

## 1. SUMMARY OF OVERALL JOB ASSIGNMENT

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The Shift Supervisor will manage allocated shift resources so as to meet the specified Production Program whilst maintaining all statutory requirements and meeting the specified efficiency, safety and quality criteria.

- The Shift Supervisor oversees the day-to-day operation of each shift in the Production Department of the manufacturing facility, ensuring that the budgeted capacity is met or exceeded.
- The Shift Supervisor is a key player in the areas of Safety, Environment, Quality and Process improvement.

## 3. MAIN ACTIVITIES / RESPONSIBILITIES

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### Responsibilities

- Manage Shop Floor Control (SFC), SFC-QP (quality version) and SAP.
- Log accidents/injury details, quality non-conformance, CTE issues and other required records.
- Manage the daily operation of the plant as required to meet scheduled requirements, via the operators.
- Timely troubleshooting and correction of plant and product faults with the assistance of the engineering department and site management team.
- Ensure the Quality of Products produced meet the Knauf Plasterboard product specifications.
- Optimisation of processes and equipment, including energy and raw materials consumption.
- Checking and authorisation of time sheets and pay records.
- Log accidents/injury details, quality non-conformance, CTE issues and other required records.
- Operation of the plant as required to meet scheduled requirements, via the operators
- Timely troubleshooting and correction of plant and product faults with the assistance of the Plant Manager, Production Manager, Engineering Manager and Maintenance Supervisor, as required.
- Maintenance of Safe Working Practices and good Housekeeping Practices on the shift
- Checking and authorisation of time sheets and pay records.
- Reporting on shift performance, including variances from production standards through Shop Floor Control (SFC) and SFC-QP (quality version).
- Control of absenteeism.
- Selection, induction and general training of replacement shift personnel to meet the full requirements of their shift role.
- Preparation and updating of Performance Plans as instructed by the Plant or Production Managers.
- Active implementation of Knauf's occupational health and safety policy, in all manufacturing areas.
- Ensure the Quality of Products produced meet the Knauf Plasterboard product specifications.
- Active implementation of KPB's environmental management policy.
- Achievement of the plants budgeted performance efficiencies as a minimum requirement.
- Effective representation of KPB's first line industrial relations and policy communication to all production personnel.
- Acts in accordance with Knauf policy and procedures and strictly within limits of Authority.
- Active implementation of the Knauf occupational health and safety policy.
- Commitment to the Knauf Code of Conduct.
- Other duties and activities as assigned from time to time.

## **5. MINIMUM COMPETENCIES REQUIRED FOR THE JOB**

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### Professional and/or technical competencies:

- Able to lead, motivate, assist and direct the activities of a team.
- Familiar with a variety of management skills to improve individual and team performance.
- Good planning and organisational skills.
- Written and verbal communication expertise and effective delegation ability.
- High levels of attention to detail and accuracy.
- Able to achieve results in an environment that has tight deadlines.
- Understanding of benchmarking and then implementing change to achieve best practice.

### Behavioural and/or managerial competencies:

- Leads by example and show initiative.
- Positive and enthusiastic with a genuine 'can do' mentality.
- A personal customer focussed mentality and an ability to get others committed to serving customers (including Internal Customers).
- Stays calm under pressure when handling multiple tasks – decisive.
- If necessary, able to handle tough, confrontational situations and drive through change.
- Open attitude to learning and positive criticism.
- Shows initiative and is creative.