

# Production Team Leader

## Success Profile

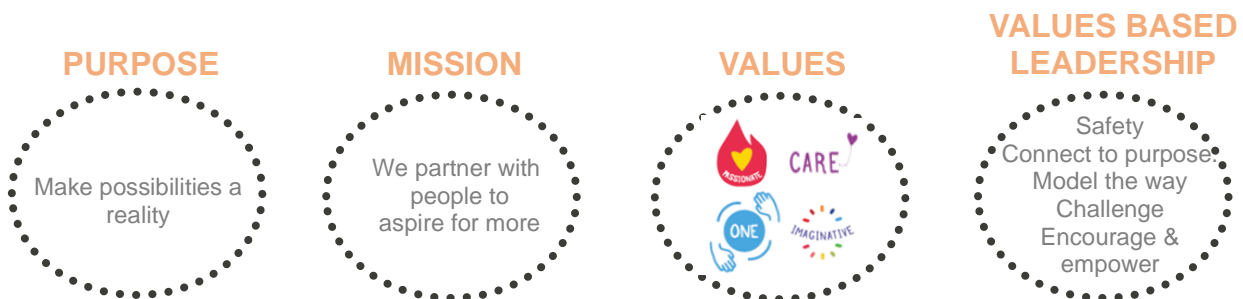
Your division	Service Delivery
Your team	Work Sites
You report to	Site Manager or (if applicable) Production Manager

### PURPOSE OF YOUR ROLE

Endeavour Foundation Work services provide people with disability employment opportunities to help them achieve personal employment goals aligned with their NDIS plan, skills and aspirations, whilst also achieving commercial outcomes.

As a Production Team leader your purpose is to enhance the vocational opportunities of employees through approved work, training and assessment practices which will assist to achieve the commercial outcomes of Endeavour Foundation Work sites.

### ORGANISATIONAL PROFILE



### KEY SUCCESS AREAS

<b>SAFETY</b>	<ul style="list-style-type: none"><li>Model safety leadership by promoting and installing a positive safety culture and commitment to person centred service delivery through compliance with Endeavour Foundations Workplace Health and Safety and Quality Practice Framework.</li><li>Comply with Workplace Health and Safety policies and procedures to ensure safety in the workplace is upheld.</li><li>Be vigilant for situations that may cause a safety risk and take immediate steps to minimise the risk and by identify and report potential hazards in the workplace to your Leader</li><li>Report any accidents and incidents to your leader and through Riskman within 24 hours.</li><li>Model a commitment to Endeavour Foundations 'Recover @ Work' programs and actively support the return to work of team members.</li></ul>
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<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Demonstrate values based leadership and role model Endeavour Foundation behaviours at all times</li> <li>• Lead and drive a performance focused culture and inspire a sense of purpose throughout the team.</li> <li>• Seek and give constructive and appropriate feedback to colleagues and the team to set them and you, up for success</li> <li>• Undertake professional development to ensure contemporary leadership and professional practice.</li> <li>• Lead others to and comply with all Policies and Procedures ensuring consistency in meeting the expectations of your role.</li> <li>• Ensure Good Manufacturing Practice (GMP) is maintained to relevant standards (HACCP/TGA)</li> <li>• Mentor and lead employees in Good Manufacturing Practice (GMP) to relevant standards (HACCP/TGA)</li> <li>• Assist with the continuous improvement process, raising opportunities to improve processes and working with site management to identify corrective actions.</li> </ul>
<b>OUR PEOPLE</b>	<ul style="list-style-type: none"> <li>• Ensure supported employees are given opportunities to enhance their skills, whilst meeting NDIS requirements and commercial outcomes for the site.</li> <li>• Plan and delegate duties to supported employees in accordance with safe work practices and in alignment with their NDIS employment goals.</li> <li>• Provide day to day vocational support to supported employees that assists them with meeting both employment and commercial outcomes.</li> <li>• Assist with the identification, development and delivery of training requirements for all supported employees under your direct supervision.</li> <li>• Where required, work in collaboration with Employment Coaches to conduct skills training and assessment of supported employees.</li> <li>• Where required attend and participate in Supported Employee Performance Planning &amp; Review meetings.</li> <li>• Participate in the development and implementation of Supported Employees' Support Plans as required.</li> <li>• Ensure all work practices are conducted in accordance with the NDIS requirements and Quality Assurance policies and procedures.</li> <li>• Ensure all supported employees receive sufficient instruction and are effectively supervised in all work tasks in alignment with NDIS requirements</li> <li>• Ensure all supported employee welfare and/or performance concerns are reported to the appropriate manager in a timely and objective manner.</li> <li>• Adopt a collaborative approach to ensure service wide focus on positive behaviour support and promoting a positive team culture.</li> </ul>
<b>OPERATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Ensure production meets commercial customer expectations regarding quality, delivery timeframes and business requirements.</li> <li>• Participate in production processes to ensure commercial outcomes are achieved.</li> <li>• Maintain quality control standards for all designated areas of production.</li> <li>• Assist in the development of written reports in a timely manner.</li> <li>• In conjunction with the Asset Management Team, ensure plant and equipment is maintained in safe working order</li> <li>• Provide recommendations to management for any plant and equipment repairs or purchases.</li> <li>• Ensure material wastage in the area of your direct responsibility is minimised.</li> <li>• In conjunction with the Site Manager, ensure employees are provided with and trained in safe operating procedures within their working environment.</li> <li>• Ensure stocktake is conducted and results provided to the relevant line manager.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure all goods are handled in a manner which maintains quality, minimises possible damage, adheres to and promotes safe work practices.</li> <li>• Work within constraints of financial and production budgets as provided.</li> <li>• Liaise with Quality Leads/Production/Site Managers on Commercial Partner requirements</li> <li>• Monitor operations to ensure that they meet production standards <ul style="list-style-type: none"> <li>○ Make adjustments to the production process to keep the product in specification</li> <li>○ Inspect, test, or measure materials or products being produced as per specifications and discuss inspection results with those responsible for products</li> <li>○ Remove all products and materials that fail to meet specifications and accept or reject finished items.</li> </ul> </li> <li>• Ensure vehicles are serviced regularly and maintained in good working order</li> <li>• Ensure goods are collected and delivered in line with business and/or customer requirements</li> </ul>
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## WHAT YOU NEED TO SUCCEED

<b>SKILLS, KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven ability to coordinate projects and delegate activities to meet outcomes within required timeframes.</li> <li>• Demonstrates problem solving skills to successfully identify problems develop solutions and implement these using a logical and systematic approach</li> <li>• Demonstrated written and verbal communication skills to ensure clear and concise information is presented to the team, manager and customers.</li> <li>• Demonstrated experience supervising a diverse workforce in a production environment.</li> <li>• Demonstrated experience in performing administration tasks</li> <li>• Intermediate knowledge of the Microsoft Office Suite and associated programs.</li> <li>• Demonstrated competence and the ability to use electronic devices to aide in the compilation of data and reporting services.</li> </ul>
<b>VALUES &amp; BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• A genuine commitment to the purpose and values of the organisation and the ability to model those behaviours</li> <li>• Ability to resolve issues sensitively and assertively to achieve outcomes on a consistent basis.</li> <li>• Proven ability to work both independently and in a team environment to build collaborative relationships with customers, managers, colleagues and external bodies to achieve optimal business outcomes.</li> <li>• Proven ability to prioritise workload and multi-task to ensure work commitments are fulfilled in a timely manner.</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Hold current worker screening checks at all times, as defined by legislative requirements and organisational policy</li> <li>• Hold a current Class C Drivers Licence.</li> </ul>

