



Systems and Automation Engineer – Job Description

Position Title		
Based	Vegetable Division - Ashburton	
Reports to	Site Engineering Manager	
Direct Reports	Talley's Group Operational Improvement & Automation Manager	
Overall Purpose	System Automation Engineer will be responsible for optimising the industrial process of manufacturing while maintaining automated machinery used in the process. The engineer will be required to Assist and manage process improvement projects that focus on cost reduction and increasing the profits of the company. They must use PLC/SCADA technologies to develop industrial automation and process control systems. The system and automation engineer must also conduct troubleshooting and maintenance activities to optimize the performance of all automated manufacturing machinery in the entire site. Process understanding, effective communication and the use of modern development approaches are essential parts of this role.	
Relationships	Internal	Group Operational Improvement & Automation manager, Engineering Teams, Operations Teams, IT Team, Software Team & Health & Safety Team.
	External	Site visitors, Machine & equipment suppliers & Automation contractors.
Delegated Authority	N/A	

Key Accountabilities	
Areas of Responsibility	<ul style="list-style-type: none"> • Lead and work with engineers to install, maintain and troubleshoot control systems and various automation processes. • Produce detailed engineering documentation that is clear and concise. • Prepare Functional Descriptions. • Work with stakeholders to define systems requirements. • Ensure that changes reflect the direction of the agreed roadmap, company standards and guidelines. • Implement changes to meet updated requirements and assist with commissioning. • Troubleshoot and resolve issues with equipment and systems and provide Root Cause Analyses where required. • Manage and maintain backups and documentation in a useable manner. • Impart knowledge to process operators to develop their understanding of the plant and their ability to undertake routine checks.

	<ul style="list-style-type: none"> • Participation in production, product development, sales and engineering projects as required. • Develop project pricing for small and medium automation projects. • Interpret machine designs, P&ID and functional descriptions. • Develop electrical schematics, Document control structure and electrical wiring using Eplan P8.
Personal Development	<ul style="list-style-type: none"> • Undertake training and development plans that support the roadmap. • Maintain an up-to-date knowledge of best work practices, regulations & industry standards. • Maintain an up-to-date knowledge of appropriate new technology.
Relationships	<ul style="list-style-type: none"> • Work effectively in the Season's Best Team. • Maintain active relationships with relevant suppliers.
Commercial Goals	<ul style="list-style-type: none"> • Minimise system downtimes due to systems flaws. • Deliver required improvements in a timely manner. • Manage budgets on projects when lead by the Systems and Automation Engineer. • Manage licence and ownership costs of systems.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS. • Be aware of and comply with the legislative requirements as defined in the HSWA 2015. • Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace. • Behave in a manner that does not endanger the health and safety of themselves or others. • Halt work immediately if it would expose you (or anyone else) to a serious risk. • Prioritising employee wellbeing, ensuring a supportive, balanced and inclusive environment. • Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels. <p>Strategy, Leadership & Governance</p> <ul style="list-style-type: none"> • Actively support and participate in the implementation and continuous improvement of Talley's Health & Safety Management System (HSMS). • Promote best practice and provide direction to teams. • Involve H&S coordinators/Advisors/Managers during the planning of projects or other significant works. • Ensure that document control systems meet company standards. <p>Risk Management</p> <ul style="list-style-type: none"> • Ensure effective risk management processes are in place. • Establish and maintain safe working conditions through cooperation and consultation with staff.

- Engage appropriate external for support as necessary.
- Ensure appropriate levels of external and independent auditing are being conducted on their site/departments and the site is taking the necessary corrective actions following these audits.
- Ensure hazard hunts are taking place between departments.
- Ensuring site emergency plans are current and accessible.
- Ensure contractors and subcontractors working in their area have completed pre-qualification processes,
- Hold regular toolbox meetings.

Event Management

- Lead accident investigations and ensure any action points are implemented within agreed timeframes.
- Ensure all notifiable events are recorded, investigated and minimised within a timely manner.
- Encourage reporting of all events.

Assurance

- Prepare and submit progress reports to key stakeholders as required.
- Regularly attend site inspections and health and safety committee meetings.
- Monitor adherence to H&S policies and strive to minimise non-compliance.

ACC/Injury management

- Support the safe and early return to work for injured employees.
- Work with IMU to monitor and escalate claims as necessary.
- Professional and Personal Development
- Ensure opportunities for appropriate training are available as necessary.
- Ensure team members are trained in appropriate techniques to enable them to undertake tasks safely.

Systems and reporting

- Ensure systems are in place to receive and review relevant documents for engaging external contractors.
- Ensure systems are in place for visitor site inductions.

Knowledge, Skills and Personal Qualities

Qualifications and/or Experience

Essential

- Engineering qualification.
- Tertiary qualification.
- Electrical Training.

General

- 5+ years experience in control system automation.
- Food processing experience.
- Team leadership and management experience preferred but not essential.
- High degree of computer literacy.

Platform experience (preferred but not essential)

- Schneider PLC – Legacy and modern
- Rockwell PLC & HMI – Legacy and modern

	<ul style="list-style-type: none"> • Siemens PLC & HMI - Modern • AVEVA InTouch & System Platform SCADA • Inductive Automation Ignition SCADA • Microsoft SQL
Skills and Knowledge	<ul style="list-style-type: none"> • In-depth knowledge of regulatory requirements and quality standards. • Strong problem-solving and analytical skills, with the ability to assess complex issues, analyse data, and implement effective solutions. • Strong leadership and management skills. • Proficiency in Microsoft Office Suite. • Excellent communication skills. • Ability to plan, organise, and prioritise tasks to meet deadlines and objectives efficiently. • High level of attention to detail, ensuring that all quality procedures and standards are followed without compromise. • Solid understanding of health and safety regulations and practices.
Personal Attributes	<ul style="list-style-type: none"> • A professional approach to represent Talley's Ltd in a professional manner. • Drive to achieve results and action-orientated, work at pace. • Sound negotiation and conflict resolution skills. • Use their initiative and make commercial decisions as required. • Strong communication skills – written and verbal. • Continuous improvement focus. • Effective trouble-shooter.

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name		Date	
Signed			