

## Position Description

<b>POSITION TITLE:</b>	Supervisor
<b>DEPARTMENT:</b>	Regional Enterprises
<b>RESPONSIBLE TO:</b>	Site Manager
<b>DIRECT REPORTS:</b>	Supported Employees
<b>INDUSTRIAL INSTRUMENT:</b>	Enterprise Agreement
<b>CLASSIFICATION LEVEL:</b>	SESA Level 6
<b>LOCATION:</b>	Port Pirie
<input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> NDIS Worker Screening Check <input type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Driver's Licence <input checked="" type="checkbox"/> Medical <input type="checkbox"/> Proof of full COVID-19 vaccination, or an acceptable medical exemption <input checked="" type="checkbox"/> Proof of completion of NDIS Worker Orientation Module	

Bedford exists to support people with disability to live the life they choose through a diverse range of skill-building opportunities, from social activities, experiences, supported employment, residential services and open employment. Underpinning this is the belief that diversity, inclusion and acceptance equals belonging for people of all abilities.

People with disability who live, work, and receive care from Bedford need to do more than just get by, they should be given the opportunity and resources to learn, grow and live meaningful, confident lives.

### POSITION SUMMARY

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Reporting to the Site Manager, the Supervisor is responsible for the Port Pirie manufacturing site while coordinating, supervising, and training staff and employees. The Supervisor is also responsible for meeting required production timelines, production quality, overseeing employee safety and general housekeeping within Manufacturing.

### KEY RESPONSIBILITIES

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- Championing the delivery of the *NDIS Practice Standards*, the *NDIS Code of Conduct*, as well as the *NDIS Quality and Safeguarding Framework*
- Responsible for overseeing and monitoring production output in designated production area to ensure production targets are maintained.
- Support the PTO to complete training of employees as per their Individual Training Plan (ITP)
- Complete required documentation on employees regarding their ITPs as required.
- Complete daily checks on machinery to ensure they are correctly maintained.
- Report any faults or breakdowns to the Manager and submit necessary maintenance request accordingly.

- Ensure weekly housekeeping inspections are completed in designated production area.
- Ensure all employees follow OHS guidelines and policy.
- Attend and contribute to team meetings as requested.
- Ensure QA – ISO 9001:2008 and OHS – AS4801 accreditations are maintained.
- Ensure there are appropriate processes for receiving and considering information about incidents, hazards and risks as well as respond to these in a timely way (SKYTRUST
- Ensure all OHWS checklists are completed as per Bedford policies
- Be accountable for compliance within Bedford’s policies and procedures including the Code of Conduct and Equal Employment Opportunities
- Acquire and maintain work health and safety knowledge relevant to your workplace and understand Bedford’s operations and associated hazards and risks
- Ensure resources and processes are available to minimize health and safety risks
- Other duties as requested by the Site Manager, Operations Manager or GM Regional Enterprises.

## SKILLS/ATTRIBUTES

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### Personal Attributes

- Excellent organisational and time management skills with the ability to prioritise.
- Strong communication skills - both written and verbal.
- A high level of attention to detail and accuracy of information.
- A positive and empathic attitude towards people with a disability
- Strong leadership, communication and team working skills
- The ability to work within timeframes and achieve deadlines
- A supportive and positive attitude towards people with a disability

### Essential Skills and Qualities

- Experience working in manufacturing and production
- Experience within a production machinery plant
- Experience supervising and training others
- Strong computer skills
- Basic machine maintenance knowledge
- Excellent multi-tasking skills with the ability to coordinate a team
- An understanding of WH&S and Quality Assurance
- Forklift licence
- Cleared to work (NDIS Worker Screening Check, National Police Clearance)

## CORPORATE RESPONSIBILITIES

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All staff are required to work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards) and any other legislation that is relevant to their role.

- behave in a manner that is consistent with Bedford’s mission, vision, and values and that supports clients and employees to achieve their NDIS goals and objectives.
- comply with Bedford policies and procedures as amended from time to time, including the *Code of Conduct*.
- acquire and maintain Work Health and Safety knowledge relevant to your position.
- participate in any performance or professional development process as required by Bedford.
- participate in mandatory training as relevant to your role, and as required by Bedford.

**OTHER RELEVANT INFORMATION**

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Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

Bedford may vary your Position Description from time to time.

I confirm that I have read and understood the Position Description for the position of Supervisor.

Name: .....

Signed: .....

Date: .....