

Position Description

Position:	Grain Plant Operator
Position Holder:	TBC
Reports to:	Site Manager
Location:	Te Awamutu
Business Unit:	Grain
Hours of work:	Full time, 40 hours per week
Job Family:	Operations/Support People

Customer Relationships	Who
➤ External	Customers/Clients External Suppliers
➤ Internal	Site Manager All PGG Wrightson Seeds Staff

Position Contribution:

The Grain Plant Operator in conjunction with the Site Manager is to take responsibility for plant at the Te Awamutu site to ensure that the day to day customer and company requirements are met particularly in terms of appropriate grain handling tasks.

Scope	Dimensions
Operational budget \$ NA	Reporting to the role – NA
Key Accountabilities	Primary Tasks

Silo Operations	<ul style="list-style-type: none"> • To receive, deliver and dry grain as appropriate and according to specifications. To complete documentation (weighbridge docket etc.), take samples and to perform tests and maintain inventory computer records as required. • Ensure the grain drier is operated in a prescribed manner, ensuring cost effectiveness, adhering to prescribed drying specifications and recording temperatures and moistures in dryer log sheet. • Identify and advise repair maintenance needs. Assist in the formulation of an on-going preventative maintenance plan • Ensure bagging and manufacturing of added value grain products is performed to specifications. • Carry out other tasks as required to enhance the operation of the plant.
Quality Assurance	<ul style="list-style-type: none"> • Comply with the individual customer requirements in regard to grain testing, storage and drying procedures. • Be familiar with and carry out the concepts and principals of the PGG Wrightson Seeds Grain Drying & Storage Quality manual. • Ensure that all grain conforms to contract specifications / quality standards. • Maintain a high awareness of safety issues and ensure Health & Safety policies and procedures are complied with. • Take responsibility for enhancing the company image and presentation and hygiene of silos and surrounding area by maintaining cleanliness and tidiness. • Assist in stock control.
Customer Satisfaction	<ul style="list-style-type: none"> • Provide appropriate service to all suppliers and customer, both internal and external. • Communicate with peers in a manner that commands respect
Health & Safety	<ul style="list-style-type: none"> • Adhere to all Health and Safety policies and procedures • Promote safe practices and ensure a safe site
Human Resources	<ul style="list-style-type: none"> • Adhere to all HR policies and procedures

<p>PGG Wrightson Seeds & Grain Intellectual Property</p>	<ul style="list-style-type: none"> • Will agree not to transfer any intellectual property from the company without authorisation • Ensure confidentiality and security of intellectual property that the position of Grain Plant Operator is privy to
<p>Other duties - as reasonable directed by the Site Manger from time to time.</p>	<ul style="list-style-type: none"> • To complete such tasks and projects in a competent and timely manner in accordance with directions.

Qualifications, Technical Skills, Knowledge and Ability

- A high standard of English and excellent interpersonal communication
- Attention to detail and high standards of quality
- Engineering ability and a technical knowledge with experience in the operation of machinery
- An aptitude to learn
- Reliable, self-motivated
- Physically fit and unafraid of heights
- Able to work extended seasonal hours
- Able to work as part of a team

Behavioural Competencies

<p>Achieving Results</p>	<p>Sets challenging goals for self and understnads performance expectations; effectively managing one’s time and resources to ensure that work is completed efficiently, safely and to a high quality standard; celebrates achievement of results. <u>Key Actions</u></p> <ul style="list-style-type: none"> • Sets Goals and performance standards • Prioritises. • Leverages resources • Delivers • Ensures high quality output • Celebrates success
<p>Customer Focus and Understanding</p>	<p>Understanding the customer and effectively meeting their needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty. <u>Key Actions</u></p> <ul style="list-style-type: none"> • Establishes effective interpersonal relationships • Clarifies the current situation • Takes action • Assures customer satisfaction • Meets PGW’s needs
<p>Knowledge Sharing</p>	<p>Actively shares and contributes own knowledge, skills and expertise to develop the knowledge, skills and expertise of others. <u>Key Actions</u></p> <ul style="list-style-type: none"> • Identifies Opportunities • Ensures Understanding • Offers feedback • Encourages application

Behavioural Competencies	
Decision Making	<p>Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, probable consequences and PGW's vision and values.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> • Identifies issues, problems, and opportunities • Gathers information • Interprets information • Generates alternatives • Chooses appropriate action • Commits to action • Involves others
Continuous Learning	<p>Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application; remaining open to change and challenge.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> • Targets learning needs • Seeks learning activities • Maximises learning • Applies knowledge or skill • Openness to change and challenge
Teamwork	<p>Actively participating as a member of one's own team and the broader PGW team; building good relationships and playing one's part as a team member, so as to assist in the achievement of both Business Unit and PGW goals.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> • Functions as a PGW team player • Assists goal achievement • Involves others • Informs others • Models commitment
Effective Communication	<p>Recognising one's role in PGW's communication; clearly and succinctly conveying information and ideas to individuals; communicating in an appropriate manner.</p> <p><u>Key Actions</u></p> <ul style="list-style-type: none"> • Takes initiative to share information • Communicates appropriately • Listens to and comprehends communication from others • Delivers clear messages • Ensures understanding • Follows up

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Position holder

Date

Reporting manager

Date