

HEAD OPERATOR JOB DESCRIPTION.

Job Title:	Head Operator
Branch / Team:	Operations
Role in Team:	Reports to Operations Manager
Accountabilities	
Responsible for the overall shift operation and ensuring asset performance meets or exceeds plan. Manages shift resources and work practices to maintain a safe and environmentally acceptable workplace. The Head Operator provides input the allocation of team/section objectives and deliverables.	
Level	KEY OBLIGATIONS AND TASKS
1	Safety Skills & Knowledge <ul style="list-style-type: none"> Follow OHS Procedures Work Safely Assess risk Conduct Local Risk Assessment
2	Environmental Skills & Knowledge <ul style="list-style-type: none"> Identify and minimise environmental hazards Participate in environmentally sustainable work practices Minimise environmental impact of process
3	Production Responses Skills & Knowledge <ul style="list-style-type: none"> Follow Emergency Response Procedures Control minor incidents Identify equipment faults Use structured problem solving tools Respond to abnormal process situations Analyse equipment performance. Optimise production systems Control the process in abnormal situations Undertake first response to non-fire incidents Undertake first response to fire incidents
Level	KEY RESPONSIBILITIES AND TASKS
4	Operations Skills & Knowledge <ul style="list-style-type: none"> Communicate in the workplace Achieve work outcomes Work in a team Operate Equipment Issue work permits Coordinate permit process Shutdown and isolate machines/equipment Manage plant shutdown and restart Operate complex control systems
5	Product Quality Control Skills & Knowledge <ul style="list-style-type: none"> Apply quality standards Trial new process or product

6	Training Skills & Knowledge <ul style="list-style-type: none"> • Provide training through instruction and demonstration of work skills • Participate in assessment validation • Plan and organise assessment • Develop incident containment tactics • Conduct and Assess Incident exercises
7	Document Management System Skills & Knowledge <ul style="list-style-type: none"> • Contribute to development of plant documentation • Apply workplace procedures • Process and record information
QUALIFICATIONS	
8	<ul style="list-style-type: none"> • PMA50108 – Diploma in Process Plant Technology • BSB40103 – Certificate IV in Frontline Management • Enter confined space • Gas test atmospheres • Work safely at heights • Provide initial First Aid response • Operate breathing apparatus • Undertake fire control and emergency rescue