

Role Description – Process Controller

Role Title:	Process Controller (PC)	Effective Date	TBC
Incumbent:	TBC	Business Unit:	Pacific Aluminium
Reports to:	Reduction Crew Leader	Division:	New Zealand Aluminium Smelters Limited
No. of Direct Reports:	-	Team:	Reduction
No. of Indirect Reports:	0	Location:	Invercargill, NZ
Role Band:	N 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

The Process Controller operates on a Roster 2 shift, and is accountable for carrying out routine and assigned tasks specific to the operation of a group of cells. The focus of the work is to measure and maintain the key process control parameters within guidelines specified by the Line Superintendent and Process Control Engineer.

All functions must be carried out in a safe, efficient and cost effective manner in compliance with all NZAS policies, procedures, standards and legislative requirements, with a focus on teamwork and quality of work completed.

Accountabilities

Technical

- Complete all PC tasks which includes investigating, identifying and actioning any reduction cell related process issues that may affect process safety and stability, and therefore the overall performance of the Reduction Department.
- The PC role is accountable for maintaining and improving the plant process performance over time. The role utilises their own and their team's skills and knowledge to maintain minimal process variation by identifying and responding to variations.

Health, Safety and Environment

- Actively demonstrate strong safety 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 robust systems.

Performance Behaviours

- Personally identify which activities are most critical for achieving the Crew Leader'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 Crew Leader'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 team members to improve their skills and performance.
- Ask for honest feedback from the Crew Leader and demonstrate genuine efforts to improve on any identified opportunities for improvement.
- Anticipate future events and keep the Crew Leader 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 Process Controller 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

- Crew Leader
- Process Control Engineer
- Other Crew Members including other Process Controllers and Operators
- Hot Metal Team from Metal Products
- Reduction Superintendents
- Department Manager

Education, Qualifications, Knowledge, Skills and Experience

Education and Qualifications

- Basic literacy, numeracy and computer skills.

Knowledge and Skills

- High commitment to health, safety and environment.
- Sound process knowledge and practical ability to apply process skills.
- Excellent oral and written skills to ensure clear and concise communication.
- Ability to work effectively both within a team and independently with minimal supervision.
- Crane and vehicle operation skills.
- Ability to programme and prioritise work.

Relevant Experience

- Experience and knowledge of the Reduction function and how the processes and resources interact with other functions and teams.
- Demonstrated ability to develop prioritised work plans and effectively utilise resources (people, plant, process).
- Championing Business Improvement – supports business improvement initiatives and where possible acts as a champion in managing and driving improvement initiatives.
- Operational Delivery – Ability to produce high quality output within compressed timeframes and changing work environment whilst maintaining an exceptional attention to detail.

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.