

## Role Description

# Workshop Supervisor

Team:	AspiraDAC
Reports to:	CEO
No. direct reports:	Small team, to be hired
Location:	Sydney Workshop
Employment type:	Full-time
Requirement:	Australian Citizenship or the right to work within Australia

### 1. Purpose of the role

The Workshop Supervisor is responsible for important technical trades work in building both prototype and actual DAC systems for CO2 extraction and ensuring the safe and efficient movement of goods, controlling stock levels, and ensuring the warehouse is clean, safe and secure. This is a standalone role working in consultation with the small and growing AspiraDAC team and aims to bring new technology to the market as a viable product.

### 2. Key accountabilities

- **Manufacturing/Assembly** – Undertake the manufacture, assembly, testing and installation of the required modules and products. Assist by suggesting and driving solutions to solve mechanical design, manufacturing or production issues that may arise. Assist in developing plans for large scale manufacture of the modules. Assist and oversee testing and providing testing data from time to time for related products.
- **Oversee workshop functions** – which may include set up and tooling, parts coating, welding, fault finding and rectification, and general assembly.
- **Maintaining inventory and stock** - Keep track incoming and outgoing goods and products and organising for storage and usage as required. Assist to minimise the cost of holding products by helping the business understand the current inventory. Responsible for storing, tracking, and monitoring and reporting inventory levels.
- **Safety & Quality Control** - Ensure the warehouse is safe and secure for employees and visitors. Safety measures can include (but is not limited to) providing protective gear, training employees on safety procedures, and ensuring that the warehouse is free of hazards Maintain a clean and safe environment within the warehouse environment. Ensuring all Quality, WHS and Environmental systems policies and procedures are adhered to.



- **Maintenance** - Ensure processes and practices which aim to ensure the continuous and efficient operation of machinery, equipment, and other types of assets typically used in business is undertaken.
- **Service** - Provide outstanding service internally and externally as required.
- **Employee Supervision and Development** - This role is a stand-alone role. However, you will be required to employ, develop and supervise people such as contractors or other trades from time to time, including in-house employees as AspiraDAC grows. This will require you, in conjunction with your manager, to hire, develop, instruct, direct and if required, performance manage employees in line with company procedure.
- **Policy & Process** - Ensure all relevant processes and policies are always followed and suggest new policies or procedures as necessitated for business or safety needs. Support and develop processes and systems including procedures and tools for operations and compliance. Interpretation of policy and directives will be an ongoing requirement.
- **Relationships** – Develop close working relationships with AspiraDAC’s CEO, Mechanical Design Engineer and Senior Project Engineer plus any new employees that may join over time. Build relationships across AspiraDAC’s and key partners, stakeholders and contractors to support the complete project lifecycle.
- **Other ad hoc support** – As required.

### 3. Key challenges

- **Delivery** - A broad and continually evolving range of business support services to be delivered to an excellent standard of work, often with unavoidable constraints.
- **Responsiveness** – Maintaining accuracy and attention to detail, often while under pressure and working to tight deadlines, will be vital to success.
- **Prioritisation** - In a rapidly growing company and sector, negotiating and juggling priorities on what is important to deliver will be necessary.
- **Collaboration** - With a geographically dispersed workforce and stakeholders, connections and relationship building will often happen remotely.
- **Complexity** - Navigating complex regulatory and compliance requirements, building knowledge in these areas will be important.

### 4. Key relationships and stakeholders

Stakeholder	Internal or external
AspiraDAC directors, staff and contractors	Internal
Regulatory and industry bodies	External
Project partners and other collaborators	External

### 5. Knowledge and experience



- Qualifications in an area such as welding, warehousing or mechanical engineering (or other related trade).
- Demonstrated manufacturing experience and demonstrated ability to learn and adapt to new procedures and requirements.
- Minimum five years related work experience.
- Experience with automotive, refrigeration/HVAC, hydraulics and/or painting/coating would be an advantage.
- Self-starter and ability to work autonomously.
- Demonstrated ability to recruit and mentor workshop contractors/staff

## 6. Key capabilities

- **Communication** - Able to communicate complex or sensitive information, adapt communication styles for different people.
- **Plan, prioritise & manage work** – Ensures teamwork plans are consistent with business strategy and goals, understands how work fits into the bigger picture, anticipates disruption and change external to the business.
- **Deliver results** - Ensure required resources, expertise and support is provided, that people understand the impact of their work, identify and communicate changed priorities and monitor delivery.
- **Solve problems & make decisions** - Uses research and analysis to identify problems, work through issues, consider alternatives and take appropriate action. Recognises and celebrates initiative to solve problems.
- **Technology, systems & processes** – Leverages the potential of technology, implements systems, processes and business improvements.
- **Regulation, compliance & risk** - Applies regulatory and compliance requirements to day-to-day work.
- **Commitment** – Translates the desired culture to specific actions and behaviours.
- **Client service** – Maintains accountability and focus on outcomes for clients and community. Delivers on commitments. Seeks feedback from clients.

## 7. Key attributes

- **Imaginative** - Look for possibilities and opportunities for creative solutions, show curiosity and openness to new ideas, and think outside the box.
- **Adaptable**– Embrace change and flexibility, demonstrate comfort with ambiguity and complexity, and support others through transition. Maintain calmness and persistence in the face of challenge or adversity, adjust and bounce back from challenging experiences.
- **Accountable** – Takes responsibility for own performance, initiative, actions, impact on others and team performance - and encourage this in others.
- **Striving** – Shows drive and motivation in the interests of the business and clients, identify opportunities, are proactive around improvements, focus on goals and prioritise work for the greatest impact. Takes reasonable and well calculated risks in the interest of the business and within parameters and seek out boundaries when unsure.



- **Growth mindset** – Invite challenge, encourage genuine debate, be able to make difficult decisions and take bold actions. Commit to life-long learning and personal growth, develop self-awareness, and be proactive in seeking improvement and feedback.

## 8. Decision making

- Plan, lead and organise work to achieve agreed business objectives and performance criteria, within approved work plans.
- Acting autonomously and being proactive to deliver on priorities, referring matters requiring a higher level of approval to the CEO