



Group Leader

Position Description

Our Purpose Creating Goodness from the Farms the World Needs

Division: Operations

Reports to: Senior Group Leader

Currently assigned to:

Role purpose:

The Group Leader position has the responsibility and accountability for teams or a team within a department or for the entire department in normal operating circumstances. As a frontline leader, the role is instrumental in achieving daily production targets completed in a safe manner whilst encouraging and building their team members through the Team Leaders (where present) to perform to the highest standards.

The Group Leader provides:

- Highly effective leadership of their Team Leaders, their people, production, health and safety, quality and compliance.
- An unrelenting drive towards building a culture which embraces and values respect, accountability and teamwork. Their aim is to produce agile and responsible team members who work for each other, for the department and for the customer.
- The leadership to ensure their engaged and committed Team Leaders and team members understand how the work they do contributes to the site and company goals and objectives.
- Clear, honest, informative and frequent communication so that all team members understand the team and departmental needs and are committed to achieving those.
- Leadership in and support of continuous improvement through active participation in the Streamline program.

The Group Leader has significance influence over how effective their Team Leaders and consequently their team members will be each day by balancing production requirements with team capability. Building capability, commitment and engagement is a significant factor in ongoing success.

Responsibilities include:

- People / Leadership
- Production / Commercial
- Technical
- Health and Safety
- Continuous Improvement
- Sustainability and Environmental
- Infrastructure and Projects

Key relationships

External:

Ministry for Primary Industry (MPI)
AsureQuality
Corporate support staff

Internal:

Direct reports
- Team Leaders
Other relationships –
- Senior plant management members including
Production Leaders at various levels and other
Specialist Leaders
- Engineering/electrical team members

Key responsibilities

People/Leadership

- Develop a team culture in your team to achieve specification, yield, compliance, health and safety, and production targets.
- Train and coach members of your team to understand what specifications, yields, compliance, health and safety, and production targets mean and how they relate to the team member's work.
- Get to know your people; their personal and work goals, their team and individual strengths and weaknesses. Hold them accountable for their performance but support them to achieve.
- Monitor absenteeism daily and actively engage with staff to improve their attendance where applicable
- Undertake leadership training so you are equipped to fulfil the role
- Use the succession planning tools (GROW). Identify, support and grow talent and capability within the department.
- Work with Union departmental delegates to ensure issues are discussed in a timely manner and solutions agreed to the satisfaction of both parties. Disruption to production must be avoided.
- Monitor employee performance and provide regular constructive feedback through the GROW conversations.
- Final decision on team recruitment. Involvement in the recruitment process is ideal
- Manage disciplinary situations to the level of final warnings (dependent on structure)
- Engage with visiting customers. Have them feel complete confidence in your team and department by displaying knowledge and control when they visit.
- Should the Team Leader leadership level not be present in your department, you will take on the responsibilities normally associated with that role.

Production/Commercial

- Organise daily production requirements and clearly communicate the requirements to the Team Leader(s) and Team Members at the start of every shift.
- Ensure you understand all applicable product specifications and are able to communicate/show Team Leaders and Team Members how the product should be processed and presented.
- Assist in managing teams to achieve specification, yield, and production targets.
- Regularly review finished product against specification. Confirm product and processes have met specifications and standards (customer, technical, quality, animal welfare and environment) through adherence to the Our Methods, Our Techniques and Our Checks requirements.
- Liaise closely with departmental QA staff to monitor that processing is being completed within clear food safety and quality parameters.
- Communicate with other departments/teams clearly and regularly regarding product delivery into the department to ensure efficient production and minimal waste.
- Liaise closely with departmental maintenance staff to ensure machinery breakdowns are attended to in a timely manner and maintenance is completed in a safe manner. Clear communication is key.



Technical

- Maintain a 'customer first' culture within your team. "Near enough is not good enough".
- Understand what internal and external food safety and quality requirements apply to production. Communicate these clearly with your Team Leaders and Team Members.
- Maintain the highest levels of personal and workplace hygiene. Lead by example.
- Actively participate in all departmental technical/compliance audits. Meet external auditing staff when they enter production.
- Support and reinforce QA's authority to instruct, critique and inform.
- When product quality falls outside of acceptable limits as advised by QA, actively address problem areas and support the production teams to bring processing under control.
- Engage with auditing bodies when they visit the department. Assist as required.
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Health and Safety

- Understand, comply with and lead all health and safety regulatory requirements and company processes and policies.
- Closely monitor the compliance of your team against these requirements. When non-compliance is seen, act!
- Ensure all processing machinery is operated by a competent trained team member, operated in a safe manner and adhering to health and safety rules.
- Undertake all H&S training that is required to fulfil your role.
- Coach/support your Team Leader(s) when their staff are affected by external influences. If no Team Leaders, support your staff directly. Utilise appropriate care/wellbeing services, internally and/or externally.
- Provide positive recognition for the correct health and safety behaviour
- Follow all reasonable instructions. Do not, by action or inaction, put yourself or others in harm's way.
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents for yourself, your staff or that you observe immediately.

Continuous Improvement

- Be the Streamline lead across the department.
- Model the way. Attend a line meeting daily, communicating relevant information to teams.
- Complete Leader Standard Work tasks as per the agreed frequencies.
- Engage teams in active problem solving and opportunity identification using FIT to track changes and payback.
- Provide input into innovation within the department.
- Evaluate line meeting effectiveness and where appropriate add new ideas, topics or speakers.
- Actively listen to improvement ideas and help drive them through to completion (if pursued).

Sustainability and Environmental

- Understand which aspects of production impact environmental targets and manage these to ensure targets are achieved.
 - Continuously review work practices to try and improve sustainability factors within the departments control.
 - Ensure compliance with Resource Management Act, regional plans and resource consents.
 - Actively monitor 'waste' within the teams/department. Initiate corrective action to minimise or eliminate.
 - Monitor recycling practices to ensure suitable components are identified and separated.
 - Immediately report to the Senior Group Leader and/or Section Manager any environmental incident which will result in loss, harm or non-compliance. Undertake appropriate corrective action.
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Infrastructure and Projects

- Maintain an up to date departmental R & M list. Help prioritise repairs and maintenance with the Maintenance team to ensure highest risk actions are completed in a timely manner.
- Contribute to future plant improvement plans.
- Monitor risk when contractors engaged within the department.

Competencies and professional expertise

- Has a basic level of commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Hold a vocational qualification (L3 or L4) or equivalent experience and have had extensive training/experience at this level
- Competent to an intermediate level in technology software for food production
- High level knowledge of product specifications and customer requirements.
- High level knowledge of regulatory and hygiene compliance requirements and issues
- Good understanding of red meat sector business
- A personal 'fitness for work' enabling you to undertake the role as expected on a daily basis
- Willingness to complete all reasonably requested tasks in a competent and timely manner

As Group Leader, you may be consulted with and requested to cover leadership roles on other shifts / departments as necessary for the smooth running of the plant.

