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

Type	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

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Further Contact Information: --

Closing Date: 15 Jul 2022