

Position Description

Position Title:	FOPS – Source Material Supervisor
Reports to:	FOPS – Source Material Manager
Group Division/Function:	FOPS – GFG / Field Operations

Role Purpose	
<p>The purpose of this role is to act as a Source Material Supervisor in the area of our Source Material operations.</p>	
1.	The purpose of the role is to actively supervise the day to day Source Material Operations, under the guidance and management of the Source Material Manager, in order to optimize resource use, minimize production costs and maintain quality standards.

Key Area of Accountability	% of the Total Role	What are the Outputs Expected
Supervise	40%	<ul style="list-style-type: none"> • Play a hands on role in the Supervision of the day to day operations of staff and facilities. • Assist the Source Material Manager in the forming of the daily/weekly operational plan including the rostering/assigning of personnel to tasks that achieves the production outcomes. • Train, coach and lead team members. • Ensure job sheets / SOPs are issued to teams prior to commencement of every task, and Team Leaders have trained / instructed their teams correctly and are adhering to the SOP/Job Sheets. • SOPs are strictly adhered to. • Ensure processes are completed in a timely manner with a focus on ensuring we deliver on time, on quality, in specification, and on KPI. • Be proactive in learning about plant health, pest and disease to assist in the production of top-quality vines.
Operations	30%	<ul style="list-style-type: none"> • Play a hands-on role in FOPs activities, as directed by the Source Material Manager. • Make sure all equipment required is in good order, calibrated and available prior to activities commencing. • Operate machinery in a safe manner and according to the companies Health and Safety standards. • Assist with the FOPs operation ensuring traceability is not compromised and contribute to the ongoing training of staff. • Ensure all documentation that you are required to carry out is done accurately, according to SOP and in a tidy manner. • Safe use and appropriate application of agri-chemicals. • The safe and responsible operation of tractors and plant and equipment • Ensure all plant & Equipment is maintained in optimal condition

General	25%	<ul style="list-style-type: none"> • Day to day monitoring of systems, process and standard operating procedures, which assist in ensuring the compliant achievement of the production targets, outputs and outcomes, are in place and functioning. • Day to day monitoring and implementation of plans, schedules and workflow. • Quality control issues and problems are reported on. A positive attitude towards quality is developed, maintained and rewarded across all areas of production. An environment of continuous quality improvement is maintained. • Assist the FOPs Manager in creating a team environment that rewards positive attitudes, progressive and inclusive thinking, and a continual focus on betterment and improvement. • Assist the FOPs Manager in fostering a focus on achieving the businesses Sustainability goals. • From time to time the Employee may be required perform other duties within other areas of the company which the Employer may reasonably expect the Employee to perform as the needs of the business dictates.
Health and Safety	5%	<ul style="list-style-type: none"> • All Practicable Steps are taken to ensure safe and best practise operating procedures are always used. • Ensure any H & S concerns are notified to the Source Material Supervisor or appropriate delegate as soon as practicable after identification. • Incident and Accident reports are completed and submitted in a timely manner

Key Requisites
Education/Experience and Qualifications
<ul style="list-style-type: none"> • Minimum 2 years relevant experience at a comparable level
Special Skills/Competencies
<ul style="list-style-type: none"> • Current drivers licence • Adaptable, flexible, able to change plans based on the changes in the plants, a problem solver. • Dedicated, with a positive attitude. • Self-aware, regimented/understands and works to the time sensitive nature of the plants. • Takes responsibility for results, organised, sets standards • Strong interpersonal skills, a clear communicator, collaborates well with others, builds relationships.

Key Working Relationships		
Most frequent Contacts	Internal/External	Nature or Purpose
Source Material Manager	Internal	<ul style="list-style-type: none"> • Reporting Line • Any relevant strategic or operational issue impacting on the business.
Source Material Team Leader/QC Field Nursery Manager Field Nursery Supervisor Team Leaders FOPs Workers	Internal	<ul style="list-style-type: none"> • These are key working relationships and need to be developed and maintained.

Riversun Staff	Internal	<ul style="list-style-type: none">It is expected that a courteous and professional working relationship will always be maintained with all other Riversun employees and management.
External Service Providers and Customers	External	<ul style="list-style-type: none">As required and/or directed from time to time.