



AMCOR CARTONS
MANUFACTURING MANAGER
JOB & PERSON SPECIFICATION
JULY 2010



JOB SPECIFICATION

POSITION:	MANUFACTURING MANAGER, REGENCY PARK
BUSINESS UNIT:	AMCOR CARTONS AND SACKS GROUP
JOB CATEGORY:	ENGINEERING AND MANUFACTURING
REPORTS TO:	GENERAL MANAGER, REGENCY PARK
KEY RELATIONSHIPS:	INTERNAL GM Regency Park Group Manager Manufacturing, Amcor Cartons Amcor Cartons Group Office staff Amcor Cartons operations teams Regency Park leadership team Regency Park operations team EXTERNAL Customers Industry Groups Government External Bodies Suppliers Unions

Role purpose

This position is responsible for leading the development and execution of the manufacturing strategy for Amcor Cartons Regency Park (in consultation with the Group Manager Manufacturing, Amcor Cartons and the General Manager, Regency Park).

This should help establish Amcor Cartons' position as a market leader in the folding cartons industry and maximise shareholder value by promoting best practice manufacturing methods, progressive people leadership and development, and class leading technology within the site.

Performance measures to include outstanding internal and external customer service, operational standards and efficiency, harnessing new technology and implementing innovative manufacturing and product strategies.

To achieve these objectives best practice safety and people management practices are essential.



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Key responsibilities and accountabilities

ACCOUNTABILITIES	PERFORMANCE MEASURES
<p>Health, Safety & Environment</p> <ul style="list-style-type: none">Actively lead and support a Safety culture across the site	<ul style="list-style-type: none">Lost Time InjuryLost Time Injury Frequency RateRecordable CasesRecordable Case Frequency RatesCost of Injury Management Services (eg Workers' Compensation and equivalent)Amcor Compliance Standards
<p>Lead, Drive & Execute Strategy</p> <ul style="list-style-type: none">Maximise shareholder value by implementing robust site manufacturing strategies, oversee and have input into annual operating plans and budgets, along with company policies and programsMonitor performance and take corrective action to ensure manufacturing and customer service targets are metProactively work to exceed growth targets and anticipate change, taking corrective action as required	<ul style="list-style-type: none">Strategy and action plans communicated and executed with key business stakeholdersForecast targets are achieved and financial objectives metBudgets are achievedAccountable for development, delivery and monitoring achievement of KPIsCapital plans developed and executed within group strategy and policy requirements



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ACCOUNTABILITIES	PERFORMANCE MEASURES
<p>Customer Focused</p> <ul style="list-style-type: none">• Ensure the site manufacturing philosophy is genuinely dedicated and committed to Value Plus disciplines, demonstrated through skills development, communication, and participation in cross-functional teams across the site and between other sites where appropriate• Lead and develop manufacturing strategy ensuring alignment with the Amcor Cartons and site business strategy and customer interfaces, always acting in the interest of Amcor• Ensure rigorous adherence to the Amcor Cartons Class-A supply chain process• Deliver constructive feedback to key site people (such as shift managers and site functional leaders), about customer satisfaction performance within customer portfolio• Lead and drive projects as required• Ensure the site is perceived positively by external stakeholders by developing effective working relationships with customers, suppliers and other industry participants• Capitalise on opportunities for profitable growth by maintaining awareness of market changes and competitor activities, and rigorous evaluation of new manufacturing concepts• Regularly track DIFOTQ performance against targets (KPI's) and frequently communicate progress to business stakeholders• Liaise with Innovation and Technical co-workers to deliver innovation solutions to portfolio of customers in line with business strategy• Ensure supplier agreements are administered in full compliance with the agreed terms and conditions• Meet and anticipate customer needs by maintaining a culture committed to offering value added products and services and ensuring consistency and long term reliability of supply	<ul style="list-style-type: none">• Achievement of KPIs• Positive and continuously improving VOC feedback and ratings• Overall performance of all major accounts including PBIT• Customer feedback on relationship and satisfaction• Embedded continuous improvement culture delivering DIFOTIS in line with business strategy



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Leadership, Management and Teamwork

- Develop, build and foster an engaged high performance culture across the site through effective leadership and management, demonstrating clear alignment with Amcor Values and behaviours
- Performance Management - moving beyond compliance to a true performance culture
- Talent Management - not only identifying but developing talent in line with key business needs
- Succession Planning - actively managing risk for critical site roles
- Lead, manage and drive 'Being Amcor' to ensure the Values and behaviours become part of Amcor Cartons culture
- Ensure effective internal communication across all levels of the organisation
- Pro-actively identify ways of improving the effectiveness of teamwork within the site and the broader Amcor Cartons' manufacturing team
- Model Amcor's Values and Behaviours in all internal and external dealings, exhibiting desired behaviours and approaches in business activities. Mentor employees in a manner consistent with Amcor's Values, Behaviours and Policies
- Demonstrate leadership styles appropriate to situations in all personal activities
- Actively participate as a member of the site leadership team
- Contribute to the continued refinement of the business unit supply management processes, tools and outputs
- Contribute to improved Employee Engagement results by demonstrating a consultative approach to people and alignment to Company Values
- Provide ongoing coaching to the site operations team members to improve customer performance, account profitability, operational efficiency and the like
- Motivated, engaged and empowered employees who take ownership, responsibility and produce quality results, with alignment to Being Amcor
- Enhanced understanding and application of Values within the business unit team
- Improved manufacturing team performance
- Clear manufacturing talent pipeline, with development plans in place
- High performance recognised; poor performance effectively managed
- Bi annual performance reviews with each direct staff report (in Success Factors)
- Personal modelling of Being Amcor (Values & The Amcor Way)
- Effective communication between Operations and Sales, resulting in no barriers to success
- Co-workers are regularly informed of Company activities, performance and any other relevant information
- Internal Communication is seen by employees to be effective and efficient
- A good team spirit exists within the site operations team
- Personal contribution to enhanced performance of the site team
- Positive feedback on leadership style
- Positive trend in KPIs
- Achieve Employee Engagement targets for the site
- Industrial relations environment (employment contracts and certified agreements) are clearly communicated and managed in line with content of Agreements. Any new agreements are implemented in consultation with the GM Regency Park, GM HR and AA Workplace Reform team and aligned to Amcor objectives



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<p>Corporate Governance</p> <ul style="list-style-type: none"> • Ensure personal and team compliance with all Amcor corporate, business unit and site policies and procedures 	<ul style="list-style-type: none"> • Compliance with company strategies, policies and procedures
<p>Manufacturing Efficiency</p> <ul style="list-style-type: none"> • Ensure that the site is a low cost, highly reliable supplier by implementation of viable long term risk management strategies, including those for assets, safety, people and the environment • Identify, recommend, review and implement process improvement initiatives in consultation with key stakeholders 	<ul style="list-style-type: none"> • Operational efficiency targets achieved • Processes and procedures are effective, efficient and at or leading towards best practice • Centre-lining process embedded in site culture • Continuous improvement is an embedded element of operations culture uniformly across the site
<p>Technology</p> <ul style="list-style-type: none"> • Keep abreast of technology developments as they relate to the business • Profile and monitor all major plant items across the site; <ul style="list-style-type: none"> ○ Capability ○ Age and condition • Assist the Group Manager Manufacturing to identify and select new plant to meet our customers' needs using the Amcor Way <ul style="list-style-type: none"> ○ Safety ○ Customer & Market Focus ○ Talent ○ Capital Discipline ○ Low Cost • Assist the Group Manager Manufacturing to establish, execute and monitor capital budgets, plans and projects for the site 	<ul style="list-style-type: none"> • Site operational efficiency targets achieved • Site asset renewal strategy in place and synchronised with Amcor Cartons Group asset and business strategy • Capital budgets developed and executed in line with budgeted expectation and Group and site business strategy
<p>Low Cost</p> <ul style="list-style-type: none"> • Ensure that the site is a low cost, producer of highly reliable products and services • Personally champion a site wide cost reduction program • Assist in execution of best of breed procurement processes • Contribute to effective site interface with the Amcor Procure Plus team • As required, manage key supplier relationships for the benefit of Amcor 	<ul style="list-style-type: none"> • Operating costs in line or better than budget • As required, assist the Group Manager Manufacturing in active engagement with Procure Plus team achieving budgeted procurement targets • Active cost reduction program achieving budgeted targets, and continually developing new unbudgeted cost reduction opportunities and projects



PERSON SPECIFICATION

Qualifications

Relevant tertiary qualification, preferably in a manufacturing or operations stream (e.g. production management, supply chain, engineering) with an ongoing commitment to learning and personal development.

Ideally, advanced training or qualifications in leadership, business management, safety, quality, supply chain and/or engineering/maintenance.

Amcor Values

Safety

Is considered a leader in Safety among co-workers. Looks for and drives continuous safety improvements. Mentors others in the importance of safety.

Integrity

Demonstrates exemplary ethical behaviours and is recognised as a role model for co-workers to emulate. Is active in the compliance of, and improvement in, ethical behaviours and integrity within Amcor.

Teamwork

Designs a work environment to ensure greatest buy-in from all areas of the organisation. Involves and empowers others within the organisation to achieve goals. Values diversity and draws on the best knowledge and resources within Amcor when addressing complex problems.

Social Responsibility

Demonstrates commitment and drives initiatives which result in care for our communities and the environment including reducing our carbon footprint and keeping waste to a minimum.

Innovation

Has a unique talent for innovation and creative solutions. Respects and encourages diversity as a stimulant for creative outcomes and dedicated to driving smarter ways of working across every aspect of the business. Utilises this talent to achieve exceptional results for Amcor. Creates excitement both internally and externally to the company through these contributions.



PERSON SPECIFICATION

Pre-requisite competencies, knowledge and experience

- Extensive manufacturing management experience in a customer focussed, sales and manufacturing organisation with a strong customer service culture, with emphasis on safety, manufacturing excellence, talent development, product leadership and innovation and the consistent achievement of agreed financial objectives;
- Solid experience in leading and managing an operations/manufacturing team, driving business performance;
- General commercial acumen preferably from an environment of rigorous market competition;
- Propensity for action – sense of urgency;
- Motivates and inspires others - Understands people's challenges and helps them overcome them;
- Experience in change management and challenging turnaround environments;
- Strong strategic planning and business analysis skills;
- Dedicated understanding and commitment to the value of human capital, and advanced skills in leadership, team building and the development of people;
- A strong networking base and demonstrated ability to develop, build and maintain effective working relationships, both internally and externally and at all levels, with the ability to understand and interpret needs;
- Well developed cost management capabilities;
- Proven ability to effectively communicate (both written and verbal) at all levels of an organisation (internally and externally);
- Strong negotiation and influencing skills;
- Good coaching skills and ability to impart knowledge;
- Well developed problem solving and conflict resolution skills;
- Well developed understanding of business systems such as ISO, HACCP, Safety, Environmental Management, Quality and Good Manufacturing Principles (GMP);
- Well developed understanding of Class-A Supply Chain Principles and lean manufacturing concepts;
- Well developed understanding of relevant OHS&E standards, and responsibilities under OHS&E legislation; and
- Well developed understanding of industrial relations and unionised workplaces.



HOW TO APPLY

Applications in Word format only should be forwarded to Justin Hinora by e-mail to 13044@hender.com.au

Telephone enquiries are welcome on (08) 8100 8829 and may be directed to Gill Manser on (08) 8100 8825.

Please Note

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