

POSITION DESCRIPTION

Position Information

Position Title	Facility Manager – Packaging Central
Business Unit	Packaging Central
Reports to	Chief Operating Officer – Packaging Dotted reporting line to National Operations Improvement Manager
Purpose of Position	To lead the operational performance of the Packaging Central business
Business Unit of HR responsibility	Packaging NZ
# of People in BU	~110

Number of Direct Reports	4 (Note: Manufacturing Manager, Engineering Manager, Supply Chain Manager, Technical Manager)
Number of Indirect Reports	~80
Operating Budget	TBC
Sales Revenue	TBC

Key Accountabilities

1. Environment, Health, Safety and Risk
 - EHSR is the first consideration everyday
 - Ensure all PNZ EHSR policies and procedures are fully communicated and implemented
 - Ensure compliance to all EHSR legislation and company policies
 - Provide a safe and healthy workplace for employees, contractors and visitors
 - Ensure that the site EHSR annual plan is managed effectively
 - Actively lead and model best practise environmental, health, safety and risk compliance throughout the business
2. Operational Performance
 - Develop site specific plans (based on PNZ plan) to achieve the budget targets
 - Co-ordinate and lead the continuous improvement drive to achieve planned targets
 - Execute these plans
3. Leadership
 - Recruit, retain and develop a high performing team

- Agree key accountabilities with direct reports and actively drive performance through coaching and support
- Champion strong and effective performance improvement
- Work closely with other PNZ businesses to ensure alignment and effective resource utilisation

4. Financial

- Ensure the delivery of financial results under your control
- Plan and manage all costs to budget
- Manage working capital to agreed targets
- Deliver the planned production targets as per the detailed RCCP
- Ensure all capital expenditure projects are completed on time and within the approved dollar amounts

Performance Indicators

- EHSR excellence through leadership
- Achieve planned improvements in quality, delivery, productivity, reliability, housekeeping, waste and cost to convert
- Develop a performance culture
- Grow the value of PNZ

Preferred Attributes

- Exceptional leadership skills – leading, developing and motivating technical specialist and/or professional level managers is critical
- Leadership with an ability to develop and implement sound long term business plans
- Demonstrate a sound understanding of business drivers i.e. financial, sales, market/customers, people, operations, relevant legislation

Technical Requirements

Qualifications	<ul style="list-style-type: none"> ○ Tertiary qualification in a relevant discipline desired
Experience	<ul style="list-style-type: none"> ○ At least five years leadership at a senior level with full accountability for a discrete part of a business ○ At least 10 years operational management experience in a manufacturing environment ○ A manufacturing background is essential coupled with an proven understanding of health and safety and operational excellence as well as continuous improvement techniques and performance

Competencies

<p>Analysis</p> <p>Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying</p>	<p>Use Insightful Judgment</p> <ul style="list-style-type: none"> ○ Chooses the best alternative based on consideration of pros, cons, trade-offs, timing, and available resources. ○ Integrates information from a variety of sources to arrive at optimal problem solutions. ○ Makes decisions in the face of uncertainty.
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<p>accurate logic, appropriate knowledge, expertise, and common sense.</p>	<ul style="list-style-type: none"> ○ Probes and looks past symptoms to determine the underlying causes of problems and issues.
<p>Focus on Customers Builds and delivers customer -centered solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centered solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<p>Focus on Customers</p> <ul style="list-style-type: none"> ○ Creates systems and processes that make it easy for customers to do business with the company. ○ Ensures that customer issues are resolved. ○ Fosters a customer-focused environment. ○ Identifies and anticipates customer requirements, expectations, and needs.
<p>Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p>Drive for Results</p> <ul style="list-style-type: none"> ○ Conveys a strong sense of urgency and drives issues to closure. ○ Establishes aggressive goals for the organization. ○ Gets results that have a clear, positive, and direct impact on business performance. ○ Takes immediate and independent action to resolve issues or problems when they arise.
<p>Engage and Inspire Fosters personal achievement and excellence. Articulates and inspires commitment to a vision and plan of action aligned with organisational mission and goals. Instils and sustains organisation-wide energy and optimism and helps others envision a greater sense of what is possible.</p>	<p>Engage and Inspire</p> <ul style="list-style-type: none"> ○ Creates an environment in which performance excellence is rewarded. ○ Encourages others to set challenging goals and high standards of performance. ○ Fosters a sense of energy, ownership, and personal commitment to the work. ○ Inspires others to stretch beyond what they thought they could do.
<p>Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p>Promote Clear and Consistent Communication</p> <ul style="list-style-type: none"> ○ Actively promotes the development and introduction of a range of communication media to be used within the workplace and externally. ○ Develops communication forums to enable free flow of information and the exchange of ideas. ○ Provides feedback, coaching and guidance where appropriate to enhance others' communication. ○ Shapes communication channels in ways that leverage engagement develop people's communication approaches.
<p>Establish Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals</p>	<p>Inspire Trust</p> <ul style="list-style-type: none"> ○ Communicates across constituencies without compromising the integrity of the message. ○ Has a consistent track record of delivering on commitments. ○ Models and inspires high levels of integrity. ○ Treats others fairly and consistently.

fairly and with respect; behaves in accord with expressed beliefs and commitments; maintains high standards of integrity.	
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Authority

Decisions:

- Day to day operational decisions related to EHSR, people, plant and process results

Recommendations:

- Capital investment
- Strategic decisions

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Chief Operating Officer - Packaging	Direct Report
National Operations Improvement Manager	Capital strategy and operations improvement
Sales Manager - Central	Delivery performance, Customer feedback, Operational strategy
Commercial Manager - Central	Cost and profitability forecasts and results
HR Manager Packaging NZ	Human resourcing operations
Packaging Central Leadership Team	Leadership, vision, encouragement and development
Packaging New Zealand Leadership Team	Collective accountability for the performance of Packaging New Zealand and collegial support for your team mates
Packaging Central employees	Leadership, vision, encouragement and development
Suppliers	Partnership and shared success
Customers	Engagement to understand needs and influence to revenue and satisfaction