



## Motueka Shellfish Senior Supervisor – Job Description



<b>POSITION TITLE:</b>	<b>Shellfish Senior Supervisor</b>	
<b>BASED:</b>	Motueka	
<b>REPORTS TO:</b>	Motueka Shellfish Production Manager	
<b>DIRECT REPORTS:</b>	All NS Shellfish processing staff	
<b>OVERALL PURPOSE:</b>	To ensure that final product produced by the Shellfish departments consistently meets the company standard while operating within company Risk Management Programme	
<b>RELATIONSHIPS</b>	Internal	Shellfish Division GM Blenheim Site Manager Blenheim Operations Manager Department Supervisors & staff
	External	External contractors Suppliers Personnel at other Talley's sites
<b>DELEGATED AUTHORITY:</b>	As per delegated authority guidelines.	

<b>KEY ACCOUNTABILITIES</b>	
<b>List the key accountabilities and responsibilities of the role</b>	<ul style="list-style-type: none"> <li>• Knowing and understanding the company's Risk Management Programme, specific to the Shellfish Department.</li> <li>• Being conversant in the Shellfish department's compliance programme and understanding the roles the Quality Checkers have in the daily running of the processes.</li> <li>• Active involvement in the recruitment, induction and training of all processing staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Overseeing the training and development of key personnel.</li> <li>• Daily monitoring of KPIs to ensure company expectations are being achieved and instigating resolutions when there are issues.</li> <li>• Liaising with sales staff to ensure orders are being produced in a timely fashion and that the customer information is true and correct at all times.</li> <li>• Having an innate knowledge of the various machinery and equipment used in the shellfish processes and communicating faults and issues to the relevant trades staff and outside contractors to ensure speedy repair.</li> <li>• To ensure the company and industry's stringent hygiene standards are adhered to.</li> <li>• An intimate knowledge of the clean down procedures and the chemicals used during these clean downs. Also responsible for the training and development of cleaning staff so they understand the importance of the lean down and the health and safety risks associated with this procedure.</li> <li>• Implementation of regular quality checks to ensure the final product consistently meets the company standard.</li> </ul>
<b>Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>• Accurately maintain all documentation and records, both written and electronic</li> <li>• Ensure company documented procedures and business rules are adhered to</li> <li>• Ensure work is completed on schedule and to an acceptable standard</li> <li>• Maintain a safe and clean work area</li> <li>• Consult with contractors, trades, and other workers on-site</li> <li>• Provide coaching and guidance to staff so that they can effectively carry out their roles to a high standard</li> <li>• Provide motivation and assistance when necessary.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>• All day-to-day tasks required as normal</li> <li>• Cleanliness is non-negotiable</li> </ul>
<b>Overlapping Duties</b>	<ul style="list-style-type: none"> <li>• Provide coaching and guidance to staff so that they can effectively carry out their roles to a high standard</li> </ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• Working under the direction/guidance of functional/site manager to effectively and consistently implement relevant H&amp;S processes that will help meet and achieve annual H&amp;S targets/goals.</li> <li>• Regularly and consistently ensuring that staff members clearly understand and can apply H&amp;S requirements in practice.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• From time-to-time other tasks may be requested of you to align with the changing needs of the business.</li> <li>• Positively contribute to improvement efforts across the wider team</li> </ul>

## KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

<b>Qualifications and/or Experience:</b>	<ul style="list-style-type: none"> <li>• A relevant qualification is desired, but not required</li> </ul>
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<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Strong leadership and management skills</li> <li>• In-depth knowledge of site operations</li> <li>• Excellent communication skills</li> <li>• Strong knowledge of cleaning procedures and maintenance practices</li> <li>• Solid understanding of health and safety regulations and practices</li> <li>• Computer literate with capability in email, MS Office, MS Teams</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Strong attention to detail</li> <li>• Resilient</li> <li>• Pragmatic and proactive</li> <li>• Ability to self-manage and use initiative</li> <li>• Driven for results</li> <li>• Have a can-do attitude</li> <li>• Be a team player</li> <li>• Have a desire to learn and grown your skills further</li> </ul>

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> <li>• Please refer to the separate KPI document.</li> </ul>

*I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_