

## POSITION DESCRIPTION

			<b>Version: 05</b>
<b>Job Title:</b>	<b>Process Operator</b>	<b>Date updated:</b>	<b>August 2016</b>
<b>Incumbent:</b>		<b>Initials of incumbent:</b>	
		<b>Signature of incumbent:</b>	
<b>Reports to:</b>	<b>Production Supervisor / Team Leader</b>	<b>Department/Company:</b>	<b>Operations</b>

### 1.0 PURPOSE OF POSITION

To carry out the tasks required to achieve the Production Schedule in a timely and efficient manner, while adhering to relevant Standard Production Procedures (SPP's) and Standard Operating Procedures (SOP's).

### 2.0 KEY ACCOUNTABILITIES

#### 2.1 SH&E Management

Demonstrate commitment & responsibility for SH&E by:

- Ensuring high standards of housekeeping are maintained
- Reporting all incidents, near-misses, and hazards immediately
- Working safely – don't do anything that you know to be unsafe
- Speaking out if you see others do anything unsafe
- Being involved in investigating incidents within agreed timeframes (injuries = 2 days, others = 5 days)
- Attending SH&E training and occupational health monitoring sessions
- Following procedures relating to SH&E
- Minimising waste to drain and comply with resource consents
- Following procedures, policies and ensuring the correct operation of environmental controls
- Identifying environmental risk and opportunities for improvement

#### 2.2 Vision & Values

- Abide by the company policies.
- Actively demonstrate the company's visions and values in everyday operations

#### 2.3 Quality

- Produce finished product of required quality by following all relevant specified procedures (SOP's and SPP'S)
- Complete SPP's/Logbooks accurately and in real time
- Ensure training records reflect current status prior to commencing a task
- Inform Supervisor / Team Leader of training deficiencies
- Report any unusual events or deviations from procedures associated with product manufacture so that an assessment can be made using the Quality Management System
- Minimise deviations/non-conformance by following specified production procedures (SOP's and SPP's)

#### 2.4 Teamwork

Contribute to the Production team by:

- Provide assistance where required
- Participating in team meetings
- Interacting effectively with all levels of the organisation
- Support the Supervisor / Team Leader to achieve the Operations Functional Plan

## 2.5 Production

Carry out processes efficiently with a target of ensuring products are produced at or below standard cost by:

- Following procedures
- Minimising waste
- Identifying areas for improvement
- Carry out processes to meet the agreed production schedule as instructed by the area leaders

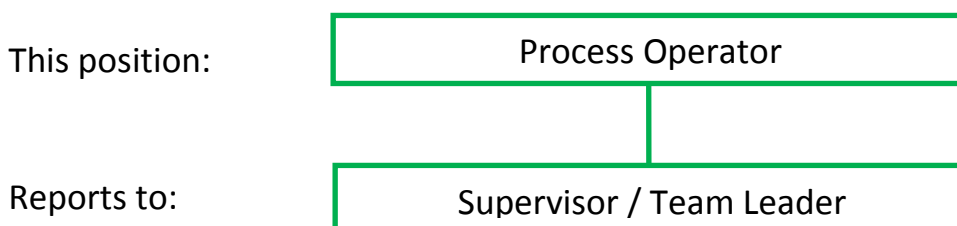
## 3.0 OPERATING ENVIRONMENT

**Elviti Holdings Limited** is the parent company of three subsidiary companies; namely New Zealand Pharmaceuticals Limited (NZP) [www.nzp.co.nz](http://www.nzp.co.nz), Just the Berries (JTB) [www.justtheberries.com](http://www.justtheberries.com) and Dextra Laboratories Ltd (Dextra) [www.dextrauk.com](http://www.dextrauk.com) located at two manufacturing sites in Palmerston North (New Zealand) and Reading (UK). The processes carried out at the Palmerston North site (where this role is based) are of a batch nature and include separation, distillation, filtration, ultrafiltration, evaporation, crystallisation and enzymatic digestion. Finished products are recovered by a variety of centrifuging and drying operations. Solvents are recovered by distillation. All processes are detailed in Standard Operating Procedures (SOP) and set out in Standard Production Procedures (SPP).

## 4.0 DIMENSIONS

Number of employees reporting directly	<b>0</b>
Number of employees in department/team	<b>55</b>
Number of employees in Company	<b>135</b>

## 5.0 REPORTING RELATIONSHIPS



MOST FREQUENT CONTACTS	NATURE OR PURPOSE
<ul style="list-style-type: none"> <li>• Quality Control staff</li> <li>• Logistics staff</li> <li>• Engineering staff</li> </ul>	<ul style="list-style-type: none"> <li>• In process control results</li> <li>• Ordering of materials</li> <li>• Maintenance requests</li> </ul>

## 6.0 CRITICAL QUALIFICATIONS / SKILLS / EXPERIENCE

6.1 Qualifications - Minimum	Qualifications - Desirable
Nil	School Certificate Chemistry or equivalent secondary education
6.2 Business / Technical Skills	Competency Level ( <i>High / Medium / Low</i> ) etc.
Ability to follow written procedures	High level
Ability to contribute to a functioning team	High level
Mechanical aptitude	Medium level
Basic chemistry knowledge (pH)	Medium level

<b>6.3 Experience - Minimum</b>	<b>Experience - Desirable</b>
Nil	Previous manufacturing experience
<b>7.0 CORE COMPETENCIES</b>	
<b>7.1 Competencies Required For The Position</b>	<b>Standard Definition</b>
Concern for Standards	Pursuing excellence in line with the organisations norms and values
Ability to Learn	Quickly understanding and applying information, concepts and strategies
Self-Control	Continuing to perform effectively in stressful and difficult circumstances
Flexibility	Ability to alter behaviour and opinions in the light of new information or changing situations
Analytical Thinking	Logically breaking problems down into their essential elements; carrying out diagnosis and developing solutions
Efficiency Orientation	Looking for the best use of resources
<b>8.0 DECISION MAKING AUTHORITY</b>	
<b>8.1 Decisions Expected</b>	<b>Recommendations Expected</b>
<ul style="list-style-type: none"> <li>Carrying out operations within established procedures</li> <li>Removal of processing waste</li> </ul>	<ul style="list-style-type: none"> <li>Solutions to any problems encountered</li> <li>Plant/Process modifications and improvements</li> <li>Daily scheduling of work within the production plan</li> </ul>
<b>9.0 MAJOR CHALLENGES</b>	
Meeting the production schedule utilising current resources and producing product at or below standard cost through efficient use of those resources	
<b>9.1 Typical Problems</b>	
<ul style="list-style-type: none"> <li>Variability of raw material quality</li> <li>Changing demands of customers</li> </ul>	