



Job Title – Process Automation Technician

Position Title		
Based	Vegetable Division - Ashburton	
Reports to	Systems Automation Engineer	
Direct Reports	Nil	
Overall Purpose	Providing systems and automation solutions and technical support for the various departments and project teams, administering the digital process control systems including capital and continuous improvement initiatives with a strong focus on Safety, Quality and Cost.	
Relationships	Internal	Production, Packout, QA, Engineering, Supply Chain, Field and key contacts within the Talley's group.
	External	Equipment & solution suppliers, automation contractors and as directed by manager.
Delegated Authority	As per delegated authority guidelines.	

Key Accountabilities	
Areas of Responsibility	<ul style="list-style-type: none"> • Troubleshoot and resolve issues with equipment and systems and provide fault diagnosis as the specialist technical support for site operations and projects. • Conduct daily system audits and provide support to the operations team with regards to digital process control and train staff to build capability. • Conduct Root Cause Analysis (RCA) involving operations, product development, sales and engineering as required. • Assist and mentor operational team members to better understand the automation controls and impacts, including assistance with development and implementation of trouble shooting guides. • Work closely with the Season's Best Ltd teams and contractors to use automation to improve production capability and reliability, install and commission new equipment, and actively contribute to continuous improvement projects.
General	<ul style="list-style-type: none"> • Manage and maintain backups and documentation as required, in a user-friendly format. • Remain up to date with appropriate new technology, best work practices, regulations & industry standards.

Overlapping Duties	<ul style="list-style-type: none"> • Lead and work to install, commission, maintain, improve and troubleshoot control systems and automation processes.
Systems and Reporting	<ul style="list-style-type: none"> • Implementation of PLC, HMI, SCADA and MES projects and/or specifying a scope of work to be implemented by external contractors. • Design, integration and validation of PLC, HMI, SCADA & MES software changes that are required for reliable automated plant processes. • Interpret and provide as required, machine designs, P&ID and FD (functional descriptions), high-quality technical documentation, reports, change management, testing & commissioning. • Ensure that any automation development and changes reflect the company standards/ agreed roadmap/ guidelines as prescribed by the Systems and Automation Engineer.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Support the implementation of relevant H&S processes. • Ensure teams understand H&S requirements in practice. • Ensure risk management processes and controls are in place. • Support the implementation and continuous improvement of the business's H&S Strategy Plan. • Participate in accident investigations and ensure action points are implemented in a timely manner. • Ensure all notifiable events are recorded, investigated and minimised in a timely manner. • Support the early intervention program. • 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.
Other	<ul style="list-style-type: none"> • The role also works closely with the Engineering team and as such has a "dotted line" reporting relationship to the Automation Engineer to ensure consistency in approach and standards across the site. • From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Positively contribute to improvement efforts across the wider team.

- Always act professionally and be a role model and ambassador for Season's Best Ltd as a responsible employer who supports the community and local economy.

Knowledge, Skills and Personal Qualities

<p>Qualifications and/or Experience</p>	<ul style="list-style-type: none"> • Automation/ Instrumentation Engineering qualification. • 3+ year's prior experience in process control automation. • Proficiency in PLC Software (e.g., Schneider Control Expert, Schneider Systems Platform, Siemens TIA Portal). • Proficiency in JavaScript/ Python/ C++ or similar development environment. • Proficiency in MES development using Ignition and TiliIT software. • Working knowledge of the following brands (legacy and modern) would be useful Proficy, iFIX, Rockwell, Siemens, AVEVA InTouch & System Platform SCADA and Ignition SCADA. • Experience in machine data collection and downtime tracking systems. • Experience with product track and trace, weighbridge and barcode systems. • Experience in food manufacturing or process engineering would be useful but not essential.
<p>Skills and Knowledge</p>	<ul style="list-style-type: none"> • Strong process improvement skills, along with excellent analytical and strategic problem-solving abilities with hands-on experience with PLC and HMI programming and troubleshooting. • High degree of computer literacy and documentation skills. • Strong communication and interpersonal skills – able to build positive relationships at all organisational levels and across different teams.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Results oriented team player with a high level of self-initiative and self-discipline. • Strong communication skills – written and verbal. • Continuous improvement focussed, with Safety and Quality in mind. • Can-do, proactive attitude with analytical, pragmatic problem solving with strong reporting and presentation skills.

Key Performance Indicators (KPIs)

- OEE, yield, unplanned downtime, throughput, safety incident rate, customer complaint rate, and reject ratios.
- Water, energy and compressed air consumption.

Performance will be reviewed quarterly against year-to-date (Oct-Sep) targets.

Name		Date	
Signed			