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| **Position Title:** | **National Production Manager** | | |
| **Reports to:** | **General Manager insignia** | | |
| **Direct Reports:** | **Production Manager (Melb), Production Supervisor (Bris), Prepress Supervisor** | | |
| **Financial Delegations:** |  | | |
| **Division:** | **Insignia** | **Dept:** | **Operations** |
| **Location:** | **Brisbane** | **Creation Date:** | **26 August 2019** |

# Company Overview

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| insignia is a national label manufacturing business with a strong focus on providing valued solutions to its customers. Part of the Winson Group, insignia has an unwavering passion to help Australian businesses compete. Our values, our people, our products and our services have been the platform for nearly 50 years of being an indispensable partner for our customers.  Our Promise:   * Market leading products * Nationwide coverage * Expertise across all industries * Delivered with personable service and support, diligence and professionalism   Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence |

# Position Overview & Organisational Requirements

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| **Position Summary:**  Lead the label manufacturing and converting operations for the insignia business. The role has responsibility for the manufacturing & prepress operations currently located in Brisbane and Melbourne. The role is instrumental in ensuring safety as a priority, with all products meeting quality and customer requirements within established time frames.    **Organisational Requirements:**   * All positions within the Winson Group will support the achievement of our Mission * When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company’s stated values and behaviours, customs and practices * Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group’s policies and procedures * Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state |

# Key Responsibilities

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| **Leadership & Management**   * Display behaviors consistent with the stated Winson Values * Lead, develop and retain direct reports, production and pre-press teams who demonstrate high levels of technical and operational expertise and commitment to insignia’s goals * Manage the daily activities of employees to ensure insignia’s quality and lead time objectives are achieved * Monitor employee performance in accordance with company practice and procedures, ensuring performance management is undertaken to rectify unsatisfactory performance * Undertake performance appraisal and salary review activities for direct reports * Implement and continually review a range of continual improvement practices that deliver reduced costs and improved margins * Be involved in the management responsibility of inventory levels within targeted guidelines * Build professional relationships and negotiate agreements with suppliers to ensure quality, price and service levels meet operational requirements * Maintain awareness of financial targets and work within set operational budget parameters   **Business Support**   * Contribute to sales by developing technical solutions that meet customer needs and maximise profitability for insignia * Develop and maintain positive, professional working relationships with the sales teams and customer care departments * Where applicable recommend new products, services and machinery which can provide growth opportunities for insignia   **Production**   * Manage the timely production of orders in line with customer demand * Identify and implement efficiency improvements to maximize outputs and quality, reducing waste * Manage machine preventative maintenance to minimize downtime * Benchmark operations with independent manufacturers * Benchmark and align key operations performance targets between Brisbane & Melbourne * Be proficient in the label quoting system and provide backup and support in this area * Continue developing all processes and systems, targeting best practice for industry * Target continual reduction in lead times * Project manage new equipment selection, installation and training * Ensure 5S practices are adapted throughout production * Oversee production quality systems, ISO, GS1 * Implementation and maintenance of HACCP accreditation |

# Key Competencies/Experience

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| **Key Competencies**   * **Label Production:**Knowledge of raw materials, production processes, quality control, costs and other techniques for maximising the effective production and distribution of labels * **People Management:** Competency to lead, coach, train and develop a productive and cohesive team; Effectively utilises performance management processes to address gaps * **Problem Solving:**Using logic and reasoning to identify the strengths and weaknesses of alternative solutions; Proactively develops recommendations or action plans that have a positive impact on the organisation * **Compliance:**Ensure company compliance to statutory requirements including but not limited to Safety, environment, quality, ethical, EEO legislation & HACCP * **Operations:**Competency in manufacturing and lean practices * **Financial Management:**  Meet financial targets in accordance with operational budgets whilst identifying improvements   **Experience**   * **Experience**: 10 + years operational management experience in printing or allied industry |

# Key Performance Indicators

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| * Behaviours are aligned to Winson’s stated Values and Behaviours * Zero LTI/MTI * NCT Levels – meet budget * Inventory levels per financial targets * Waste levels – meet budget * Delivery > 95% * Stock outs - nil * 2000 LM/Hr * Expenses – meet budget |

# Qualifications

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| * Tertiary qualifications in business or management - highly regarded * Printing qualification |

# Mandatory Criteria

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| * Ability to travel interstate, as required * Open Class ‘A’ Driver’s License |

# Specific Requirements of the Position

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| * Ability to respond to after-hours call-outs, if required * Ability to attend out of hours training and conferences |

# Key Stakeholders

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| **Internal**   * Labels Sales Team Members * OH&S and Quality Manager * People & Culture Team * Customer Experience teams * SIGNET internal customers   **External**   * Suppliers and Vendors * Strategic Alliances * Customers |

# Authorisation

# Please sign to confirm that this Position Description has been discussed by both parties.

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| --- | --- | --- | --- |
| Employee Name & Signature |  | Date |  |
| Manager Name & Signature |  | Date |  |

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| **Date** | **Reviewed By** | **Comment** |
| 26/08/2019 | H Cooper | New PD |
| 28/08/2019 | J Ket | Reviewed and updated |