Position Descriptions
2023

Business Systems Developer

PART D – AUTHORISATIONS		Date:
Authorisations	**Position Operations Manager** **Signature:**	
Acceptance of Employee:	**I have read and understood the requirements of the position:** **Signature:**	

PART A – ROLE SPECIFICATION

Job Title:	Business Systems Developer	Business Unit:	Manufacturing
Department:	Production	Direct Reports:	Administrator/ finance Administrator / production/ technology
Reports to:	Operations manager	Position Type:	Fulltime
Award and Classification:	Award Free	Office Location:	26-28 Erudina Avenue Edwardstown 5039 South Australia
Role Purpose:	Responsible for designing, developing, and implementing software solutions that support the operational and business needs of a plastics injection moulding company. Oversee the production scheduling of the injection moulding machines and the purchasing of plastic materials. You will work closely with cross-functional teams to understand business requirements and design systems that support these requirements.		

Key Result Area's	Accountabilities and Performance Indicators	
Systems development	• Collaborate with business stakeholders to define and document business requirements and system specifications. • Oversee the scheduling for production and the factory roster ensures that staffing levels are adequate to meet the lot-sizing requirements. • Design, develop, test, and implement software solutions to meet business needs, including custom applications and integrations with existing systems. • Troubleshoot and provide support for business applications, identifying and resolving technical issues as needed. • Perform system and data analysis to identify areas for improvement and recommend solutions. • Develop and maintain system documentation, including user manuals, technical specifications, and change logs.	1. All systems are performing at acceptable levels and issues are addressed appropriately. 2. Efficiently manage the day-to-day production scheduling. 3. Responsible for software solutions relating to business outcomes. 4. Maintain processes which can produce data, so the business can deliver on the first time. 5. Manage systems which can produce quality metrics. 6. Provided information towards the Innovation and Improvement of our technology.

	• Keep up to date with emerging trends and technologies in software development and recommend new tools and techniques as appropriate. • Ensure that the company's business management system (BMS) is up-to-date and meets all documentation requirements for internal and external audits. • Manage and coordinate the company's improvement register. Ensure that all projects are completed on time and within budget.	
Managing the business systems team	• Run the Mattec (improvement) meeting, which is a fortnightly meeting to review the status of production and identify any issues that need to be addressed. Work with the production team to resolve any issues quickly. • Provide ongoing support for the company's ERP system. This may include troubleshooting, training, and making updates to the system as needed. • Manage internal audits and assist with external audits as needed. • Provide training and support to end-users as needed.	1. Conduct regular one-on-one reviews with your reports. 2. Keep minutes and ensure all actions items are completed by your reports.
Work, Health and Safety Quality	• Comply with all statutory rulings and guidelines. • Comply with all Garon Plastics policies, procedures, and processes to deliver consistent service to customers. • Comply with WHS compliance polices, systems and practices to maintain a safe and healthy work environment with a zero-harm outcome. • Any other tasks at the direction of your managing Director	• Ensure compliance with company policies and procedures related to software development, data privacy, and security.

Processes and Systems	
Processes and work Systems	• BMS/ERP • Improvement registrar • Mattec • WHS System • Microsoft Systems • Company Systems and Processes including Policies

PART B – PERSON SPECIFICATION

Key Behaviors

- Business systems focus - resilience and tenacity to continue to push outcomes for results.
- Strong listening ability, with a strong grasp of key issues and presents a convincing and balanced rationale.
- Identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.
- Acts to deliver high performance results.
- Communicates clearly, logically both orally and in written form.
- Ability to develop, manage and maintain good relationships with customers.
- Works to establish and maintain effective working relationships across teams and builds rapport easily.
- Well presented, friendly and approachable
- Displays trust and personal integrity and honesty.
- Strong time management skills, attending customer sites on time and prioritising and managing workload, approach is structured and systematised.
- Maintains confidentiality and discretion.
- Strong attention to detail and accuracy
- Innovative solution finder attitude and customer solution focussed.
- Demonstrates appropriate and professional workplace behaviour in accordance with the Code of Conduct

Core Values	
INSERT VALUES	**Integrity:** We are honest trustworthy reliable with ourselves, partners and customers in our actions. **Teamwork:** We help each other achieve common agreed goals and we share our knowledge, expertise and advice openly. We work on problems keeping an open mind and avoiding blame. We understand that clear communications and understanding is critical. If in doubt we ask. **Empathy:** we are sympathetic to others needs and point of view. **Curiosity:** We accept we do not know everything and are committed to learning. We ask why and seek better understanding. We embrace change and do not accept status quo. **Positive**: We are confident, friendly and helpful. We have an optimistic outlook. We appreciate our attitude and mood affects others.

PART C – REQUIREMENTS

Knowledge, Skills, Experience and Qualifications

Knowledge & Skills

- Understand lot sizing and scheduling for plastic injection moulding machines
- Mathematical aptitude and strong problem-solving skills.
- Accuracy and attention to detail
- Translate business requirements into well-architected solutions.
- Good computer literacy skills, spreadsheet, and numerical skills
- Proven time management and organisational skills
- Knowledge of brand management
- Good communication skills
- Knowledge and skills in building trusted relationships.

Experience

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- Experience/Skills with database and data design
- Ability to develop, test, deploy, and support enterprise-level applications and solutions.
- Developing, planning and implementing successful production strategies, along with the relevant data reporting.
- Experience with the handling of a variety of management systems.
- Managing projects and systems in different stages of manufacturing.,

Qualifications

- Bachelor's degree in mechanical engineering, and Information systems is preferred.
- Experience with test automation with scripting/programming.
- Ability to balance multiple concurrent projects and competing priorities, solve problems quickly, take initiative and work independently.
- Minimum of 3 years of experience in a manufacturing or supply chain environment
- Experience with database technologies
- Strong analytical and problem-solving skills, with the ability to analyse complex systems and processes.

Training Requirements

Essential Training
   • Induction Training
   • WHS Training - Site specific inductions
   • Product Training from suppliers
 	
Occupational Training
   • WHS Statutory – on-going compliance
 	
On the Job Training
   • Systems Training

Additional Requirements

• Attendance at industry specific events
   • May be required to work out of normal hours work.
   • Weekend work if required, is rare but may be necessary.
   • Must have current Motor Vehicle license.

DRAFT REVIEWED BY EMPLOYEE AND FEEDBACK PROVIDED TO HR MANAGER
Name:
Signature:
Date: