

Position Description



Position Title: Production Supervisor
Location: Barkuma Elizabeth / Holden Hill
Reports to: Production Manager

About Barkuma

Barkuma is a not-for profit organisation that provides a range of services to assist people with disability. For over 50 years, Barkuma has provided an environment of self-determination that opens up a lifetime of limitless learning and opportunity. Together, we establish the capacity and confidence to transition out of high school and continue to build a lifetime of independence that makes quality employment and accommodation outcomes possible.

Mission: To partner with the community to deliver support and services designed to improve the lives of people with a disability.

Vision: Be the provider of choice for people with a disability.

Barkuma Values

Rights	We listen and support the aspirations of our people, clients and staff.
Inclusion	We believe everyone has a valued contribution to make and the right to feel safe in all environments.
Collaboration and partnerships are the keys to achieving great outcomes	We encourage others, look for win-wins, and celebrate our success and that of others.
With, not for	We aim to develop capability, not create dependence.
Impact	We believe in accountability, doing what we say, and getting things done. We set goals, make plans and meet deadlines.
Learning	We are always learning and are well-placed to meet the challenges of tomorrow.

Purpose

To support and encourage employees in attaining and maintaining a high level of productivity and work quality, in work programs carried out within Barkuma Commercial Services. Work practices should facilitate a collaborative team approach amongst staff and individual teams. This role requires providing assistance and support to vulnerable individuals, making a meaningful impact on their lives.

Accountability

- Adhering to Barkuma's Mission statement and values.
- Model appropriate conduct and use language which is respectful at all times and consistent with Barkuma's and the NDIS Code of Conduct.
- Contribute to a culture that encourages learning, unity, achievement of high-quality services and a pursuit of excellence.

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- Actively promote Barkuma and its services to the community.
- Provide non-restrictive and person-centred assistance to employees who require support to enable their fullest participation in work programs.
- Work closely with individuals, family and advocates to support choice and control and drive their individual work plans.
- Supervise, support and encourage employees to attain and maintain a high level of productivity and work quality.
- Actively participate in physical work designed to achieve the financial outcomes of the service.
- Maintain up to date, accurate records and case management systems.
- Complete individual workers wage assessments, training plans, appraisals, employment assistance plans and review every 6 months.
- Work with relevant stakeholders to prepare assessments and reports for the government funding agency NDIS or other agencies as required.
- Participate in staff meetings and strategic planning.
- Work effectively in a team environment, to achieve stated business and strategic objectives.
- Ensure that information sharing guidelines / confidentiality requirements are upheld and followed at all times.
- Undertake any training relevant to maintaining Commercial Services certification or professional development as required by the organisation.
- Additional duties as directed within the employee's skill, competence and training.

Work Health and safety responsibilities

- Ensure health and safety (WHS) requirements are observed in accordance with legislative requirements and Barkuma policies, procedures and protocols.
- Ensure safe work practices are carried out at all times, including the immediate reporting of any real or potential hazards, near misses and incidents.
- Take responsibility for reporting Incidents, hazards, near misses and risks.
- Take responsibility for personal safety and the safety of others.
- Take responsibility for the development of the working environment to suit individual employee needs.
- Carry out designated WHS roles as required (First Aid, Fire Warden duties).

Quality Assurance responsibilities

- Adhere to Barkuma's Quality Assurance System, HACCP & GMP processes and participate in both internal and external review annually.
- Accept responsibility for the quality standards and HACCP programs developed by Barkuma Commercial Services.

Skills and Abilities

- Knowledge of employment services and production processes.
- Comprehensive knowledge of WHS systems and processes.
- Comprehensive knowledge of Quality assurance systems.
- Comprehensive knowledge of HACCP & GMP processes and requirements.
- Understanding of manual handling principles.
- Experience working in production or manufacturing.
- Ability to work autonomously, flexibly and exercise initiative.

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- Ability to work and be sensitive to the needs of employees from diverse backgrounds.
- Ability to develop knowledge of program requirements relevant to the organisation.
- Sound computer skills.
- High level effective communication skills.
- Excellent organisational skills.
- Comprehensive understanding of the National Standards for Disability Services.
- Experience supporting adults with intellectual disability.
- High standard of work ethic and confidentiality required.
- Strong professional commitment to people with disability.

Qualifications, Certification

- Certificate IV in Disability or Training & Assessment

Special Conditions

- Ability to work at any Barkuma location as directed
- NDIS Worker Orientation Module 'Quality, Safety and You' (or willingness to obtain)
- Current NDIS Worker Screening or DHS Disability clearance (or willingness to obtain)
- Current DHS Working with Children check
- Appropriate Child Safe Environments certificate
- appropriate First Aid and Cardiopulmonary Resuscitation certificate
- Appropriate infection control certificate
- Current South Australian Driver's Licence (restricted provisional licence and above) and comprehensive motor vehicle insurance (delete if n/a)
- Appropriate work rights for Australia

I confirm that I have read, understood, and agree to comply with the scope and duties of Position Description.

Name (insert here) _____

Signed _____ Date ____/____/____

HR Use Only: **Amendment Record**

NDIS Risk Assessed: Yes, Specified Services and Support

Version Number	Amendment	Amended by	Date
1.0	New	Human Resource	April 2017
2.0	Amendment	Exec Manager Employment Programs & Outcomes	October 2020
3.0	Revised	HR Manager	20.10.2020
4.0	Amendment	P&C	November 2023
5.0	Amendment	P&C	September 2024