff. • Participation and support in the adoption of strong OSH, manufacturing, quality control and cost control disciplines • Participation in the implementation and review of processes and procedures to improve efficiencies and compliance. • Fostering a culture that is consistent with the values of Miraka
<p>Experience working with Maori Trusts, Incorporations and organization's</p>	<ul style="list-style-type: none"> • Demonstrated understanding of Maori protocols and values