

Job Description

Production Supervisor



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Production Supervisor
Location:		Bowhill, South Australia
Current as of:		August 25
Reports to:		General Manager
Direct Reports:		Production Team Leaders & Production Staff
Key Relationships:		Project Team, Quality Team

Purpose

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- **Together we thrive**
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Mission

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- **We transform communities & our people, by optimising & building structures that matter**
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Core Values

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- **We do what we say we are going to do**
 - **We get things done, together**
 - **We work smarter**
 - **We help our clients win**
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Core Competencies

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- **Smarter together** - optimization specialists in large, welded components
 - **Win Before you Start** - cost with certainty
 - **Complexity done excellently** - systems and process, refinement
 - **Committed to Our Community** - strengthen our region
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Role Purpose:

As the Production Supervisor you are accountable for the supervision and coordination of all production employees **in your team** at Bowhill Engineering to ensure a diverse range of projects and services are delivered to a high standard, on time and within labour constraints. This position is responsible for planning the workflow **of allocated jobs** to maintain optimum productivity and customer satisfaction whilst role modelling the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- Workshop Supervision 30%
- Workshop Production 60%
- People and Culture 10%

KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Workshop Supervision	<ul style="list-style-type: none"> ▪ Building, sharing, and feeding know how into the process at all levels. ▪ Ensure constructability and continuous improvement initiatives are developed and implemented. ▪ Supervision and allocation of all works, resource allocation, work fronts, construction sequence, and storage of inwards and outwards goods. ▪ Work with Quality Team to maintain and grow quality culture, with supervising on a workshop level to deliver a quality product that complies to all and any standard/specification requirements. ▪ Supervises production staff to ensure production priorities are met, whilst positive culture is maintained. ▪ Allocates time and resources to ensure plant and equipment is maintained. 	<ul style="list-style-type: none"> ▪ Labour Budgets met ▪ Nil Rework ▪ Productivity targets met

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<p>Workshop Production</p>	<ul style="list-style-type: none"> ▪ Work Together – closely with team to focus on achieving the best timeframe and cost outcome ▪ Ability to read and work with drawings and problem solve as required to ensure products and projects are of the highest standard ▪ Challenge yourself daily as a tradesperson to improve fabrication and welding processes, our team is known for meeting challenges with ease and being the best in their field ▪ Personally check work in progress and finished products to ensure that quality standards are met ▪ Take action and ensure that all appropriate individual & team paperwork is completed accurately and on time ▪ Take responsibility to ensure individual and team production complies with company quality & safety procedures 	<ul style="list-style-type: none"> ▪ Read the play to avoid potential pitfalls ▪ Work Space neat, tidy & functional ▪ Safety of self & others ▪ Identification and delivery of continuous improvement initiatives within the team ▪ Zero defects – what can I do to make the next persons job easier ▪ Paperwork filled out 100% every time
<p>People & Culture</p>	<ul style="list-style-type: none"> ▪ Supports initiatives to create a highly engaged, high performing culture in line with company values ▪ Is a visible role model by the living the values and leadership behaviours ▪ Upskills, trains and mentors team members so the business has the right capabilities for growth and absences do not create business disruptions. ▪ Proactively upskills the team and transfers skills to ensure key people can be absent from the business and work continues ▪ Establishes standards of work and holds the team accountable to following these 	<ul style="list-style-type: none"> ▪ Boweng Pulse (Communication, Leadership & Culture) above 8/10 ▪ 1:1's effective and held regularly ▪ Team united, engaged and kicking goals



LEADERSHIP BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Inspiring	<ul style="list-style-type: none"> ▪ High level of communication skills – open, clear, transparent and engaging ▪ Is engaging and influential to both internal and external stakeholders ▪ Ensures others understand their role and how it contributes to the success of business
Drives Change	<ul style="list-style-type: none"> ▪ Leads sustainable change in line with the strategic direction of the business ▪ Motivates and inspires team members to embrace change and come on the journey ▪ Stretches the boundaries of what is possible and challenges the status quo
Courageous	<ul style="list-style-type: none"> ▪ Proactively confronts difficult issues, particularly to do with performance, engagement and alignment with company values ▪ Has tough conversations when needed to move issues forward, even if it means being unpopular ▪ Questions how things have been done in the interest of identifying improvements
Collaborates	<ul style="list-style-type: none"> ▪ Creates effective teams who work collaboratively towards common goals ▪ Stands unified as a team and supports decisions once they have been made ▪ Works with external stakeholders and partners that will grow and develop the business
Resilient	<ul style="list-style-type: none"> ▪ Has a positive, open outlook and views the positive in every situation ▪ Demonstrates composure in difficult times and maintains the required energy ▪ Communicates in a positive manner and expresses negativity in a constructive manner with a focus on solutions
Commercial	<ul style="list-style-type: none"> ▪ Demonstrates professionalism through high levels of communication (written, verbal and body language) ▪ Has a broad and commercial perspective on issues and understands the financial impact of decisions ▪ Sees the big picture and makes decisions in the best interest of the business
Results driven	<ul style="list-style-type: none"> ▪ Demonstrates good commercial judgement when making decisions ▪ Understands the impact of decisions on business performance and key stakeholders ▪ Empowers staff to take responsibility for their actions and be accountable for their results



BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none">▪ Honesty	<ul style="list-style-type: none">▪ Dishonesty
<ul style="list-style-type: none">▪ Teamwork	<ul style="list-style-type: none">▪ Negativity
<ul style="list-style-type: none">▪ Respect	<ul style="list-style-type: none">▪ Backstabbing
<ul style="list-style-type: none">▪ Patience and Tolerance	<ul style="list-style-type: none">▪ Intimidation
<ul style="list-style-type: none">▪ Work life balance	<ul style="list-style-type: none">▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Metal Trade Certificate
- Drivers License (Manual)
- High Risk Licence (Fork Lift LF)
- High Risk Licence (Dogging DG)
- Elevated Work Platform (Yellow Card – Scissor Lift)

Note: documented proof of licences is required

EXPERIENCE

- At least 7 years' experience within a metal trade
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