



Senior Group Leader

Position Description

Our Purpose Creating Goodness from the Farms the World Needs

Division: Operations

Reports to: Section Manager

Currently assigned to:

Role purpose:

The Senior Group Leader role is a senior production leadership role and holds responsibility and accountability for a department across multiple shifts and/or rooms in normal operating circumstances. Critical to the effective operation of the entire department, the Senior Group Leader role assists the Group Leaders and Team Leaders to organise and manage resources and product to ensure performance targets are met and the product produced is fit for purpose and meets customer expectations.

The Senior Group Leader provides:

- Overarching leadership and ownership of a department's people, production, health and safety, quality and compliance.
- Effective leadership which contributes to the establishment of a successful culture of agile teams who embrace and value respect, accountability, high performance and teamwork.
- The drive and desire to develop engaged and committed Group Leaders and Team Leaders who in turn educate team members in understanding how the work they do contributes to the site and company goals and objectives.
- Clear, honest, informative and regular communication, delivered in a variety of ways, ensuring that departmental leaders, and consequently all team members, understand the team and department objectives and requirements.
- Belief in continuous improvement and drives hard to embed the continuous improvement principles within their direct reports and the wider production team. Actively participates in and champions the Streamline program.

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

Internal:

Direct reports:

- Group Leaders
- 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

- Follow, support and assist to embed the principles of the People Strategy Values.
- Develop a team culture in your team to achieve specification, yield, compliance, health and safety, and production targets.
- Lead by total example, always.
- Actively support Group Leader(s) and/or Team Leader(s) with the management of workforce performance.
- Hold management staff accountable for their actions and their departments performance.
- Monitor absenteeism daily and actively support the Group Leader and/or Team Leader to engage with team members to improve their attendance where applicable
- Be actively involved with succession planning. Identify future stars and together with Group Leaders and/or Team Leader(s), support/plan the development of those staff.
- Help drive the GROW process within the department to assist retention and build capability
- Ensure leadership staff are developed through relevant and effective internal and external, formal and informal, training.
- Assist the Group and/or Team Leaders to manage production staff who are failing in their responsibility to attend work regularly.
- Should the Group Leader leadership level not be present in your department, you will take on the responsibilities normally associated with that role.
- Conduct serious misconduct disciplinary meetings and investigations. Able to issue final warnings if appropriate.

Production/Commercial

- Understand and deliver on the department's financial targets and assist in educating key staff in understanding the financial targets.
- Understand and deliver on production KPI's and communicate to the department leaders' production KPI expectations from a daily/weekly/monthly perspective.
- Review daily production performance and investigate with department leaders when standards not achieved.
- 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.
- Contribute to the budget and forecasting process.



Technical

- Instil a 'customer first' culture across the department.
- Ensure leadership staff understand and embrace all quality and compliance requirements.
- Ensure required product checks are completed by leadership staff as scheduled with non-conformances addressed and resolved.
- 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 with auditing bodies when they visit the department. Assist as required.
- 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 and in particular, in your department.
- Assist the Site Manager, H&S Manager/Coordinator, Risk Manager with the implementation of the H&S strategy on plant
- Build individual ownership and accountability in all staff towards safety
- Closely monitor the compliance of your team against these requirements. When non-compliance is seen, act!
- Hold zero harm aspirations and drive that realisation in others
- Use departmental 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
- Undertake all H&S training that is required to fulfil your role.
- 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

- Support and promote Streamline on plant and in your department
- Actively lead problem solving
- Complete Leader Standard Work tasks as per the agreed frequencies.
- Participate in FIT projects, ICAM
- Engage teams in active problem solving and opportunity identification
- Monetise improvements and track savings (FIT)
- Input into innovation process
- 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 help drive them through to completion (if pursued).

Sustainability and Environmental

- Ensure core value of sustainability is understood within the department and how the staff's actions play a part.
- Ensure compliance with Resource Management Act, regional plans and resource consents
- Promote continuous improvement in sustainability and environmental effects
- Review recycling practices to ensure all suitable components are saved



- Drive waste saving initiatives across the department
- Immediately report to the Section Manager any environmental incident which will result in loss, harm or non-compliance. Ensure appropriate corrective action is undertaken.

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

Competencies and professional expertise

- Has a level of commercial acumen that enables training of others
- Demonstrates excellent written, oral and interpersonal communication skills
- Hold a vocational qualification (L4 – L6) or experience equivalent and has had extensive training/experience at this level
- Competent to an intermediate/high level in Excel/Word/PowerPoint/Outlook
- Excellent knowledge of product specifications and customer requirements.
- Excellent knowledge of regulatory and hygiene compliance requirements and issues
- Sound 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 Senior 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.

