

Nadrasca Industry



1. POSITION DESCRIPTION

Position Title: Production Supervisor

The Position: The Production Supervisor reports directly to the Production Coordinator, Nadrasca Industry and takes full accountability for the day-to-day operations of Teams within Nadrasca's Contract Services business. This is a hands-on position, with an emphasis on employment growth and support.

The Location: 52-62 Rooks Road, Nunawading, Vic. 3131

2. ORGANISATIONAL AND JOB CONTEXT

Nadrasca is a not-for-profit company that receives both Federal and State Government funding. Nadrasca's Purpose is to Establish and Develop a Range of Services for People with a Disability. In accordance with the Constitution, Nadrasca provides services including, but not limited to, the areas of employment services, residential services, education services, aged persons services and leisure and recreation services.

Nadrasca is a values-based company which promotes a trustworthy, caring, respectful and supportive service. Nadrasca aims to provide the highest quality of service to the people it supports in accordance with the relevant Acts and Standards.

Nadrasca seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to be open, flexible and responsive to new ideas and ways of working and actively supportive of each other with respect to achieving the best outcomes for Nadrasca and the people it supports.

Nadrasca employs 170 supported employees with a disability in Nadrasca Industry and supports 200 people within Nadrasca Community. Nadrasca has approximately 170 full-time, part-time and casual staff.

3. KEY RESPONSIBILITY AREAS

Key responsibilities:

- To provide support to employees; to assist in the achievement of Employee aims and to maximise the individual's employment potential within Nadrasca Industry, leading to open employment. This includes, but is not limited to the following tasks:

- Documenting the progress of employees through daily support/progress notes
- Completing the required employee reporting documentation
- Assisting in the skill development of employees
- To efficiently organise and supervise Nadrasca Industry employees and the respective work and production processes.
- To effectively utilise raw materials, equipment, jigs and machinery to achieve maximum outcomes.
- To meet or exceed customer needs in terms of quality, service and delivery.

Key Performance Indicators

- Nadrasca Industry Operational Line Efficiencies
- Achievement of Production Schedule
- Quality Audit Results
- Achievement of Disability Service Standards targets
- Employee Training and Development targets

Accountability

The position is accountable and reports to the Production Coordinator for the efficient, safe and effective delivery of a range of tasks within predetermined budget, quality, and time constraints.

The incumbent has authority and discretion to act within established operational and budget guidelines as determined by the Production Coordinator and/or other relevant persons, and within the constraints of various legislation, regulations, standards, policies and procedures.

Internal Liaisons

The Production Supervisor is expected to liaise with the following people and areas within Nadrasca:

- Training and Support Coordinators
- Business Industry Development Managers
- Operations Administration Assistant
- Corporate Services staff
- Manager, Quality & Compliance
- Nadrasca Support Staff
- People Nadrasca supports

Direct Reports: Employee Teams as designated.

4. KEY SELECTION CRITERIA

Selection will be based on the skills, knowledge, experience and personal attributes that are required for achieving the key accountabilities listed above, along with the following:-

Qualifications and Experience

- Knowledge and/or understanding of production processes in a manufacturing and supervision environment.
- Strong inter-personal and leadership skills.
- High level organisational and communication skills.
- High level computer skills.
- A Certificate IV in Disability or a training discipline or any other relevant qualification is desirable.
- Experience in or exposure to the disability industry would be an advantage.

Skills and Attributes

- Must have excellent communication skills, both written and verbal.
- Must have excellent interpersonal skills and the capacity to relate to people at all levels of the business.
- Must have excellent customer service skills.
- Excellent time management skills to complete tasks.
- Ability to prioritise and plan own workload.
- Strong administrative skills.
- Self -motivated and able to work with minimal direction and supervision, with a proven ability to work autonomously and within a team.
- Ability to be flexible and work using own initiative.
- Advanced computer skills in Microsoft Office suite and databases.
- Ability to maintain office information and warehouse management systems and procedures with attention to detail.
- Ability to exercise sensitivity and maintain strict confidentiality, when required.

5. EMPLOYMENT GUIDELINES

All Nadrasca staff are required to:

- Comply with Nadrasca's Code of Conduct
- Comply with all Nadrasca policies and procedures at all times.
- Comply with all occupational health and safety legislation and regulations
- Comply with all other Commonwealth and State legislation relevant to the company.
- Work in a collaborative fashion with Nadrasca staff, employees, service users, customers, and stakeholders
- Uphold and enhance the reputation of Nadrasca
- Maintain the highest level of integrity in the conduct of Nadrasca business
- Undertake identified training and development activities/programmes
- Take part in Nadrasca's performance appraisal process

Applicants must be prepared to undertake a medical assessment to determine fitness to undertake the inherent duties of this position.

All staff must undergo a National Police Check and a Working with Children Check prior to employment.

All relevant staff must provide evidence of unrestricted Australian residential and working visa.

Name (Staff Member):

Signed (Staff Member):

Date:

Name (Manager):

Signed (Manager):

Date:
