



Position Description

Position Information

Position:	Production 2IC - Powder
Location:	Mokai Factory
Position Type:	Safety Sensitive
Date:	May 2023

Job Purpose

Reporting to the Powder Production Supervisor, your day-to-day responsibilities will be to assist in the operation of Powder manufacturing to meet the planned milk volumes in accordance with the production plan. You will also be required to complete product quality checks and documentation in a timely and accurate manner, meet agreed productivity and waste reduction targets and to maintain a high standard of cleanliness around the plant. As 2IC, you will take full control for guaranteeing plant and people safety when the Powder supervisor is on leave and ensuring all procedures and production schedules are adhered to.

Dimensions

Operating Budget:	Nil
Delegated Authorities:	Opex: nil Capex: nil
Total staff:	Nil
Other:	Shift work requirement – 4x4 pattern (2 days/2 nights on, 4 days off. 12-hour shifts)

Relationships

Your immediate manager:	Powder Production Supervisor
Positions reporting to the incumbent:	Nil
Functional Relationships:	Internal: COO, Powder Plant Manager, Powder Production Supervisors, Miraka Staff, Engineers, Contractors, Kaihautū. External: Miraka Shareholders, 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>Plant Operational Activities</p>	<ul style="list-style-type: none"> • Operate the Packing/Palletising and processing equipment without compromising food safety and H&S requirements in accordance with the Standard Operating Procedure Manuals to ensure product quality is of the highest standard and agreed productivity, yield efficiency, down time and waste improvement targets are achieved. • Undertake product and packaging quality requirements in accordance with the Standard Operating Procedure Manuals to ensure product quality is not compromised in any way. • Contribute and participate in problem solving activities when the plant is experiencing operational issues. • Support the engineering team by actively participating in operator preventative maintenance tasks, reporting plant failures or imminent failures in a timely manner, fault finding and diagnosis and assisting engineering technicians to repair or improve plants where requested. • Contribute and participate with the implementation of process improvement initiatives where appropriate. • Provide accurate and timely information on productivity, yields, wastage and downtime events to the supervisors 	<ul style="list-style-type: none"> • All products are manufactured to the correct specification. • All in-house testing of product and packaging is completed in a timely and accurate manner. • Productivity and efficiency related targets are achieved. • All documentation is completed in an accurate and timely manner. • Compliance against all regulatory and manufacturing requirements is achieved to the highest standards. • Process improvements are proposed, investigated and implemented in a timely manner where required. • Plant problems are formally investigated, and appropriate controls or solutions are implemented to address root cause. • Staff are knowledgeable about all facets of their plant including operation and also maintenance and repair where appropriate.

Key Result Area	Duties and Responsibilities	Expected Outcomes
Food Safety Quality Assurance and Risk Management plans	<ul style="list-style-type: none"> • Ensure product meets required specifications. • Monitor and record the required data while operating powder manufacturing machinery to allow trace back of all information if required. • Complete product sampling and testing requirements as per the Standard Operating Procedure Manuals. • Complete regular physical plant checks and maintain accurate records of all actions. • Ensure plant hygiene is maintained as per the schedule referenced in the Standard Operating Manuals. • Participate and support the quality process and drive necessary action to ensure 100% compliance to the site RMP. 	<ul style="list-style-type: none"> • Quality plan and targets are achieved. • Products comply with all company, customer and regulatory requirements. • Manufacturing specifications are within range for every production run. • Compliance with quality audits. •
Health and Safety Compliance	<ul style="list-style-type: none"> • Always follow all H&S policies and procedures. • Report any hazards, incidents, including near misses, or pain and discomfort immediately. • Correctly use and wear PPE and safety clothing provided. • Actively participate in all H&S matters such as meetings and improvement opportunities. • Actively participate in treatment and rehabilitation plans that encourage a safe, early and sustainable return to work. • Maintain a clean, healthy and safe work area to minimise the risk of injury or illness. 	<ul style="list-style-type: none"> • All staff know and understand their H&S obligations and actively ensure these are met. • All staff actively participate in the H&S management of themselves and others. • The site is a safe and healthy environment to work in through good housekeeping and timely identification and correction of all health and safety hazards and incidents
Environmental Sustainability and Compliance	<ul style="list-style-type: none"> • Ensure all waste is disposed of in an environmentally responsible manner as per Miraka's requirements. • Participate and support initiatives in relation to environmental responsibility and sustainability. • Manage consistent performance within the processing plants to minimise losses and waste as per department targets 	<ul style="list-style-type: none"> • All staff take responsibility for ensuring Miraka is as environmentally responsible and sustainable as possible

Key Result Area	Duties and Responsibilities	Expected Outcomes
Relationship Management	<ul style="list-style-type: none"> • Take responsibility for developing effective working relationships and liaison with all site team members to ensure our highly motivated, supportive and nurturing culture is maintained. • Participate and support in personal and professional development to maintain our committed culture of success by nurturing the growth and development of our people and resources. • When the Powder production supervisor takes leave, the 2IC will oversee operations as the replacement for the supervisor. As supervisor the 2IC will act accordingly within the guidelines to make sure all supervisory objectives are met. ie Daily DMS meeting, plan schedule adherence, handover reporting, documentation control, HACCP control, quality control and H&S of plant and people. 	<ul style="list-style-type: none"> • Effective working relationships exist with all site team members. • Complete all duties of a Powder production supervisor when He/she takes leave.
Company pledge and values	<ul style="list-style-type: none"> • Understand and act in accordance with the company pledge and values. 	<ul style="list-style-type: none"> • The Miraka pledge and values are understood, and the required outcomes are achieved.
Other	<ul style="list-style-type: none"> • Carry any other responsibilities as may be reasonably required and requested from time to time in the interests of the Company. 	<ul style="list-style-type: none"> • The Company's best interests are always served.

Person Specification

<p>Qualifications and Technical Skills</p>	<ul style="list-style-type: none"> • A relevant technical, dairy or science tertiary qualification is desirable but not essential.
<p>Experience and knowledge required for effective performance in the position. Including personal attributes or core competencies.</p>	<p>Previous experience in operating packing /palletising and powder manufacturing machinery with knowledge and understanding of OSH, quality control and performance improvement is desirable. Alternatively, previous experience in a similar position within the dairy, juice and beverage or food environment where relevant knowledge has been developed, including:</p> <ul style="list-style-type: none"> • Knowledge of powder manufacturing technology and understanding of powder manufacturing concepts. • Mechanical aptitude. • Clear and accurate communication through good production and 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.