POSITION DESCRIPTION
Seed Coating Plant Operator

Purpose of the Role:

The role of Seed Coating Plant Operator is to assist with the running of the seed coating plant and additional seed processing functions in Rolleston, enabling Barenbrug to achieve its business objectives, contributing to making Barenbrug the pasture company for all farmers.

The role of the Seed Coating Plant Operator is to provide assistance to the Production Team Lead ensuring products meet Barenbrug's quantity and quality requirements.

This role will be based in Rolleston.

Reports To:	Production Team Lead Rolleston Facility
Direct Reports:	Seed Coating Plant Operators (casual)
Key Relationships	
Internal:	Rolleston Operations Manager Warehouse distribution staff, Rolleston Inventory Manager Supply Chain Assistant & Export Co-Ordinator Operations Administrator Finance & Operations Director
External:	Third Party Suppliers

Key Responsibility	Key Tasks	Key Outcomes
Seed Coating Operations	• Assist the Production Team Lead in the smooth running and efficient operation of the seed coating plant. • Liaise with the Production Team Lead to ensure coating priorities are achieved.	• Targeted objectives are achieved
Warehouse Management	• Provide assistance to the Warehouse distribution team with the despatch, receipt and sampling of seed as required.	• Team resources are allocated appropriately to meet targeted objectives
Seed Coating Management and Administration	• Assist with stock control and help to ensure appropriate stock levels are maintained. • Assist with maintenance of the seed treatment facilities and plant, keeping all equipment and facilities clean, tidy and in running order. • Provide administration support to assist in the provision of internal reports.	• Stock control levels are maintained. • Facilities are clean and tidy and in running order.
Relationships and Development	• Establish effective relationships with Barenbrug staff through regular communication and feedback, making sure that any issues are managed to achieve agreed outcomes. • Identify expectations and timeframes to ensure quality service delivery, and understand issues. • Respond quickly to address concerns and problems and generate mutually beneficial solutions. • Develop and use collaborative relationships internally to achieve seed coating information goals. • Assist with training for casual staff. • Gain the respect of colleagues and casuals in the completion of duties.	• Staff express satisfaction with the services delivered – on time and to a high quality. • Staff feedback results in improved practices. • Collaborative relationships strengthen customer services.
Quality Management	• Initiate action to correct quality issues. • Maintain quality records in line with Barenbrug QMS and statutory documentation. • Contribute to the maintenance of Barenbrug QMS programme. • Continually look for improvements in seed coating systems and processes.	• QMS standards are achieved and are fully compliant. • Suggestions and improvements are recommended to management.

Key Responsibility	Key Tasks	Key Outcomes
Health and Safety	• Comply with Health and Safety legislation and regulations. • Observe all Barenbrug safe work policies and procedures. • Take responsibility for your own health and safety and ensure no action or inaction on your part harms others in the workplace. • Lead by example by actively promoting health and safety. • Attend training courses to qualify for relevant health and safety certificates.	• A safe and healthy working and learning environment is maintained at all times. • Policies and procedures are followed. • Training courses and refreshers are attended timely as required.
Communication	• Communicate effectively between seed coating and warehouse staff and, using appropriate language to ensure understanding. • Actively communicate important developments with key people to ensure all relevant issues are shared in a timely manner. • Ensure that all issues that need to be brought to the attention of the Production Team Lead are raised at the appropriate time and with options for resolution. Operate on a principle of “no surprises”.	• There are no surprises for Production Team Lead. • Knowledge and expertise is shared with other staff.
Contribute to Barenbrug business direction	• Actively communicate important developments with key people in the business to ensure all relevant issues are shared in a timely manner. • Monitor and prioritise activities in order to achieve targets in line with business priorities. • Attend staff meetings. • Align individual work plans with the goals and objectives of Barenbrug. • Contribute to the sustainability efforts of the business through the responsible use of resources and equipment. • Keep current and comply with Barenbrug policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures. • Demonstrate commitment to own professional development, taking advantage of learning opportunities and	• Critical activities are prioritized to prevent scheduling conflicts and ensure work is completed on time. • Costs are actively managed and controlled. • Barenbrug is assisted with achieving its business objectives. • New and challenging areas for learning are identified. • New learning is applied on the job.

Key Responsibility	Key Tasks	Key Outcomes
	engaging fully in the performance planning process. • Keep the Production Team Lead informed of all key issues. • Assist with such other projects and activities as may be required from time to time.	
Other duties	• Undertake specific projects in other departments when appropriate.	