

Role Description – Reduction Crew Leader

Role Title:	Crew Leader – Reduction	Effective Date	TBC
Incumbent:	TBC	Business Unit:	Pacific Aluminium
Reports to:	Reduction Line Superintendent	Division:	New Zealand Aluminium Smelters Limited
No. of Direct Reports:	13	Team:	Reduction
No. of Indirect Reports:	0	Location:	Invercargill, NZ
Role Band:	K Band	Financial Authority:	1,000

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

This is a Roster 2 role, leading one of four crews in the Line Operations output team in Reduction. The Reduction Crew Leader takes accountability for setting and maintaining the direction of the Reduction shift team, providing coaching and feedback to crew members and leading the crew to deliver specific quality and quantity of output in a safe, agile and effective manner.

The crew consists of Operators and Process Controllers. It is an expectation to create a culture within the Crew which is aligned to the specific business objectives, and to display behaviours consistent with structured problem-solving and operational excellence.

Accountabilities

Technical

- Lead the Crew in a way that ensures that the performance of the team meets or exceeds plan; and that the plant is operated according to procedures, in line with specifications and area requirements.
- Demonstrate comprehensive working knowledge of Reduction production processes and equipment
- Deliver operational excellence by identifying and implementing improvement initiatives.
- Work to accepted problem-solving practices to identify root cause, containment, and countermeasures.
- Understand the linkage between work conducted (quality and quantity) and the impact on other departments, and outcomes for the business.

Health, Safety and Environment

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

Leadership

- 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 Operations 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.
 - Cooperate and assist one another, going out of their way to help others.
 - Offer multiple suggestions in support of the operation'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.

Team Membership

- Personally identify which activities are most critical for achieving the Superintendent's priorities and make requests to take on additional work without waiting to be told what to do.
- Offer to take the lead in completing activities and achieving the Superintendent'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 desired goals.
- Mentor, teach, and coach peer Crew Leaders to improve their skills and performance.
- Ask for honest feedback from the Superintendent and demonstrate genuine efforts to improve on any identified opportunities.
- Anticipate future events and keep the Superintendent informed of important developments.
- Respectfully challenge views on important issues and ask relevant probing questions even though it may lead to conflict with others.

Problem Solving

The Reduction Crew Leader is expected to use a structured problem solving methodology to ensure correct decisions and resources are used to:

- **Identify:** Identifies problems or potential problems using data.
- **Plan:** Plans for solving the problem and determine the prerequisites.
- **Use a Team:** Participates in and involves other people with the necessary knowledge.
- **Define and describe the Problem:** Specifies the problem by identifying in quantifiable terms: who, what, where, when, why, how, and how many.
- **Develop Interim Containment Plan:** Implement and verify interim actions: defines and implements containment actions to isolate the problem from any customer.
- **Determine, Identify, and Verify Root Causes and Escape Points:** Identifies all applicable causes that could explain why the problem has occurred. Also identifies why the problem has not been noticed at the time it occurred. All causes shall be verified or proved. Can use five whys or fish bone diagrams, etc, to map causes against the effect or problem identified.
- **Choose and Verify Permanent Corrections for Problem:** Quantitatively confirms that the selected correction will resolve the problem for the customer. (Verify the correction will actually solve the problem.)
- **Implement and Validate Corrective Actions:** Defines and implements the best corrective actions.
- **Take Preventive Measures:** Modifies the management systems, operation systems, practices, and procedures to prevent recurrence of this and all similar problems.
- **Celebrates Success:** Recognise the collective efforts of the team and share success with wider organisation.

Key Relationships

- Department Manager
- Line Superintendents
- Reduction Crew including Process Controllers and Operators
- Process Engineers
- Technical Specialists

Education and Qualifications

Education and Qualifications:

- NCEA Level 3 or equivalent school certificate.
- Demonstrated experience in a leadership role is preferable.

Licenses/Certifications:

- Class 1 Drivers Licence.

Training:

- Internal and external training to be provided as deemed required.

Other skills and qualifications:

- Strong computer literacy including Microsoft Office, SAP.

Languages

- Fluent in written and spoken English

Relevant Experience

Technical

- Experience and knowledge 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 safety, environmental and people issues.
- 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.

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 (ie. 12 month) plans that effectively detail how the business strategy will be achieved and implemented.
- 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

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.