

POSITION DESCRIPTION

Position Title:	Production Supervisor
Department:	Oakdale
Immediate Manager:	Operations Manager
Manager One Removed :	Divisional manager

The Organisation

OAK Tasmania (trading as OAK Possability) is a state-wide Tasmanian non-profit organisation, providing a range of quality individual and flexible support options, supported accommodation, employment and training, respite and intensive support for people with disability and children and young people with a history of adversity.

OAK Tasmania (trading as OAK Possability) has a vision for a world where everyone has the opportunity to pursue their potential. We are catalysts for change in the broader community and in the lives of the people we serve. We believe that freedom and independence are fundamental human rights. Through our actions and conversations we are champions for inclusion.

OAK Tasmania (trading as OAK Possability) is committed to providing a quality service designed to be responsive and flexible to individual needs. We do this by removing barriers, increasing options, developing skills and lobbying for change to enable people to achieve their personal goals and achieve their vision of a good life.

Position Purpose

This role is responsible for scheduling and supervising the daily production of quality timber products to meet consumer demand, working with and supervising a team of supported employees whilst adhering to safety requirements and meeting daily production targets.

Operating Context

The employee is required to schedule and prioritise work tasks and monitor work flow under the general direction of their immediate supervisor. In this position the employee is to exercise limited judgment and problem solving skills directly related to task schedules.

The employees will train, supervise and mentor other employees within the scope of their role and skill level.

Any issues falling outside these areas are to be referred to the employee's direct supervisor.

Autonomy

This position is directly responsible to their immediate manager for all aspects of service delivery programs under their control.

Role Accountabilities

1. To oversee and manage the manufacturing of routine and non-routine timber products utilising a team of supported employees according to work schedules, consumer orders and organisational directions.
2. Undertake Fork Truck driving duties in particular the movement of timber packs as required
3. To monitor known issues which affect production, such as costs and capacities, and where recognised ensure they are referred to the Lead Production Supervisor in a timely manner.
4. The skills and ability to demonstrate a detailed knowledge of machinery operation and techniques
5. Involvement with, and participation in, the implementation and growth of training and development programs within the ADE's with success determined through measurable outcomes in terms of employment opportunities and personal growth for supported employees.
6. In consultation with the Lead production Supervisor, establish, maintain and modify systems within the work area to enable production schedules.
7. Monitor and report to the Lead Supervisor on quantity of stock items on hand and their capacity to meet production and special orders.
8. Allocate specific tasks/activities to supported staff, set up machinery and equipment, provide training or demonstration and supervise staff activities.
9. Supervise, encourage, assist and train staff and supported employees as required.
10. Perform general duties within Oakdale Industries production process.
11. Ensure that any required daily records of production are made and retained in accordance with procedures.
12. Provide technical expertise and co-ordinate maintenance to machinery and equipment where required.
13. Review all maintenance schedules and arrange tradespersons to repair equipment as required.
14. Ensure that facilities and maintenance needs are reported to the Lead Supervisor.
15. Other duties as required by the direct manager

Generic Accountabilities – All Employees

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

1. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
2. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the Chief Executive Officer (CEO).
3. Monitor and report performance against KPIs and take corrective action as required.
4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for OAK Possability.

5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
6. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
7. Emulate and encourage others to adhere to, our values in all work related activities.
8. **Safeguarding Children and Young People**
Our organisation takes child protection seriously, and as an employee/volunteer of OAK Possability you are required to meet the behaviour standards outlined in our 'Safeguarding Children Code Of Conduct'. You will have received a copy of these guidelines as part of your induction. You can also access a copy of these guidelines in the Safeguarding Children and Young People Policy section on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Role Dimensions	
This position manages:	Nil
Expenditure Authority:	As per policy
Expense Budget:	Nil
Revenue Budget:	Nil
Assets under control:	Nil

Key Performance Indicators

- To be agreed with the direct manager of the role.

Relationships	
Internal	External
Peers	Customers
Supported employees	Transport company's
Direct Supervisor	Training providers

Selection Criteria	
Essential Qualifications and Experience	<ul style="list-style-type: none"> • Current Level 2 Senior First Aid • Relevant industry experience

	<ul style="list-style-type: none"> • Trade or equivalent experience • Certificate III in Disability or similar is desirable • Experience in operating a Fork Lift
Level of Expertise	<ul style="list-style-type: none"> • Demonstrated ability in scheduling and supervising the daily production of quality timber products to meet consumer demand • Demonstrated experience in the timber production industry • General computer literacy skills in word processing, spreadsheets and database software • Demonstrated ability to build strong and mutually beneficial relationships using advanced communication and interpersonal skills. • Demonstrated ability to work effectively and make informed decisions under pressure.
Behaviours	<ul style="list-style-type: none"> • Analytical Thinking and Data Analysis – understands the operating environment and makes decisions based on fact-based analysis. • Adapting to and Leading Change – seeks opportunities to support the business by supporting others through the change process. • Commercial Thinking – practically applies technical/functional expertise and challenges the status quo in contributing to business success. • Delivering Results – drives and delivers performance against set goals. • Emulating Values – demonstrates, through behaviour, an alignment to and an understanding of OAK Possability’s values and the criticality of those values to OAK Possability’s ongoing success. Delivering Results – efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee. • Emulating Values – demonstrates, through behaviour, an alignment to and an understanding of our values and the criticality of those values to our ongoing success. • Exercising initiative and/or judgement - appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs. • Leading – demonstrates, through behaviour, the ability to be a successful and effective leader/mentor. • Confidentiality – applies the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and OAK Possability.

Other Requirements

- Current unrestricted Tasmanian driver’s licence.
- Current Fork lift license
- Provision of a satisfactory National Police Check.
- Provision of a Working with Children Check and vulnerable people registration.
- Provision of a satisfactory pre-employment medical report.

Our Values

All of the “ways of working” flow from the following values.

Humanity: Human rights and dignity underpin all our decisions and actions. We believe that every individual has the potential to grow and the right to determine how their life will be lived.



Innovation: Driven by our commitment to excellence, we are continually learning, taking on new challenges, and constantly finding ways to excel in the dynamic world we operate in.

Accountability: We know where we are heading and why. By being efficient, effective and persistent we find ways to make things possible and deliver results.

Honour: We take pride in our work, are true to our word, honor our commitments and treat our colleagues and clients with integrity and respect.

Version Control and Change of History

Version	Effective from	Amendment
001	January 2016	Drafted by Human Resources Business Partner
002	January 2016	Reviewed and updated by People & Culture Manager
003	18/07/2016	Issued/revised by Ginger Motto (Quality Manager). Added Safeguard Children and Young People accountability criteria to Generic Accountabilities (Item 8).
004	3/10/2016	The "employer" changed to OAK Tasmania (trading as OAK Possability). Co-branded document with new OAK Possability logo.
005	02/11/2017	Added wording to reflect the change 'Safeguarding Children – Practice and Behaviour Guidelines' to 'Safeguarding Children Code of Conduct', updated date revised and version number.