

POSITION DESCRIPTION

General Details			
Title:	Senior Manager – Provincial Foods	Incumbent:	Vacant
Manager:	Hamish Browning	Manager Title:	Executive General Manager Agribusiness
Department:	Provincial Foods	Location:	Lemnos Victoria
Scope:	Supervision of Operations & Performance	Date:	02/02/2021

Why the role exists

The PFG business is expected to grow in sales volume and value, the business will serve major domestic and international ingredients, retail, and food service customers. This business growth while providing great opportunity also escalates the need for precision in execution, in areas such as safety, operations, sales, and finance.

Duties

Function	Responsibilities
<i>Safety Management</i>	<ul style="list-style-type: none"> ▪ Responsibility for ensuring PFG is a safe and hazard free workplace and facility, overseeing; <ul style="list-style-type: none"> - Execution of safety requirements including co-ordination of regular safety assessments and audits, and actioning of required C/A's promptly to schedule, providing monthly reporting of Identified Risks, Near Misses, Lost Time Injuries, outstanding corrective actions.
<i>Operational Management</i>	<ul style="list-style-type: none"> ▪ Responsibility for Order Fulfillment <ul style="list-style-type: none"> - Management supervision of business functions, driving a safe, efficient, productive, and quality focussed workplace. - Co-ordinate the execution of sales activities, including strategy & plan, business development, and customer maintenance. - Oversee production staff in the delivery of orders to all customers in line with DIFOT requirements. - Oversee maintenance staff in the delivery of preventive and re-active maintenance and capex programs in line with budget. - Communicate regularly and effectively with Beston Management. - Co-ordinate business requirements with service providers such as freight operators, packaging manufacturers, contractors, in order to generate best possible cost and service outcomes for PFG. ▪ Quality Assurance <ul style="list-style-type: none"> - Oversee the function and staff in QA maintaining business processes and auditing procedures to ensure appropriate SQF, HACCP, and Export accreditations are obtained and maintained. - Oversee the Preparation of products for export in accordance with country requirements.

<i>Reporting</i>	<ul style="list-style-type: none"> ▪ Oversee and facilitate the provision of monthly management reports to the GM Ag covering the areas of <ul style="list-style-type: none"> - Safety performance (Identified Risks, Near misses, LTI's, Audits & Corrective Actions). - Financial performance (Monthly P&L, Balance Sheet, Expense & Capex Review, Debtor Position) - Sales performance, volume and value growth outcomes benchmarked against sales plan. - Operational performance (Production outcomes, measurement & controls, order fulfillment) - Quality Assurance (Customer satisfaction feedback, issues, audits, corrective actions)
<i>Financial Management</i>	<ul style="list-style-type: none"> ▪ Co-ordinate with Commercial Manager (CM) in the oversight of the P&L and balance sheet for the business. <ul style="list-style-type: none"> - Understand and co-ordinate with the CM monthly profit and loss result outcomes. - Co-ordinate with CM management of cash expenditure in line with budget expectations. - Co-ordinate with CM management of debtor payments in line with company payment terms. - Co-ordinate with CM the management of the company balance sheet including accounts payable, accounts receivable, and inventory.

Key Performance Indicators

- Provision of a **safe** workplace free risks, lost time injuries, minimalization of near misses, compliance to audit requirements.
- Achievement of financial budget targets to achieve required **profit** and ROCE levels, including expense & cost control and sales.
- **Profitable sales growth.**
- Successful establishment and maintenance of effective relationships with auditors and regulators, ensuring all governance **compliance** requirements are met, audit schedules implemented, and corrective actions applied.
- Establishment and consistent application of **quality assurance** controls and procedures including SQF accreditation to underpin food safety standards.
- Effective **staff management**, supervision, and performance responsibility for PFG staff.
- Consistent execution of **order fulfillment** in line with customer quality, quantity, and timing requirements.
- Establishment and maintenance of effective and efficient relationships with service providers such as freight operators, packaging manufacturers, contractors, in order to generate best possible cost and service outcomes for PFG.
- Implementation and adherence to regular **maintenance** schedules ensuring equipment remains in best possible safe, effective, and efficient working order.

Tertiary qualifications in food processing and management will be highly regarded, experience in meat value-adding and further processing, or other food processing is essential.

If this sounds like an opportunity that interests you, then please submit a copy of your resume, outlining your current skills and experience to the HR Manager;

abartsch@bestonglobalfoods.com.au or the General Manager of Agribusiness

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