

## Position Description – Superintendent Reduction

<b>Role Title:</b>	Superintendent Reduction	<b>Effective Date</b>	TBC
<b>Incumbent:</b>	TBC	<b>Business Unit:</b>	Pacific Aluminium
<b>Reports to:</b>	Manager Reduction	<b>Division:</b>	New Zealand Aluminium Smelters Limited
<b>No. of Direct Reports:</b>	4	<b>Team:</b>	Reduction
<b>No. of Indirect Reports:</b>		<b>Location:</b>	Invercargill, NZ
<b>Role Band:</b>	I Band	<b>Financial Authority:</b>	10,000

## Context

Pacific Aluminium (PacAl) is a member of the Rio Tinto group of companies and is a medium sized, geographically dispersed organisation operating in Australia and New Zealand and competing in world commodity markets for primary aluminium. Pacific Aluminium's strategy is based on continually improving its cost competitiveness, ensuring the safe and environmentally sound operations and the realisation of the full potential of its people, technology and physical assets.

NZAS is the sole operating site in New Zealand, 79.36% owned by PacAl and 20.64% owned by Japan's Sumitomo Chemical Company. NZAS is a tolling plant, producing some of the highest purity aluminium in the world in the form of ingot, billet and rolling block. The smelter is a significant supplier of aluminium to Japan and maintains a broad market base including Asia, New Zealand, the United States and Europe.

The Reduction department is responsible for producing molten aluminium in accordance with health, safety, environment and cost requirements and the identification and implementation of business improvement opportunities over time.

## Primary Purpose

The Reduction Line Superintendent has the accountability for safety, cost effectiveness, quality and overall improvement for their Reduction Line. This role has a strong leadership focus, accountable for the on-going coaching, development and performance management of the leaders and people in their line, budgeting and cost management of their line's output team.

## Accountabilities

### Leadership

- The primary focus of this role is to create an environment which encourages team members to:
  - Deliver discretionary effort
  - Act on your decisions relating to their work straight away
  - Focus their efforts on the top priorities that drive your requirements and the vision of the Reduction team.
  - Constantly make linkages between the organisation's values and workplace conduct and decisions
  - Demonstrate continual drive towards completing tasks and achieving goals, overcoming minor obstacles, and finishing what they start
  - Co-operate and assist one another, going out of their way to help others
  - Offer multiple suggestions in support of Reduction's mission and vision
  - Share failures or mistakes with peers and leaders
  - Approach you for input to personal or professional decisions.
  - Work most effectively, improve their skills, and achieve relevant personal growth goals.

### Health, Safety and Environment

- Work in accordance with site HSE policies, systems and procedures, as well as all relevant legislation and compliance standards.
- Actively demonstrate strong safety leadership behaviours at all times and ensure the development and compliance of your team members in all site HSE policies, systems and procedures, as well as all relevant legislation and compliance standards.
- Conduct the required audits and inspections to a high standard and for the purpose of reinforcing a strong HSE culture and systems.

### Team Membership

- Personally identify which activities are most critical for achieving the Manager's priorities and make requests to take on the additional work without waiting to be told what to do.
- Offer to take the lead in completing activities and achieving the Manager's priorities.
- Persevere with problem solving and come up with realistic, practical, and constructive suggestions on how to resolve issues.
- Reliably complete work to the required (documented) standard with precision, perseverance, and minimal waste.
- Willingly cooperate with others, pitching in where needed to achieve the desired goal.
- Mentor, teach, and coach peers to improve their skills and performance.
- Ask for honest feedback from the Manager and demonstrate genuine efforts to improve on any identified opportunities.
- Anticipate future events and keep the Manager informed of important developments.
- Respectfully challenge views on important issues and ask relevant probing questions even though it may lead to conflict with others.

### Technical

- Contribute to the development and application of Reduction's strategic and operational plans.
- Develop and lead operational plans and budgets as part of the yearly planning process that support the site strategic plan and the operational needs of the department.
- Understand, interrogate and review Reduction Line team costs and develop plans to mitigate any cost variances from budget.
- Understand measures and key issues/drivers of processes that you are accountable for.
- Maximise production and throughput by utilising leadership accountabilities.

## Problem Solving

It is expected that a structured problem solving methodology is used to ensure correct decisions and resources are used to optimise the assets lifecycle costs. In addition the role is required to:

- Make detailed evaluative judgements based on analysis of factual information and application of acquired technical experience to determine solutions.
- Demonstrate an ability to review and challenge existing strategies, practices and processes and present innovative solutions while appreciating the short and longer term impacts as they relate to Reduction's strategy.
- Demonstrate capability in managing multiple relationships and stakeholders both internally and externally to NZAS.
- Manage competing priorities and understand the various concerns and interests across NZAS and Pacific Aluminium, while able to filter, analyse and validate complex and dynamic information.

## Key Relationships

- Department Manager
- Other Reduction Department Superintendents
- Crew Leaders
- Technical, Business Improvement, and Engineering Specialists
- Metal Products and Carbon Superintendents
- Maintenance
- Human Resources
- Pacific Aluminium network
- External stakeholders and providers

## Education and Qualifications

### Education and Qualifications:

- Diploma in Leadership or demonstrated equivalent leadership experience is necessary.
- NCEA Level 3 or equivalent school certificate.
- Ability to critically analyse, manage and improve the dynamic business environment of the Reduction Line.

### Licenses/Certifications:

- Class 1 Drivers Licence

### Training:

- Internal and external training to be provided as deemed required for role (e.g. business resilience and other compliance training)

### Other skills and qualifications:

- Strong computer literacy including Microsoft Office, SAP and Reduction specific systems.
- Ability to critically analyse, manage and improve the dynamic business environment of the Reduction Line.

### Languages

- Fluent in written and spoken English

## Relevant Experience

### Behavioural

Leadership and performance coaching - facilitating improved performance by providing feedback, giving advice and guidance, planning development activities and ensuring that others are focused on achieving business goals.

Operational planning and execution - developing and implementing short term (i.e. 12 month) plans that effectively detail how the business strategy will be achieved and implemented.

Championing Business Improvement - acts as a champion in managing and driving strategic business improvement initiatives within the company.

Building business partnerships - Identifying opportunities and taking action to develop strategic relationships with internal and external business partners.

Excellent oral and written skills to ensure clear and concise communication

### Technical

Comprehensive understanding of the Reduction function and how the processes and resources interact with other functions and teams to achieve casting plan.

Demonstrable analytical and conceptual skills to develop options and strategies to address complex organisational issues, and to understand complex governance, safety, environmental and people issues.

Demonstrable experience in delivery of capital projects, including change management considerations required to support effective delivery.

Demonstrated ability to develop prioritised work plans and effectively utilise resources (people, plant, process).

Demonstrated capability to define critical issues and gather relevant data, analyse and to develop recommendations.

## Note

The requirements outlined in this position description are not meant to be all-inclusive. They may be changed during employment on an as-needed basis or as the needs and requirements of the business change.