



POSITION DESCRIPTION

Position Title:	Senior Supervisor
Department:	Oakdale
Immediate Manager:	Leading Productions Supervisor
Manager One Removed:	Operations Manager

The Organisation

OAK Tasmania (trading as OAK Possability) is a non-profit organisation, providing a range of quality individual and flexible support options, supported accommodation, employment and training, respite and intensive support for people with disability and children and young people with a history of adversity.

OAK Tasmania (trading as OAK Possability) has a vision for a world where everyone has the opportunity to pursue their potential. We are catalysts for change in the broader community and in the lives of the people we serve. We believe that freedom and independence are fundamental human rights. Through our actions and conversations we are champions for inclusion.

OAK Tasmania (trading as OAK Possability) is committed to providing a quality service designed to be responsive and flexible to individual needs. We do this by removing barriers, increasing options, developing skills and lobbying for change to enable people to achieve their personal goals and achieve their vision of a good life.

Position Purpose

This role is responsible for assisting the Leading Production Supervisor with scheduling and supervising the daily production of quality timber products to meet consumer demand, working with and supervising a team of supported employees whilst adhering to safety requirements and meeting daily production targets.

Operating Context

The employee is required to set and mutually agree priorities and monitor work flow in the areas of their responsibility. Any issues falling outside these areas are to be referred to the employee's supervisor.

Autonomy

This position is directly responsible to their immediate Supervisor for all aspects of service delivery programs under their control.

Role Accountabilities

1. To assist in the overseeing of the manufacture of routine and non-routine timber products utilising a team of staff, and supported employees according to work schedules, orders and instructions.



2. To ensure issues which affect production, such as costs and capacities are recognised and referred to the Leading Production Supervisor.
3. Assist in the facilitation of the continuing implementation and growth of training and development programs with the goal of enhancing the employability of Oakdale Industries staff and employees.
4. In consultation with the Leading Production Supervisor, establish, maintain and modify systems within the work area to enable production schedules set, to be met.
5. Monitor and report to the Leading Production Supervisor on quantity of stock items on hand and their capacity to meet production and special orders.
6. Allocate specific tasks/activities to staff, set up machinery and equipment, provide training or demonstration and supervise staff activities as required.
7. Supervise, encourage, assist and train staff and supported employees as required.
8. Perform general duties within Oakdale Industries production process.
9. Ensure that any required daily records of production are made and retained in accordance with procedures.
10. Provide technical expertise and co-ordinate maintenance to machinery and equipment.
11. Review all maintenance schedules and arrange tradespersons to repair equipment as required.
12. Ensure that facilities meet the needs of the employees and the aims of the division.

Generic Accountabilities – All Managers

1. Lead and develop a high performance team aligned with OAK Possability’s strategic direction and goals.
2. Establish appropriate KPIs for the team and monitor group and individual performance against them.
3. Conduct team meetings at which progress against KPIs is monitored and discussed.

Generic Accountabilities – All Employees

To provide clients with high quality support that addresses individual needs and enhanced independence, abilities, community participation and/or quality of life all employees are expected to:

1. To demonstrate consideration, understanding and respect for clients and their families at all times in all interactions.
2. Ensure personal and team contribution support overall team effectiveness by demonstrating a high level of commitment and efficient follow through of any tasks until completion or as otherwise agreed with the Chief Executive Officer (CEO).
3. Monitor and report performance against KPIs and take corrective action as required.
4. Consult and collaborate with colleagues, managers and subject matters experts (internally and externally) to ensure the best possible outcomes for OAK Possability.

5. Provide a safe working environment within your area of responsibility, actively participating in and supporting a 'safety first' business culture.
6. Ensure compliance with Statutory and Regulatory requirements, and our policies, processes and procedures.
7. Emulate and encourage others to adhere to, our values in all work related activities.

8. Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee/volunteer of OAK Possability you are required to meet the behaviour standards outlined in our 'Safeguarding Children – Practice and Behaviour Guidelines'. You will have received a copy of these guidelines as part of your induction. You can also access a copy of these guidelines in the Safeguarding Children and Young People Policy section on SharePoint.

Therefore as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Role Dimensions	
This position manages:	Assist in the management of 5 Production Supervisors and Driver supervisors
Expenditure Authority:	Nil
Expense Budget:	Nil
Revenue Budget:	Nil
Assets under control:	(Assist in) all production equipment

Key Performance Indicators

- To be agreed with the direct supervisor of the role.

Relationships	
Internal	External
Production Staff	Suppliers
Production supervisors	Customers
People and Culture	Industry associations

Case Management Team	Training Providers
Supported Employees	

Selection Criteria	
Essential Qualifications and Experience	<ul style="list-style-type: none"> Trade related qualification in Timber Manufacturing / Wood Machining or equivalent industry experience Certificate 3 in Disability Work or an equivalent qualification
Level of Expertise	<ul style="list-style-type: none"> Experience in the timber industry preferably in a small to medium manufacturing operation. Relevant experience in the provision of supported employment for people with a disability or social disadvantage. Understand the production process and have the ability to lead the production team to meet targets and deadlines. Have a detailed knowledge of machinery operation and techniques and possess appropriate license endorsements to be able to operate all Oakdale Industries machinery. Through the use of effective interpersonal skills and appropriate communication be able to direct the staff within Oakdale Industries. Understand the process of quality control in a manufacturing environment and apply it to the functional areas within Oakdale Industries. Demonstrate a positive approach to the rights of people with disabilities.
Behaviours	<ul style="list-style-type: none"> Analytical Thinking and Data Analysis – understands the operating environment and makes decisions based on fact-based analysis. Adapting to and Leading Change – seeks opportunities to transform the business by supporting others through the change process. Commercial Thinking – practically applies technical/functional expertise and challenges the status quo in contributing to business success. Delivering Results – drives and delivers performance against set goals. Formulating Concepts – demonstrates short to medium term visioning and develops a plan to achieve the vision. Delivering Results – efficient follow through of any tasks to completion or as otherwise determined by the direct supervisor or designated employee. Emulating Values – demonstrates, through behaviour, an alignment to and an understanding of our values and the criticality of those values to our ongoing success. Exercising initiative and/or judgement - appreciation of the necessity to exercise limited initiative and/or judgement within clearly established procedures and/or guidelines to find positive solutions in response to identified needs. Leading – demonstrates, through behaviour, the ability to be a successful and effective leader. Confidentiality – applies the highest level of confidentiality. Has an understanding that confidentiality is an imperative for clients, their families, employees and the organisation.

Other Requirements

- Current unrestricted Tasmanian driver’s licence
- Fork Truck License
- State-wide travel as required to meet business needs
- Provision of a satisfactory National Police Check
- Provision of a Working with Children Check and vulnerable people registration
- Provision of a satisfactory pre–employment medical report

Our Values

All of the “ways of working” flow from the following values.

Humanity: Human rights and dignity underpin all our decisions and actions. We believe that every individual has the potential to grow and the right to determine how their life will be lived.

Innovation: Driven by our commitment to excellence, we are continually learning, taking on new challenges, and constantly finding ways to excel in the dynamic world we operate in.

Accountability: We know where we are heading and why. By being efficient, effective and persistent we find ways to make things possible and deliver results.

Honour: We take pride in our work, are true to our word, honor our commitments and treat our colleagues and clients with integrity and respect.

Version Control and Change of History

Version	Effective from	Amendment
001	2017	Drafted by Human Resources Business Partner
	2018	Reviewed and updated by People & Culture Manager
000		Issued/revised by Ginger Motto (Quality Manager). Added Safeguard Children and Young People accountability criteria to Generic Accountabilities (Item 8).
000		The “employer” changed to OAK Tasmania (trading as OAK Possability). Co-branded document with new OAK Possability logo.