

ALCOA OF AUSTRALIA POSITION DESCRIPTION

Title: GROUP LEADER

IMPACT

The Group Leader provides the management leadership and support systems to enable work teams and individuals to cohesively achieve the business plan and continually improve their effectiveness.

ACCOUNTABILITY STATEMENTS

People Management

- Sets expectations of operating and equipment care team members.
- Reviews overall performance of individuals and teams and provides timely feedback.
- Aligns peoples efforts and motivates individuals and teams.
- Leads recruitment for the teams and facilitates movements and transfers within and between teams.
- Supports the teams and individuals in dealing with interpersonal issues that they face.

Training and Teaching

- Improves the overall capability of the work teams inclusive of interpersonal development.
- Mentors, coaches and develops individuals and teams.
- Ensures training needs analysis and development plans are in operation for all team members.
- Is a coach and mentor to Team Specialists and other team leadership positions.

Problem Solving

- Is the first link in the help chain for the Team Specialist.
- Manages problems that extend beyond the work team's area of control.
- Aligns the efforts of support resources to solve business problems.
- Helps Team Specialists and other work team members solve problems to root cause.
- Helps support resources (eg Engineers) solve problems and trouble shoot.

Support Systems and Resources

- Manages work team(s) business plan and ensures resources and systems are in place.
- Develops and implements improvements to the business systems (eg, ABS, Problem Solving, APSS, LMS, BPAP) that the teams work within.
- Review the operating strategies with the teams.
- Evaluates medium / long term progress and goals.

Auditing of Standardised Work and other Team Standards

- Ensures that A/I and E/I investigations are carried out and Corrective Actions occur.

- Audits that standardise work is being carried out correctly and is being used to surface problems and lock in improvements to the operation.
- Audits that other team and organisation standards are being met. Eg Leave coverage, problem solving process, training system, ISO 14000, BPAP etc

Customer & Suppliers

- Develops and manages the Customers / Supplier contracts and relationships of the work teams.
- Provides a cohesive business context for work teams and individuals to work within.
- Communicates customer / supplier issues and business priorities to the work teams.

Major Overhauls

- Manages Pre O/H and Post O/H conditions.

CRITICAL CHALLENGES

The critical challenges of this position are:

1. Effectively Co-ordinate the appropriate support resources required to enable the Work Teams to achieve the business plan in the short and long term.
2. Achieve sustained improvements through their leadership of the problems solving process and application of the ABS.
3. Raise the overall effectiveness of the work teams by improving their capability, personal application and alignment of effort.

SCOPE OF THE JOB

ROLE - GROUP LEADER

- Increasing the effectiveness of multiple teams across shifts.
- Sustained business system improvements across all Operating & Equipment Care teams.
- Coordinates the efforts of various Business Centre support resources towards business priorities / goals.
- Developing a pro-active culture within the teams and a commitment to the ABS.