



Section Manager

Position Description

Our Purpose Creating Goodness from the Farms the World Needs

Division: Operations

Reports to: Processing Manager

Role purpose:

The Section Manager is a key production focussed leadership position. Depending on the size and structure of the site, the position may have full processing responsibility across both shifts of a single species in a multi species site, full responsibility for a single shift across the entire site or full responsibility for multiple departments on all shifts across a site. Regardless the scope of the role, the Section Manager will lead their direct reports and influence all other leaders and team members to deliver production done safely to a high standard and position their section for continued future success through excellent leadership, people and production practices.

The Section Manager provides:

- Inspirational leadership and ownership of the people, production, health and safety, quality and compliance they're responsible and accountable for.
- A focus on production outcomes ensuring customer requirements are met every time.
- Support to the Site Manager and Processing Manager with plant improvement initiatives across all aspects of operations.
- An unrelenting drive towards building a culture which not only aligns with the company values but creates agile teams who work for each other, for the department and for the customer.
- Highly effective communication which enables accurate decision making and high performance.
- Ownership and commitment to continuous improvement through full immersion and engagement with the Streamline program.
- Advice, coaching and mentoring of their direct reports to assist with their development in leadership capability and capacity.

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 functions

Internal:

Direct reports:

- Senior Group Leader(s) or
- Group Leader(s)

Other Relationships:

- Senior Plant Management team

Key responsibilities

People/Leadership

- Follow, support and assist to embed the principles of the People Strategy Values.
- Lead by total example, always.
- Actively support capability building and workforce performance using the GROW process.
- Assist shifts/departments with succession planning. Identify future high performers and together with Department Leaders, support/plan their development.
- Hold leadership staff accountable for their actions and their departments performance.
- Get to know the people; their personal and work goals, their team and individual strengths and weaknesses. Hold them accountable for their performance but support them to achieve.
- Ensure leadership staff are developed through relevant and effective internal and external, formal and informal, training
- Assist Senior Group Leaders/Group Leaders/Team Leaders to manage production staff who are failing in their responsibility to attend work regularly
- Conduct serious misconduct disciplinary meetings and investigations. Able to issue final warnings, and suspensions if appropriate.
- Should the Senior Group Leader leadership level not be present in your departments, you will take on the responsibilities normally associated with that role.
- 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.

Production/Commercial

- On a daily basis, assist depts to organise their staff to achieve the best production results possible
- Liaise with departments to move/reallocate staff to maximise production.
- Assist departments to deliver on financial targets through maximising throughputs and managing costs.
- Educate key leadership staff in financial KPIs and assist them to deliver on them through maximising throughputs and managing costs.
- Assist the Engineering Manager to deliver on R&M budget.
- Participate in the budget and forecasting process.
- Understand the plant costing model so informed decisions can be made.
- Develop and communicate hierarchy of responsibilities and enforce accountability at each level.
- Ensure contractors maintain safe work practices at all times, complete all necessary documentation and adhere to Company policies and procedures.

Technical

- Instil a 'customer first' culture across the shift.
- Ensure leadership staff understand and embrace all quality and compliance requirements.
- Ensure required product checks are completed as scheduled with non-conformances addressed and resolved.
- Randomly check raw and finished product in all departments and evaluate against company and customer quality specifications.
- Ensure all regulatory obligations are fully understood and met, always.
- Ensure there is a deep dive an issue/complaint in order to find and remedy the root cause.
- Engage and participate with auditing bodies when they visit site.
- Support and reinforce Quality Assessors and Technical Systems Assessors authority to instruct, critique and inform.

Health and Safety



- Cultivate and strengthen the ORA culture on plant.
- Assist the Site Manager/H&S Manager/Risk Manager with the implementation of the H&S strategy on plant.
- Build individual ownership and accountability in all staff towards safety.
- Zero harm aspirations
- Use plant walk arounds to identify non-compliance and question staff on safety knowledge,
- Participate in, and observe, safe behaviour observations (SBO)
- Ensure critical risks are identified and thoroughly controlled. Check regularly
- Actively look, listen and problem solve. Participate in problem solving processes where appropriate

Continuous Improvement

- Support and promote Streamline on plant
- Engage teams in active problem solving and opportunity identification
- Monetise improvements and track savings (FIT)
- Input into innovation process
- Complete Leader Standard Work tasks as per the agreed frequencies.
- Attend line meetings, communicating relevant information to teams
- Evaluate line meeting effectiveness and where appropriate add new ideas and meeting topics
- Actively listen to improvement ideas and assist in the realisation of those if pursued.

Sustainability and Environmental

- Ensure core value of sustainability is understood within all departments across all shifts.
- Ensure compliance with Resource Management Act and regional plans
- Ensure compliance with resource consents
- Promote continuous improvement in sustainability and environmental effects
- Drive waste saving initiatives across all departments on the shift
- Immediately report to the Processing Manager, Site Manager and plant Environmental leader any environmental incident which will result in significant loss, harm or non-compliance. Advise what corrective action has been taken.

Infrastructure and Projects

- Review the departmental R & M lists regularly. Help prioritise with the Maintenance team to ensure highest risk actions are completed in a timely manner
- Support Engineering function with the plant maintenance plan
- Have involvement in future plant improvement plans
- Monitor contractor risk management and safety protocols
- In off-season and/or quieter production periods, utilise management staff to assist with simple maintenance jobs.

Competencies and professional expertise

- Minimum 3 years experience in leadership
- Sound knowledge of the commercial aspects of food manufacturing
- Broad-based experience or a sound knowledge of meat industry practices and compliance, with a particular emphasis on Production Management
- Working knowledge of product specifications and customer requirements.
- Understanding of regulatory and hygiene compliance requirements and issues.
- Medium to high computer literacy skills. Proficiency in the use of Excel, Word, Outlook
- Ability to lead, motivate and manage cross-functional teams.



- Professional maturity and personal drive supported by an accurate and energetic approach to building business success.
- 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 Section Manager, you may be consulted with and requested to cover leadership roles on other shifts / departments as necessary for the smooth running of the plant.

