



celebrating  
**10**  
years

**finding leaders who inspire teams  
and drive growth**



**Candidate Brief**  
**Pasta Vera – Production Manager**

August 2020

## About the company

Pasta Vera is 100% NZ owned and operated, sourcing the best fresh ingredients to deliver a range of quality fresh pasta products. As the preferred supplier of pasta products to the food service sector, Pasta Vera aims to continue to provide busy chefs with consistent, quality, locally produced pasta, pesto and lasagne.

With a company focus on growth, Pasta Vera needs a Production Manager to lead and manage the production team to drive the business forward. Are you ready to step into this key leadership role?

## About the opportunity

Reporting to the General Manager (GM) and leading a production team spanning the Pasta Vera operation; the Production Manager takes overall accountability for driving successful business through operational performance. In doing this, the Production Manager will:

- Lead, develop and motivate all members of the Production Team ensuring all team members understand their respective and team accountabilities and are empowered to deliver and achieve objectives;
- Plan and monitor the capacity of equipment/facilities to optimise productivity and work collaboratively with the business on a production plan ensuring productivity is maximised;
- Ensure that the facility attains and exceeds key performance measures and maximises profitability through short and long-term strategies and initiatives to meet customer, market and competitive demands;
- Ensure a safe and highly motivated work force by operating as a role model and providing proactive leadership in safety efforts with positive stakeholder relationships.

This exceptional opportunity will suit an experienced leader who enjoys focusing on continual improvement, team development and increased productivity within the complexity of a production environment. Sound like you?

## About you

To be successful in this role, you will have experience in the food industry and a strong knowledge of machinery used in a manufacturing environment. Along with your experience in implementing quality objectives, you will have strong stakeholder relationship management skills. You will have a down to earth, approachable style and will know how to make things happen. You will be able to demonstrate your capability through successful implementation of production and manufacturing processes and be driven to build a high performance team.

People will describe you as a natural leader and compelling communicator. You will know first-hand the benefits of positively engaging with and managing key relationships.

In return, you will be rewarded with a challenging role within a successful and passionate organisation. Interested?

The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.

## How to apply

To discover more about Pasta Vera visit <https://www.pasta.co.nz/>

For a confidential discussion about the role; contact Pia Warren on 027 2535 203 or by email to [pia@deciphergroup.co.nz](mailto:pia@deciphergroup.co.nz)

Applications close: Wednesday, 26<sup>th</sup> August 2020



The information contained in the Candidate Brief is to assist candidates in their evaluation of the suitability of the advertised role. Decipher Group Limited accepts no liability for information provided, on behalf of the client, in good faith.



## Position Description

---

**Position Title:** Production Manager

**Reports to:** General Manager (GM)

**Direct Reports:** 13 (Production Staff)

**FTE:** 1

**Approved by:** General Manager

### Purpose

To lead and drive the production of all of the Pasta Vera products to a high standard and to build solid internal and external stakeholder relationships under the direction of the GM. To focus on continuous improvement, team development and increased productivity.

### Key responsibilities:

The key responsibilities/accountabilities of the Production Manager are listed below. It is expected that responsibilities may change as this role evolves.

- Leading, developing and motivating all members of the Production Team ensuring all team members understand their respective and team accountabilities and are empowered to deliver and achieve objectives.
- Planning and monitoring the capacity of equipment/facilities to optimise productivity, reviewing the weekly production requirements as created by the accountant (based on demand) and work together on a production plan ensuring productivity is maximised.
- Ensure that the facility attains and exceeds key performance measures and maximises profitability through short and long-term strategies and initiatives to meet customer, market and competitive demands.
- Developing/coordinating action plans with the Quality Manager to deliver consistent superior product quality and volume in a timely and cost effective manner.
- Driving improvements in cost, quality and productivity with the Quality Manager and other staff and suppliers while evaluating and implementing changes, and sustaining food manufacturing best practices.
- Ensuring a safe and highly motivated work force by operating as a role model and providing proactive leadership in safety efforts with positive internal/external relationships.
- Maximising equipment operation by communicating scheduling of preventive maintenance, and troubleshooting where required to safely maintain productivity.
- Assisting other areas on a temporary basis as required to ensure business productivity is maintained and not delayed.



## Position Description

---

Responsibilities	Expected Outcomes
General	<ul style="list-style-type: none"><li>• Ensures Pasta Vera maintains excellent skills and staff competency within a competitive market.</li><li>• Cooperates with the Quality Manager to ensure the business is functional and operates within a proactive, collaborative, and collegial framework.</li><li>• In addition to the specific duties below, performs any other duties associated with or incidental to the business.</li><li>• Undertakes relevant training as requested and as appropriate.</li></ul>
Leadership	<ul style="list-style-type: none"><li>• Leads, develops and motivates all Production staff to ensure they are empowered to achieve their objectives.</li><li>• Monitors and reviews the performance of Production staff and arranges learning and development opportunities for improvement where required.</li><li>• Coordinates all staff training.</li><li>• Maintain all leave and other records as appropriate.</li><li>• Coordinates or leads production staff recruitment, including interviewing and assessing all new production staff.</li><li>• Proactively manages performance and behaviours within the production team. Effectively manages disciplinary processes and conflicts as required.</li><li>• Arranges and coordinates staff start times to ensure sufficient staff available to perform daily and weekly tasks.</li><li>• Ensures the Production Staff are undertaking their duties in a way that protects their health and safety and complies with all Health and Safety requirements.</li></ul>



## Position Description

---

Responsibilities	Expected Outcomes
Scheduling	<ul style="list-style-type: none"><li>• Reviews the weekly production requirements as created by the accountant (based on demand) and works together on a production plan ensuring productivity is optimised and delivered to requirements.</li><li>• Reviews the longer-term production plan to optimise productivity by having efficient production runs.</li><li>• Plans the people resources required on a weekly basis with daily reviews.</li><li>• Reviews and adjusts production when required.</li><li>• Organises and communicates the daily schedule to ensure all staff understand the work they are to do.</li><li>• Actively manages the production workflow ensuring staff are achieving objectives on a daily and weekly basis.</li><li>• Actively manages the daily schedule to manage last minute resource or production changes.</li></ul>
Machine Set-up & Maintenance	<ul style="list-style-type: none"><li>• Is responsible for setting up all machines correctly.</li><li>• Suggests new machine processes where appropriate</li><li>• Makes decisions around maintenance, procurement, and modification of machinery with the guidance of the GM as required.</li></ul>



## Position Description

---

Responsibilities	Expected Outcomes
Procedures	<ul style="list-style-type: none"> <li>• Alongside the Quality Manager, ensures recipes are updated when required.</li> <li>• Ensures all procedures are kept up to date and are communicated to staff.</li> <li>• Implements standard operating procedures for production operations.</li> <li>• Ensures that standard operating procedures are adhered to.</li> <li>• Ensures implementation and adherence to health and safety procedures.</li> </ul>
Quality Control	<ul style="list-style-type: none"> <li>• Works with the Quality Manager to implement and ensure quality control and tracking programs to meet quality objectives.</li> <li>• Analyses production and quality control to detect and implement corrective actions.</li> <li>• Determines and implements improvements to the production process as required.</li> </ul>
Despatch	<ul style="list-style-type: none"> <li>• Ensures the despatch is well managed and runs smoothly and efficiently.</li> <li>• Implements and continually improves systems to manage the effective despatch of products.</li> <li>• Ensures inwards goods are checked for accuracy.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Establishes and maintains constructive relationships with all key stakeholders.</li> <li>• Utilises appropriate communication channels to keep up to date with relevant information.</li> <li>• Supports the Quality Manager in developing a quality focused culture.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Remains up to date with national and international best practice in relation to production management attending training as required.</li> <li>• Champions Pasta Vera values, standards and behaviours to continually maintain a values-led organisational approach.</li> </ul>
Corporate	<ul style="list-style-type: none"> <li>• Maintains a professional appearance and image of Pasta Vera within the community and with key internal and external stakeholders.</li> <li>• Creates a positive, proactive learning environment.</li> </ul>



## Position Description

---

### Qualifications and Experience

- In-depth knowledge of machines and tools used in food manufacturing
- Experience in production and manufacturing processes and techniques, particularly in food production
- Experience in production scheduling
- Understanding and experience in process improvement techniques
- Knowledge of human resource principles and practices
- Experience in managing teams in a quality driven manufacturing environment
- knowledge of engineering and technology principles and practices
- Knowledge of health and safety standards and compliance
- Exceptional interpersonal skills
- Good IT skills relevant to effective production management
- Proven ability of initiating change through influencing others
- Demonstrate an advanced level of effective communication, problem solving and interpersonal skills
- Advanced attention to detail

### Behaviours and Attributes

- Takes ownership and pride in work
- Is self-managing and shows initiative in finding solutions to problems that impact on work productivity
- Goes the extra mile to achieve above strong results
- Shows an ability to provide open, timely and constructive feedback
- Is dedicated to meeting the expectations and requirements of internal and external stakeholders
- Shows a willingness to share information and experience to help develop others



Chambers at 151, Deloitte House,  
Level 4, 151 Cambridge Terrace  
Christchurch  
[www.deciphergroup.co.nz](http://www.deciphergroup.co.nz)



Please consider the  
environment before  
printing this document.  
Print double sided  
whenever possible.

**deciphər** the people you need to succeed