

## POSITION DESCRIPTION

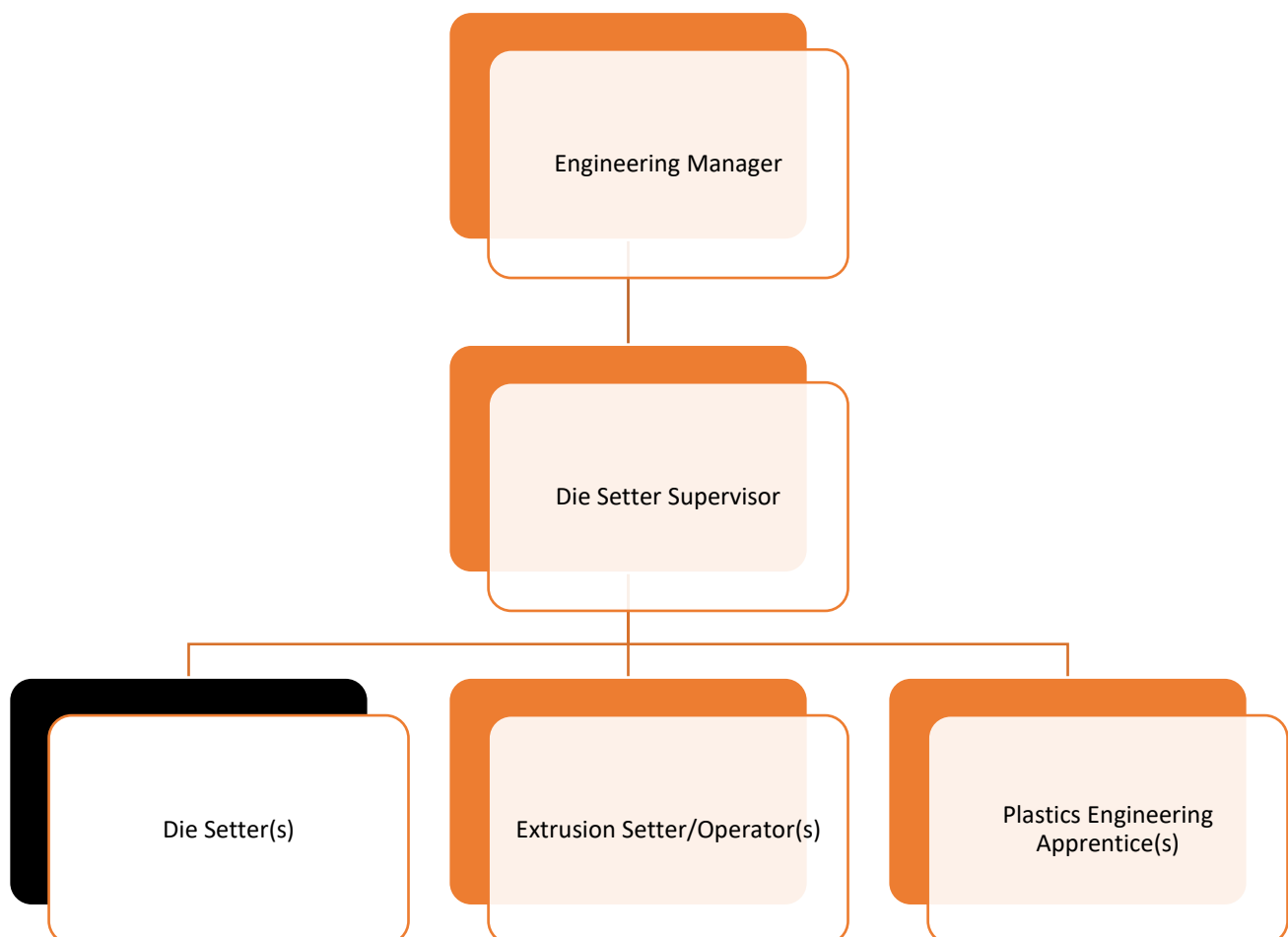
Position Title: Die Setter	Direct Manager: Die Setter Supervisor	
Budget Responsibility: Nil	Direct Reports: 0	Indirect Reports: 0

### WHAT YOU'RE HERE TO ACHIEVE

**Key purpose:** The Plastics Die Setters are responsible for ensuring tool changes are done correctly and on time, whilst ensuring all products meet or exceed their quality specifications.

The Die Setters are a key contributor to the success of Plastics therefore mechanical aptitude and trouble-shooting skills are essential.

### WHERE YOU'LL FIT IN #TEAMGALLAGHER



## WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
Plastics, People Leaders, Supervisors, Die Prep, Planning Administrator, Production Manager, Technicians, Production Stores department, Maintenance, Continuous Improvement department.	N/A.

## WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
<b>Tool Changes/Start Ups</b>	<ul style="list-style-type: none"> <li>● To ensure all tool changes are done in a correct and safe manner.</li> <li>● Paperwork is to be filled out correctly.</li> <li>● Start-ups are to be completed, ensuring the products meet or exceed their quality specifications.</li> </ul>
<b>Quality / Trouble shooting</b>	<ul style="list-style-type: none"> <li>● To ensure products meet or exceed their quality specification.</li> <li>● To assist Supervisor/ Team Leaders/ Staff with any product quality concerns, ensuring standards are maintained.</li> </ul>
<b>Lean</b>	<ul style="list-style-type: none"> <li>● Single minute exchange of dies (SMED) reducing waste in the manufacturing process.</li> <li>● Understanding of Yamazumis (Line Balancing) and the ability to identify and eliminate waste.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>● Plans ahead and is flexible.</li> <li>● Makes tough decisions to enable the department to be flexible to manage changes.</li> <li>● Ensures the efficient use of their own time and the time of the team members to maximize productive hours.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>● Leads by example with integrity that demonstrates the behaviors valued by the organisation and inspires trust and confidence within the team.</li> <li>● Supports the growth and development of the team members.</li> <li>● Builds a team culture that values and supports exceptional service.</li> <li>● Ensures the organisations rules, policies and standards are actively promoted and adhered to as per the policy handbook.</li> <li>● Effectively communicates and supports the organisations initiatives.</li> <li>● Actively supports continuous improvement of all team activities to reduce the cost of production and increase throughput.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can admit when mistakes were made.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Is actively involved in PPS as a form of problem solving.</li> <li>• Uses root cause analysis when dealing with problems.</li> <li>• Participants in the company culture of all staff making suggestions and ideas on improvements.</li> <li>• Is flexible and can adapt to changes.</li> <li>• Can effectively participate in 'whiteboard' meetings.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Can effectively listen and communicate with all members of staff within the organisation.</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Promotes a culture within the organisation of customer satisfaction rating the meets predetermined goals and the expectations of all stakeholders.</li> <li>• Acts as a role model in the areas of professional commitment and business management to build an environment that values and supports the delivery of exceptional service by:             <ul style="list-style-type: none"> <li>▪ Respecting and fairly treating staff.</li> <li>▪ Communicating openly so team members know what is going on in the business and are engaged.</li> <li>▪ Encouraging the team to continually look for ways to enhance the quality and service delivered by the group through increased productivity and streamlined processing.</li> </ul> </li> <li>• Seeks out advice from the team and engages the team to come up with 'best possible solutions' where necessary.</li> </ul>
<b>6S</b>	<ul style="list-style-type: none"> <li>• Ensures the continuation of 6s activities and waste reduction.</li> <li>• Supports Kaizen and include the team.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Promotes healthy and safe work practices, including using the correct PPE.</li> <li>• Accidents and/or near misses are reported immediately to the production manager.</li> <li>• Team members are made aware of any accidents/near misses where appropriate.</li> <li>• Appropriate measures are put in place immediately (as advised) to prevent further harm.</li> </ul>
<b>Quantity</b>	<ul style="list-style-type: none"> <li>• This is a very self-managed position. It is important the Setter actively looks for extra work, possible areas to improve systems/activities etc.</li> <li>• To assist in covering setter shortages on other shifts including some weekend work.</li> </ul>

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

## HOW YOU'LL BE DOING IT

### **Qualifications and / or Experience:**

- PAMPITO and/or Trade Certificate in Plastics Engineering
- Relevant experience/education in Injection Moulding or Extrusion.

### **Skills / Competencies:**

- Effective written and verbal communication skills.
- Good planning and organisational skills.
- Effective problem solving/troubleshooting abilities.
- Ability to make responsible decisions relating to any die setting issues within Plastics.
- Lean experience involving SMED.

# Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

