

## POSITION DESCRIPTION

## Position Information

Position Title	Corrugator Manager Central
Business Unit	Packaging Central
Reports to	Facility Manager Central
Purpose of Position	The Corrugator Manager is responsible for ensuring the safe, efficient, and effective operation of the Corrugator Line and its associated team. This role focuses on delivering high-quality output while maintaining strict compliance with health and safety standards, optimising production performance, and fostering a culture of continuous improvement. The Manager will lead, coach, and develop operators to achieve operational excellence, minimise downtime, and meet production targets in alignment with organisational objectives.
Business Unit of HR responsibility	Packaging New Zealand
# of People in BU	Approx. 100
Number of Direct Reports	12
Number of Indirect Reports	Nil
Operating Budget	Corrugator P and L
Sales Revenue	Nil

## Key Accountabilities

## 1. Environment, Health, Safety and Risk

- Champion a safety-first culture through visible leadership and consistent adherence to established processes.
- Identify and manage safety risks and leading indicators, addressing unsafe behaviours promptly.
- Ensure all staff, both temporary and permanent, work safely and that hazards are effectively controlled.
- Enforce strict compliance with all procedures and maintain accurate, timely reporting of injuries, incidents, and hazards.
- Lead the team in upholding safety policies, including conducting hazard hunts and Safe Behaviour Observations (SBOs).
- Verify that all team members are certified by approved trainers on relevant Standard Operating Procedures (SOPs).
- Maintain high housekeeping standards in line with 5S principles.

## 2. Operational excellence

- Drive optimal productivity across all Corrugator related assets to support productivity and EBITDA objectives.
- Oversee daily departmental resourcing, ensuring skilled operators are available to meet production requirements and targets.
- Implement continuous improvement initiatives to enhance machine performance.
- Develop and apply structured problem-solving and corrective actions, following RCA and Kaizen methodologies.
- Maintain high standards in service delivery, including DIFOT, customer satisfaction, and quality.
- Provide CI coaching to operational teams, fostering a best-practice environment.
- Lead and execute CI projects using established frameworks, tools, and methodologies.

## 3. Leadership

- Lead and guide the achievement of high performance by the team in line with the Oji Fibre Solutions culture, values and people processes, achieving continuous improvement in employee engagement and consistent displays of desired behaviours.
- Ensure the team is ready and fully enabled to deliver outstanding results within a changing environment.
- Develop a performance culture and lead by example to establish and build a continuous performance improvement culture in Production.
- Ensure effective succession planning through all levels.
- Maintain clear & concise communication within Production and with other departments as appropriate.

## 4. Financial

- Identify opportunities and provide support to Process Improvement initiatives.
- Control labour and raw material costs within budget and identify and pursue opportunities for improvement
- Manage the effective and efficient utilisation of resources ensuring the manufacturing standards are maintained.
- Manage direct and indirect wage costs through the minimisation of overtime as practical, balanced with the need to meet production demands.
- Pro-active review of processes, systems & SOPs to improve standards and performance.
- Systematic reduction in costs, including support and execution of trials concerning raw materials, processes or equipment.
- Review machine and waste performance through timely and targeted meetings to accomplish performance improvements.

## Preferred Attributes

- Commitment to EHSR excellence.
- Self-motivated.
- Good organisational and decision-making skills.
- Able to coach and develop team members.
- Able to drive change and facilitate continuous improvement.

- Target driven with the desire to constantly review and improve performance.
- Ability to work well under pressure.
- Being proactive and flexible in approach to job tasks.
- Excellent communication skills, written and verbal with a demonstrable focus on customer service.
- Strong leader, with a lead by example approach.
- Having a methodical and analytical approach to problem solving.

## Technical Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>○ 5+ years Supervisory/Management experience in a Corrugated manufacturing environment; and</li> <li>○ NZCE / Trade Qualification / Tertiary Qualification in Operations Management preferred.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Leading a diverse team.</li> <li>▪ Technical competence and capability in Corrugated manufacturing processes.</li> <li>▪ Experience within a lean manufacturing environment, Integrated Work System (IWS) &amp; 5S (preferred).</li> <li>▪ RCA/RCPE training.</li> <li>▪ Manufacturing Shop Floor Control, People Management.</li> <li>▪ Computer literacy &amp; MS Office Applications, Kiwiplan experience preferred.</li> <li>▪ Operations Management.</li> <li>▪ Production Planning.</li> </ul>

## Competencies

<b>Analysis</b>  Analyses problems, situations, and circumstances and their impacts on the business. Integrates information, guidelines, requirements from different sources to evaluate alternatives and make effective decisions. Draws accurate, useful conclusions from financial, business, and quantitative information.	<b>Analyse Issues and Solve Problems</b> <ul style="list-style-type: none"> <li>○ Analyses, incorporates and applies new information and concepts.</li> <li>○ Makes sound decisions on everyday issues and problems.</li> <li>○ Makes timely decisions on problems/issues requiring immediate attention.</li> <li>○ Recognizes symptoms that indicate problems</li> </ul>
<b>Focus on Customers</b>  Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred 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.	<b>Seek Customer Satisfaction</b> <ul style="list-style-type: none"> <li>○ Addresses customer needs by involving the right people (resources) at the right time.</li> <li>○ Follows up with customers to ensure problems are solved.</li> <li>○ Seeks feedback from customers to identify improvement opportunities.</li> <li>○ Tracks performance against customer requirements, using existing tools.</li> </ul>

<p><b>Results Orientation</b></p> <p>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><b>Show Initiative</b></p> <ul style="list-style-type: none"> <li>○ Does not easily give up in the face of unexpected obstacles.</li> <li>○ Identifies what needs to be done and does it.</li> <li>○ Maintains a consistent, high level of productivity.</li> <li>○ Takes personal responsibility to make decisions and act.</li> </ul>
<p><b>Engage and Inspire</b></p> <p>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><b>Encourage Commitment</b></p> <ul style="list-style-type: none"> <li>○ Acknowledges others' efforts and accomplishments.</li> <li>○ Conveys confidence in others' ability to do their best.</li> <li>○ Demonstrates a "can-do" spirit, a sense of optimism, ownership, and commitment.</li> <li>○ Projects a positive image and serves as a role model for others.</li> </ul>
<p><b>Effective Communication</b></p> <p>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><b>Communicate Effectively</b></p> <ul style="list-style-type: none"> <li>○ Expresses oneself effectively in one-on-one conversations and small groups.</li> <li>○ Listens carefully and attentively to others' opinions and ideas.</li> <li>○ Provides clear and detailed information to others.</li> <li>○ Shares information and viewpoints openly and directly with others.</li> </ul>
<p><b>Establishing Trust</b></p> <p>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 fairly and with respect; behaves in accord with expressed beliefs and commitments; maintains high standards of integrity.</p>	<p><b>Demonstrate Credibility</b></p> <ul style="list-style-type: none"> <li>○ Acts consistently with stated policies and practices.</li> <li>○ Does not cover up or blame others for problems or mistakes.</li> <li>○ Follows through on commitments.</li> <li>○ Protects confidential information.</li> <li>○ Treats others fairly and consistently.</li> </ul>
<p><b>Analysis</b></p> <p>Analyses problems, situations, and circumstances and their impacts on the business. Integrates information, guidelines, requirements from different sources to evaluate alternatives and make effective decisions. Draws accurate, useful conclusions from financial, business, and quantitative information.</p>	<p><b>Analyse Issues and Solve Problems</b></p> <ul style="list-style-type: none"> <li>○ Analyses, incorporates and applies new information and concepts.</li> <li>○ Makes sound decisions on everyday issues and problems.</li> <li>○ Makes timely decisions on problems/issues requiring immediate attention.</li> <li>○ Recognizes symptoms that indicate problems</li> </ul>

## Authority

### Decisions:

- Process Improvement.
- Labour Coverage.
- Staff development.
- Interventions required to meet the production plan.
- RCA/RCPE planning and input.

### Recommendations:

- Capital expenditure.
- Succession planning.
- Training needs.
- CI initiatives and projects.
- CI coaching requirements.
- Decisions based on data analysis.

## Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Corrugator Team Leader / Corrugator Operators.	Direct Report - Handovers, EHSR, Operational, HR issues, Quality, scheduling and support.
Facility Manager.	Process Improvement, Personnel & Operational Issues.
Production Planner.	Work in progress, schedule changes & planning.
Logistics Manager.	Sheet board, stock movement.
Engineering Manager + team.	Machine reliability and scheduled maintenance.
Quality & Compliance Manager.	Product issues, GRN and DWR paperwork, technical and process issues.
EHSR.	EHSR issues, H&S training, Risk Assessments.
Converting Manager/Team Leaders.	Product Issues, staffing.
Managers/CSR's/Sales.	Communication as required.

*The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.*