



TOGETHER
BETTER
BEST



WineWorks Ltd

Position Description for Production Wet End Team Leader

Location	Hawkes Bay
Department:	Operations
Reports to:	Assistant Production Manager (Shift Specific)
Date of Issue:	May 2025
Working Relationships	
Internal:	Production Manager, Assistant Production Managers, Production Dry End Lead Techs, Production Wet End Lead Techs, Wet End Operators, Dry End Operators, Production Fork Lift Operators, Engineering Team, Inwards Goods Team, Cellar Team
External:	Clients & Contractors
Authority	
Spending:	\$ As approved by the Assistant Production Manager
Staffing:	3

Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



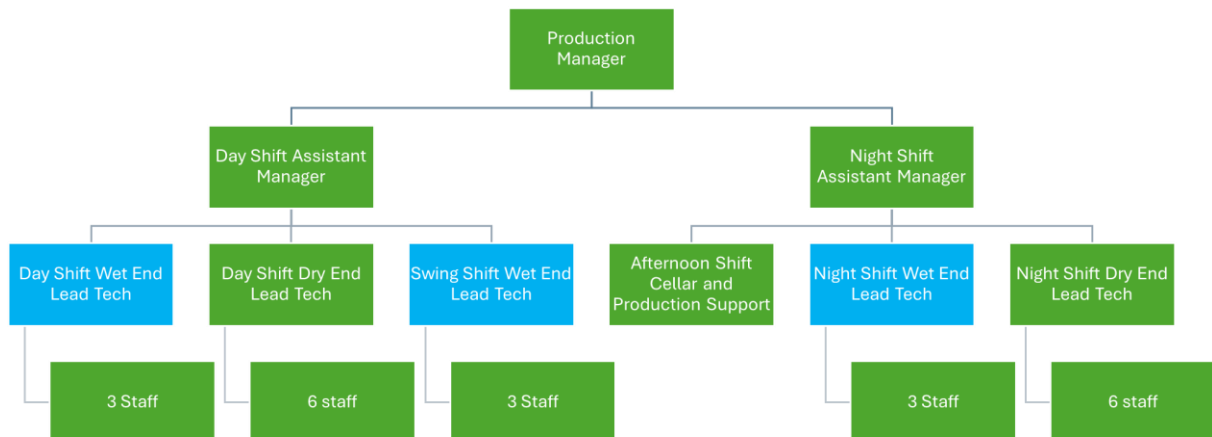
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



Organisation Context



Role Purpose

To ensure a quality product for human consumption is produced in an efficient manner, keeping to or exceeding production budget and schedule, with trained personnel, in a safe and professional environment.

KEY TASK	EXPECTATIONS
Nurtures our Culture	<ul style="list-style-type: none">Champions our culture, promotes & role models the values and behaviours at every opportunity.Ensures that all work is undertaken ethically, safely, sustainably and with a quality focus.Ensures that their team is adequately trained, resourced and supported to do so.Promotes health, safety, sustainability & quality initiatives and seeks continuous improvement.Ensures their team follows relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements.Champions and assists in projects to reduce our impact on the environment.Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents.
Recruitment & Induction	<ul style="list-style-type: none">Participate in recruitment processes for new employees joining your team.Complete the induction procedure and relevant documentation.Ensure there is a training plan prior to start date and follow with regular feedback to ensure understanding and timely progress is achieved.



Manage Performance	<ul style="list-style-type: none">– Undertake regular 1:1's and conduct annual performance reviews.– Provide feedback, both positive & negative to team members on their performance and/or behaviour.– Identify opportunities for improvement and ensure relevant support given.– Provide on-going coaching and encouragement.
Ensure Delivery to Expectation	<ul style="list-style-type: none">– Run Shift Start Toolbox meetings– Deliver relevant information to Team Members to support them in their role.– Delegate work to staff to effectively ensure work is completed on time and to standard.– Ensure tasks and expectations are understood by team members.– Undertake relevant checks to ensure quality and safety.– Assist in developing SOPS as required.
Reporting & Documentation	<ul style="list-style-type: none">– Report issues and concerns to manager.– Maintain data as required and provide KPI information.– Complete and file reports and documentation.– Present KPI as required.
Deliver Effective Training	<ul style="list-style-type: none">– Ensure sufficient competent team members are available to complete the work, or otherwise adjust work.– Provide effective on-job training and cross-training where required.– Ensure trainers are competent and train to the SOPS.– Assess team member competence post training.– Ensure skills matrix is visible, monitored & maintained.– Ensure all training materials are correct and up-to-date.
Labour Management	<ul style="list-style-type: none">– Review daily clock in times and follow up on issues– Report Temp Staff hours to Production Management– Prepare and manage Daily rosters
Operations	<ul style="list-style-type: none">– Ensure bottling lines are run such that they are efficient and safe and produce cases per hour in line with budgeted expectations.– Make sure production plan is adhered to and any changes are communicated to relevant staff, and departments.– Make sure all paperwork is filled out completely and is accurate and legible.– Update with accuracy any data bases or data collection points in a timely manner, either by a Team Member or yourself.– Ensure the specification sheet for each run is followed, including extra instructions.– Ensure all machines are maintained for their intended purpose, with aid of internal Engineers and external contractors.– Attend the planning meeting if you are on shift and pass this information onto the Production team and incoming shift.– Ensure stock is given to inwards goods return location with correct coding attached.– All operations must have an SOP for staff to follow. This is part of compliance. Make sure the Production Manual is up to date with relevant procedures.– Ensure safe operations of all equipment and machinery.



People

- Ensure the staff in your charge have resources to carry out their duties in a safe manner, including PPE.
- Meet with Assistant Production Manager(s) formally once a week.
- Work with Assistant Production Manager(s) and perform timely performance reviews.
- To assist with training of production operators as required and /or provide opportunities such that training does take place and keep records.
- Maintain a highly visible professional profile on the production floor and be suitable role model for staff in your charge. Be fair and consistent to ALL staff.
- Build and maintain sound relationships with all department heads. Work closely with all internal departments, communicating in a timely manner.
- Be the main point of contact for communications between floor and production management.
- Identify opportunity for training in your department and put a plan in place to make sure it happens.
- Chair Shift Start Toolbox Meetings to communicate clearly to all staff and encourage feedback.
- Meet with in coming or outgoing Production Wet End Lead Tech at shift changeover times. Discuss any relevant matters, follow handover checksheet.
- Ensure all staff receives breaks in conjunction with the Employment Act 2000.
- If issues arise with staff regarding unacceptable behaviour, lateness, absenteeism, not conforming with PPE requirements or other general issues requiring disciplinary action, keep a detailed note and liaise with the Production Manager(s) to assist.
- Ensure sensitive and confidential information is kept as such.

Financials

- Ensure all confirmations are accurate and complete so clients can know exactly what was bottled and labelled.

Client Support

- To assist QA or other departments with any client complaints or investigations.
- Work with Engineering Manager when running trials, recording relevant findings, and make sure an appropriate window of opportunity is provided.
- Ensure all relevant issues that may arise in the production process are communicated to production manager(s) in a timely manner.
- Communicate with clients in a professional manner when required.

Quality

- Ensure all staff are quality focused.
- Ensure all QC checks are completed in the specified time and signed off by yourself or a trained member of the Production Team.
- Ensure all rejects are not allowed into finished goods stock.
- Ensure all wastages are recorded on the relevant paperwork.
- Ensure all substandard product is dealt with immediately and recorded as rework if necessary.
- Ensure compliance requirements are met at all times, e.g. BRC, ISO, Tecso, Sainsbury
- Keep rework to a minimum aiming for zero.

Personal Development

- Maintain knowledge of all equipment so that you can effectively operate and train team members on all machines and processes.
 - Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
 - Maintain a broad business and commercial perspective.
 - Proactively identify methods to utilise this information for the benefit of the business.
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- Other duties – perform other duties as required
- Flexible & willing to perform a variety of tasks.
 - Willingly takes on additional tasks/responsibilities to assist the team and the client.
 - Actively participates in matters/meetings affecting the business, their team or their department.

Work Complexity

This role requires ...

Accountability	Complexity	People Responsibility	Relating to Others	Expertise
Contributory	Non-Complex Decision Making	Leadership & Coaching	Persuading & Influencing	Vocational

Based upon Strategic Pay SP5 Job Evaluation Methodology

Leadership Competencies

	Achieves Results	Builds Relationships and Values Difference	Being Adaptable
Leading Self	Holding themselves accountable to meet their commitments	Building relationships through communication, valuing difference, and aligning with our values	Handling change and looking for better ways of doing things
	Builds Effective Teams	Drives Engagement	Delegation
Leading a Team	Building teams with a clear purpose that apply their diverse skills and perspectives to achieve common goals	Creating a workplace where people are motivated to do their best to help our organisation achieve its objectives	Providing direction, delegating, and removing obstacles to get things done.

Skills, Knowledge, and Experience

- Previous experience of leading a team, with supervisory/management training desirable.
- Previous experience in training and coaching team members to be successful.
- Experience in a 'lean' manufactory environment.
- Strong attention to detail and analytical skills.