



**AMCOR** AUSTRALASIA

**AMCOR CARTONS**

**SHIFT MANAGER**

**JOB & PERSON SPECIFICATION**

**JANUARY 2010**



# AMCOR AUSTRALASIA

## ROLE DESCRIPTION

<b>POSITION TITLE</b>	Shift Manager						
<b>BUSINESS UNIT</b>	Amcor Cartons					<b>GRADING:</b>	
<b>JOB CATEGORY</b> (eg. HR, Sales)	Manufacturing						
<b>ROLE REPORTS TO</b>	Production Manager						
<b>ROLE LEVEL</b> (Determines Key Capabilities Level)	<b>Employee</b>	<b>Line Manager</b>	<b>Functional Manager</b>	<b>Senior Executive</b>	<b>Divisional</b>	<b>Regional</b>	<b>Central</b>
		x					

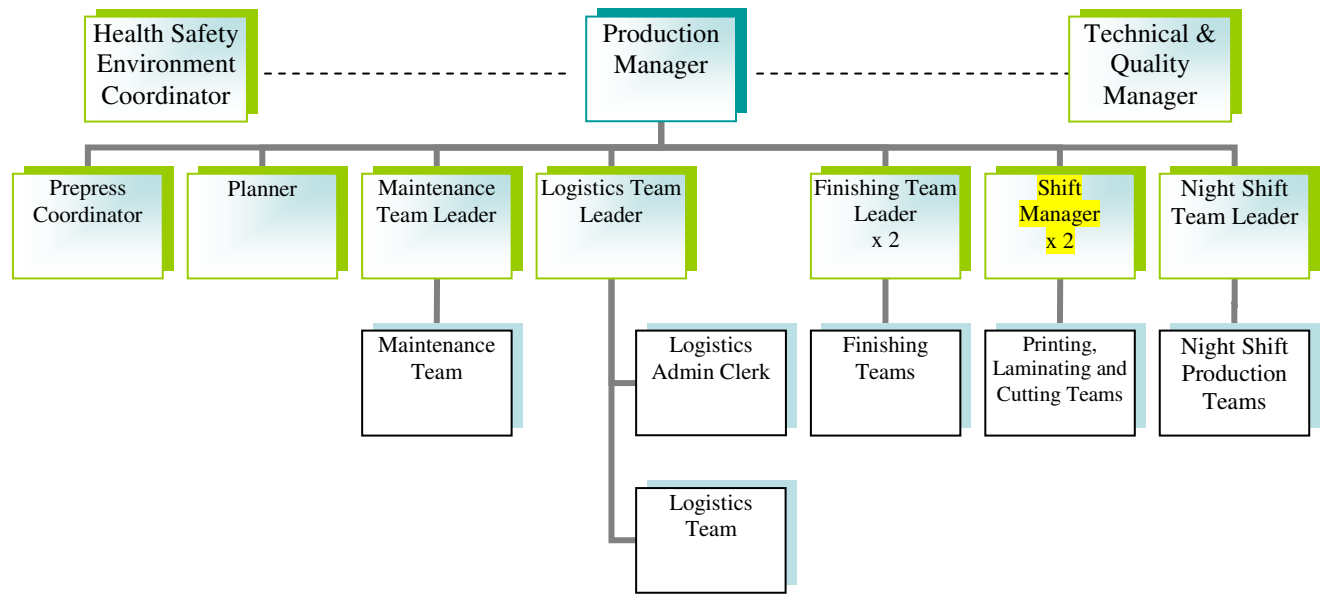
### ROLE PURPOSE

To lead and manage the site's manufacturing activities on a specified shift to ensure :-

- Manufacturing supports the **best overall business outcome** and **customer satisfaction**;
- **Product is made** on time and to set specifications and KPI's (cost, quality, etc);
- **Productivity** meets and continues to challenge established standards;
- A culture of **continuous improvement** towards world's best practice is established;
- **Communication** that is "open, direct and with respect" is practised across the site;
- Co-workers receive leadership that ensures **engagement and alignment** to business objectives;
- Work practices meet ISO, HACCP, GMP and other **defined standards** and practices; and
- The highest level of **Safety** is achieved leading to **No Injuries**.



**RELATIONSHIPS**



**Internal:**

Manufacturing Manager (immediate manager)  
 General Manager (manager 2 up)  
 Shift Manager (peer on other shift)  
 Night Shift Team Leader  
 Finishing Team Leaders  
 Engineering/Maintenance Team  
 Logistics Team  
 Planner  
 Prepress Coordinator  
 Design Team  
 Technical & Quality Team  
 Health Safety Environment Coordinator  
 Commercial Team  
 Sales Team  
 Customer Service Team  
 Site Union Representatives

**External:**

Equipment and material suppliers  
 Customers  
 Amcor divisional and corporate office personnel  
 Other Amcor sites Manufacturing & Technical personnel  
 Union Officials  
 Contractors and service providers  
 External Auditors  
 Statutory Bodies (compliance)



DIMENSIONS		Delegations and Authorities	
<b>Operating Budget</b>	A\$TBA	<b>Capital Expenditure</b>	A\$TBA
<b>Staff Numbers</b>	Approx 30?	<b>Operating Expenditure</b>	A\$TBA
<b>Annual Payroll</b>	A\$TBA	<b>Other</b>	A\$TBA
			Recommend hire/fire
			Initiate and authorize discipline
			Make operational decisions as required

ACCOUNTABILITIES		PERFORMANCE MEASURES
<b>1</b>	<b>Occupational Health and Safety</b>	
1.1	Act as a "champion and leader" of OH&S within the manufacturing environment.	<ul style="list-style-type: none"> <li>No breaches of legal, statutory requirements</li> <li>Reducing LTIFR and RCFR</li> <li>Plant and equipment is legally compliant</li> <li>Permanent annual reductions in cost base</li> <li>Compliance with incident management procedures</li> <li>Compliance reports reviewed, authorized, monitored and timely corrective action taken</li> </ul>
1.2	Create a cooperative environment in which employees are recognised for safety performance.	
1.3	Ensure that all new employees (including casuals and contractors) are formally inducted at the commencement of their employment, covering all aspects of housekeeping, safe work practices, including adherence to PPE & GMP.	
1.4	Ensure that all employees are aware of department specific safety issues and that they comply with the procedures adopted for them.	
1.5	Ensure that all accidents and incidents are reported and investigated as per the OH&S procedures and policy manual.	
1.6	In the event of an injury to an employee resulting in an LTI, immediately notify the Production Manager, General Manager and HSE Coordinator.	
1.7	Ensure that Safety and Housekeeping audits are conducted throughout the manufacturing facility on at least monthly basis and instigate corrective actions as required.	
1.8	Ensure that the contract workers hold appropriate qualifications and comply with safe work practices and that emergency action and hazardous locations are outlined to them prior to work commencing.	
1.9	Participate in the development and implementation of appropriate rehabilitation programs for sick and injured employees.	
1.10	Actively participate on the safety committee	
<b>2</b>	<b>Housekeeping</b>	
2.1	Ensure all manufacturing employees are aware of the housekeeping standards required	<ul style="list-style-type: none"> <li>Condition of plant, equipment and premises</li> </ul>
2.2	Enforce a strict level of hygiene and housekeeping	
2.3	Establish and monitor a cleaning regime to meet GMP and ACCP standards	



ACCOUNTABILITIES		PERFORMANCE MEASURES
<b>3</b>	<b>Security</b>	
3.1	Ensure a security focus throughout the department both in terms of property loss prevention, and commercial security	<ul style="list-style-type: none"> <li>• Compliance with incident management procedures</li> </ul>
<b>4</b>	<b>Environmental</b>	
4.1	Assist in the development and implementation of the ISO 14001 environmental system	<ul style="list-style-type: none"> <li>• No breaches of legal, statutory requirements</li> <li>• Plant and equipment is legally compliant</li> <li>• Permanent annual reductions in cost base</li> <li>• Compliance with incident management procedures</li> <li>• Compliance reports reviewed, authorized, monitored and timely corrective action taken</li> </ul>
4.2	Ensure compliance to ISO 14001	
4.3	Responsible for ensuring zero risk to the environment resulting from emissions such as; <ul style="list-style-type: none"> <li>• Spillage entering storm water drains</li> <li>• Noise</li> <li>• Visible emissions</li> </ul>	
4.4	Ensure environmental procedures are followed in the event of potential breaches	
4.5	Ensure preventative systems to combat environmental risks and monthly checklists are in place	
4.6	Ensure that all reasonably foreseeable risks to the environment from areas under supervision are identified and remedied promptly	
4.7	Ensure that plant, machinery and equipment that could or does have an impact upon the environment are maintained in efficient working conditions at all times.	
4.8	Ensure that the environmental requirements of employees' methods of work are adequately documented and that employed understand and consistently use documented work methods.	
4.9	Ensure that the environmental information and training needs of employees in the environmental area are identified, addressed and documented effectively and promptly, and that necessary improvements are recommended for action.	
4.10	Investigate all environmental incidents and implement immediate appropriate corrective actions.	
<b>5</b>	<b>Quality</b>	
5.1	Ensure that production meets specified customer quality standards at all times	<ul style="list-style-type: none"> <li>• Benchmark assessment of world class manufacturing status</li> <li>• Customer Satisfaction Index (Non Conformances)</li> </ul>
5.2	Liaise with the Technical & Quality Team to ensure prompt awareness of quality issues	
5.3	Exercise authority to stop a process that is producing out of specification product	
5.4	Ensure prompt corrective action is taken when quality non-conformances are identified	
5.5	Champion and ensure compliance with the following systems: <ul style="list-style-type: none"> <li>• Quality ISO 4801</li> <li>• Food Safety HACCP</li> <li>• Environmental Safety ISO 14001</li> <li>• Operations Amcor Operations Assessment</li> </ul> <p style="text-align: right;">Amcor Cartons KPI benchmarking</p>	



ACCOUNTABILITIES		PERFORMANCE MEASURES
<b>6</b>	<b>Productivity</b>	
6.1	Lead continuous productivity improvement towards world's best practice in: <ul style="list-style-type: none"> <li>waste</li> <li>production effectiveness</li> <li>make ready</li> <li>down time</li> <li>run speed</li> </ul> and measure through the introduction of PPM and SOP'S.	<ul style="list-style-type: none"> <li>Machine availability time</li> <li>Condition of plant and equipment</li> <li>Timeliness, budget control and delivery of objectives</li> <li>Expenditure to budget</li> <li>Permanent annual reductions in cost base</li> <li>Benchmark assessment of world class manufacturing status</li> <li>Manage labour costs and overtime inline with monthly forecasts</li> <li>Customer Satisfaction Index (DIFOTIS)</li> </ul>
6.2	Ensure that production plans are adhered to within the manufacturing functions and that manufacturing achieves/exceeds line productivity and efficiency targets.	
6.3	Actively pursue all production issues including equipment status, quality, staffing levels, etc	
6.4	Facilitate daily production meetings and delegate required actions	
6.5	Initiate projects (set goals) to improve efficiency, quality and optimise the utilisation of labour and equipment to achieve 'least cost' production and continuous improvement	
6.6	Ensure that all manufacturing activities are consistently within the operating budget.	
6.7	Ensure that suitable corrective action is determined and implemented to resolve all non conformances	
6.8	Ensure that reporting requirements are met	
6.9	Liaise with the Planner: <ul style="list-style-type: none"> <li>to develop effective production plans</li> <li>regarding corrective action on non compliance to plan</li> </ul>	
6.10	Ensure processes are monitored and recorded according to in house systems	
<b>7</b>	<b>People</b>	
7.1	People management and leadership of teams	<ul style="list-style-type: none"> <li>Clarity, consistency and timeliness of communication</li> <li>Improvement in employee engagement score</li> </ul>
7.2	Ensure that all employees (including casuals) are adequately trained to carry out their job responsibilities safely and to the required standard	
7.3	Participate in recruitment of new employees	
7.4	Promptly respond to disciplinary issues	
7.5	Coach, support and develop direct reports	
7.6	Conduct performance appraisals	
7.7	Promote co-worker engagement to enhance the employee and industrial relations environment	
7.8	Supervise scheduling, rosters, attendance, leave and overtime management.	
<b>8</b>	<b>General</b>	
8.1	Supervise maintenance and shutdown/breakdown activity.	<ul style="list-style-type: none"> <li>Expenditure to budget</li> </ul>
8.2	Develop equipment and rationalisation plans as required for efficient operation.	
8.3	Supervise technical developmental activity including coordinating resources for Research and Development with production requirements	
8.4	Manage capital projects on time and within budget.	
8.5	Be an active member of the Amcor Cartons Regency Park Joint Consultative Team as required	



ACCOUNTABILITIES		PERFORMANCE MEASURES
8.6	Be an active member of the Amcor Cartons Regency Park site leadership team	
8.7	Any other duties that may be required	

PRE-REQUISITE KNOWLEDGE AND EXPERIENCE
<ul style="list-style-type: none"> <li>• Front line leadership experience in a folding cartons manufacturing or customer end use packaging environment</li> </ul>
<ul style="list-style-type: none"> <li>• Working knowledge of safety, quality, and environment management systems</li> </ul>
<ul style="list-style-type: none"> <li>• Working knowledge of modern manufacturing and supply chain systems</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant equipment and technology knowledge</li> </ul>
<ul style="list-style-type: none"> <li>• Proficient computer skills</li> </ul>
<ul style="list-style-type: none"> <li>• Requires a certain degree of flexibility in approach to ensure timely responses to the constantly changing demands of customers and business.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a knowledge of in house production software e.g. Kiwi Plan, Master Print, etc</li> </ul>

QUALIFICATIONS - Level Required							
Not Required	Trade Certificate	Advanced Certificate	Diploma	Degree	Post Graduate	Masters	Doctorate
	X	X					
<b>Minimum Education Qualification Required</b> <ul style="list-style-type: none"> <li>• Certificate IV or equivalent in Manufacturing or Business</li> <li>• Trade qualification in Printing or other Manufacturing based qualification would be an advantage</li> <li>• Functional English literacy and numeracy</li> </ul>							



KEY CAPABILITIES	REQUIRED / NOT REQUIRED
Core - Integrity	Mandatory
Core - Customer Satisfaction	Mandatory
Core - Teamwork	Mandatory
Core - Safety and Environment	Mandatory
Core - Innovation & Creativity	Mandatory
Leadership - Self Awareness and Management	Mandatory
Leadership - Integrated Management	Mandatory
Leadership - People Development	Mandatory
Leadership - Business Mastery	Mandatory
Administrative	Employee level only
Finance	Employee level only
Health Safety & Environment	Mandatory - Leadership level only not specialist
Human Resources	Mandatory - Leadership level only not specialist
Information Technology (IT)	Employee level only
Operations General Managers, Divisional Management, Senior Executives	Not required
Operations GGMs, Divisional Management, Senior Executives	Not required
Operations Site Management, Functional Managers	Not required
Operations Supervisors, Line Managers	Mandatory
Product Leadership and Innovation (PLi)	Not required
Sales & Marketing	Not required
Supply Chain & Purchasing Customer Service, Demand Analysts	Not required
Supply Chain & Purchasing GM/Divisional Management	Not required
Supply Chain & Purchasing Logistics/Supply Chain Managers	Not required
Technical	Not required



## HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by e-mail to [12357@hender.com.au](mailto:12357@hender.com.au)

Telephone enquiries are welcome on (08) 8100 8829.

### **Please Note**

Your application will be automatically acknowledged by a return e-mail.