

JAN 2025

Position Description

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| Position Title: | Continuous Improvement Specialist |
| Position Number: | 1199 |
| Reporting to: | Chief of Environment, Sustainability and Governance Officer |
| Location: | Geraldton |
| Conditions of Employment: | General Staff Enterprise Agreement |

PURPOSE

The Continuous Improvement Facilitator is responsible for driving and embedding Continuous Improvement as part of business-as-usual culture. The role will support operational efficiency and process optimisation through organisational engagement, business improvement, practical solutions, and workflow review and compliance.

Working at all levels of the business to build, and sustain, a workplace culture of Continuous Improvement. The role will be accountable for training all staff in Continuous Improvement practices and reporting progress to the business at all levels.

ACCOUNTABILITIES

| KEY RESPONSIBILITIES | OUTCOMES |
|------------------------|--|
| CONTINUOUS IMPROVEMENT | <ul style="list-style-type: none"> Identify and implement practical improvements to business operations and systems, ensuring they align compliance and regulatory requirements. Develop, implement and provide training as required to staff, and oversee the CI Champions team, supporting CI initiatives across teams and ultimately the business. Support and collaborate with business teams to review and enhance standard operating procedures (SOPs), improving efficiency and effectiveness. Develop CI plans for implementation to address inefficiencies and risks. Provide regular reporting on CI actions, outcomes and issues Proven ability to drive change within teams, fostering strong CI Culture and engagement. |
| COMMUNICATION | <ul style="list-style-type: none"> Building Professional Relationships. Internal and External Communications. High Level Service and Support. |
| ADMINISTRATION | <ul style="list-style-type: none"> Procurement of Goods and Services. Record Keeping and System Administration. Reporting and Auditing. |

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| COMPLIANCE | <ul style="list-style-type: none"> ▪ MWPA Delegations Manual ▪ Safety Compliance and Performance ▪ Environmental Protection, Compliance and Performance ▪ Abide by MWPA Policies, Procedures and Relevant Legislation |
| GENERAL | <ul style="list-style-type: none"> ▪ Other duties as directed by MWPA within the skills of the Employee. |

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Related Tertiary qualifications
- Qualifications in LEAN SIX SIGMA methodology
- Certificate IV in Training and Assessment

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Extensive experience in facilitating and implementing Continuous Improvement methodologies
- Experience in training and implementation of LEAN SIX SIGMA
- Experience in identifying inefficiencies, bottlenecks and areas for improvement
- Ability to communicate at all levels of the organisation
- Proven ability to drive change within operational teams, fostering collaboration and engagement to embed new practices effectively
- Skills in project management, change management and systems management
- Highly skilled in Microsoft Office suite: Word, Excel, Powerpoint, PowerBI, Teams

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

A strong team player with a deep sense of curiosity, who doesn't shy away from a challenge.

SPECIAL CONDITIONS

A 298 Marine Terrace, Geraldton WA 6530
M PO BOX 1856, Geraldton WA 6531
P +61 8 99 640 520
E mail@midwestports.com.au



midwestports.com.au

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE
Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE