

Position Description

Vacancy Title: Operations Manager - Battery Recycling

Location: Wailada, Lami

Reports To: General Manager (v 1.00)

Objective

The Operations Manager - Battery Recycling will be responsible for day-to-day operations management of the smelting plant. The position reports to Factory Manager, Pacific Batteries Pte Limited.

Outcomes

Organisational Stakeholders

1. Efficient Management of Smelting Operations

- Smooth operations of Smelting Plant ensured
 - Production of specialized calcium alloys & antimonial alloys ensured
- SOP's at every stage production process developed and implemented
 - Improving procedures and compliance
 - Improvement in member / customer / stakeholder service levels
 - Growth in efficiency and effectiveness
- Improvements from application of technology
- Recovery of finished goods out of scrap battery maximized
 - reduce slag/dross qty.
- Reduction in consumption of chemicals in smelting and refining process.
- Reduction in batch time in smelting and refining process ensured
- Cost analysis of production at different stages of processes carried out to maximize output.
- · Regular monitoring to achieve production targets ensure
 - schedule adherence by coordinating various teams.
- Management through the organization performance management system
- Budget preparation, monitoring and management
- Risk management, planning and assessment

2. Department Leadership

- Management through the organization performance management system
 - Developing and growing workforce competence with succession planning
 - Workforce that are productive, efficient, motivated and supported
 - Safe, healthy and environmentally aware workforce
 - Annual performance appraisal completed for direct reports
 - All training needs identified communicated to management.
- · Manpower management and training of operators and supervisors on smelting plant operations
- Internal procedures and guidelines maintained
- Training, support, direction and guidance to department personnel provided to continually develop their work habits, job skills and safety practices
- Complete toolbox talks carried out where required and morning briefings conducted with the team.
 - Communicate work expectations and timescales with the team during daily briefings.
- Disciplinary or performance issues in line with company procedures managed, seeking advice from your Line Manager and HR as required.
- Induction for all new staff conducted

3. Informed management and other stakeholders

- Provide technical / professional advice to clients and other stakeholders
- Conduct research and compile reports for management
- Preparation and timely submission of monthly departmental reports ensured

4. Safe work environment ensured and promoted at all times

- All workshop risk assessments and SOP's ensured and being adhered to by all workforce
 - All workers are using the correct PPE in general and work specific tasks.
 - regular safety inspections conducted of the equipment in accordance with company procedures.
 - arrangements made to action any noncompliant items where required.
 - · accidents and near misses reported in a timely and accurate manner using the correct methods
 - ensure the team are also aware of their responsibilities to report accidents and near misses.
- Effective communication and implement OH&S standards within the plant/factory premises.
- · Existing pollution control system improved and standardization of process control and monitoring.
- Excellent levels of housekeeping maintained to ensure areas are free from waste and trip hazards etc.
 - all fire points maintained in accordance with risk assessments.
- · Management notified of any potential noncompliance and assistance provided in carrying out any disciplinary measures

5. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

Responsibilities - Key Competencies

Competence Description

Business

Resource Deliver results through the efficient and effective allocation and use of supplies , equipment and people.

Management

Customer

Quality Focus Deliver quality.

People

Leadership Utilise a leadership position to influence people and events and to increase performance.

Problem Solving Develop practical solutions to a situation.

Professional

Technical Strength Demonstrate knowledge of a specialist discipline.

Operational

Equipment Operation Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the

assignment.

Qualifications

Qualification Discipline Notes

Preferred

Degree Chemistry, Science in Engineering, Chemical Engineering

Work Knowledge and Experience

A good technical understanding of lead-acid battery and smelting industry as well as working knowledge in processing and recycling of lead and metal alloys.

Minimum of 10 years of practical experience in related profession and at least 6 years managerial experience

Hands -on experience in running complexity and identifying process gaps based on data or root cause analysis.

 $Ability\ to\ predicting\ risk/impact\ based\ on\ changes\ in\ demand,\ supply\ or\ production\ requirements\ are\ a\ must$

Have strong analytical and strategic insights

Strong interpersonal and leadership skills and capable of handling several priorities under time restraint and meet deadlines

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Driver's License

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Туре	Interaction	Comments
Internal		
	Group GM Manufacturing	
	General Manager	
	Production Manager	
	Human Resources Officer	
	Finance Manager	
	Factory Manager	
	Quality Assurance Manager	
	staff	
External		
	Suppliers	
	Regulators	

Attributes

Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the

overall work/goal.

Innovative Devises new and creative ways to do things comes up with original ideas.

Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort

believing in the value of work.

Interpersonal Styles

Consensus seeker Works to achieve group solidarity and general agreement and harmony.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced

judgement.

Self-sufficient and

assured

 $Readily\ copes\ with\ situations\ without\ recourse/need\ of\ others, showing\ confidence\ and\ belief\ in\ oneself$

and one's own abilities.

Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

Analytic Able to separate things into their constituent elements in order to study or examine them, draw

conclusions, or solve problems.

Decisive Reaches conclusions, promptly and firmly.

Initiative Takes action and makes decisions without the help or advice of other people.

Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Online via Link https://app.hrmonise.com/job/2067/pacific-batteries/operations-manager

Contact for Enquiries

Contact Name: Sheemal Shivanjini

 $Contact\ Email:\ sheemal.shivanjini@cjpatel.com.fj$

Further Contact Information: --

Closing Date: 15 Jul 2022