

SSGIN02 Head Ginner / Shift Supervisor

1. Job role

TCF sub-sector	Cotton Ginning
Functional area	Production Operations
Job role	SSGIN02 Head Ginner / Shift Supervisor
Job role description	Supervises and coordinates ginning operations during assigned shifts, ensuring efficient processing of cotton while maintaining safety, quality and production targets. In the Australian cotton ginning sector—characterised by high-throughput and seasonal peak operations—the Head Ginner / Shift Supervisor is responsible for managing day-to-day production activities on the gin floor. The role ensures machines operate efficiently, staff are deployed effectively and fibre quality standards are maintained. The position acts as the key link between plant management and operational staff, ensuring production plans are executed and issues are resolved quickly to maintain continuous processing.
Performance expectations	• Meeting shift production targets and throughput requirements • Maintaining safe and efficient plant operation • Supervising and coordinating production staff • Ensuring fibre quality and minimising contamination • Monitoring equipment performance and addressing issues • Supporting continuous production during peak season • Maintaining accurate shift records and reporting • Following WHS and operational procedures
Specialisation	Shift-based production management, cotton ginning operations, workforce supervision, process optimisation, fibre quality control
Application in other Textile, Clothing and Footwear (TCF) sectors	• Agricultural processing industries • Food and bulk commodity processing • Manufacturing shift supervision roles • Industrial processing plants • Resource and materials handling operations

2. Key tasks and critical work functions

Key tasks	• Supervising ginning machine operations • Allocating tasks and managing shift workforce • Monitoring plant performance and throughput • Coordinating material flow and logistics during shifts • Ensuring compliance with safety procedures • Troubleshooting operational issues
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	- Recording production data and shift reports - Communicating with plant management and support teams
Critical work functions	- Ensuring continuous and efficient ginning operations - Maintaining fibre quality and minimising loss - Managing workforce performance and safety - Responding quickly to operational disruptions - Supporting coordination across plant functions - Maintaining compliance with standards and procedures - Enabling effective shift-to-shift handover

3. Technical skills

Ginning process knowledge	Understanding cotton processing operations
Machine operation oversight	Supervising ginning equipment performance
Production coordination	Managing workflow and material movement
Quality control	Maintaining fibre quality standards
Basic troubleshooting	Identifying and resolving process issues
Data recording	Maintaining shift and production records
Safety management	Applying WHS procedures
Communication systems	Coordinating across teams and functions

4. Generic Skills

Leadership	Supervising and motivating teams
Problem solving	Resolving production and operational issues
Communication	Coordinating across shifts and departments
Decision making	Making operational decisions under pressure
Time management	Managing shift timelines and priorities
Teamwork	Working with cross-functional teams
Adaptability	Responding to dynamic production conditions

5. Emerging skills

Emerging skills	- Integration with SCADA and automated monitoring systems - Data-driven production optimisation - Advanced workforce scheduling tools - Predictive maintenance coordination - Digital reporting and analytics - Sustainability and efficiency improvements
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6. VET Qualifications and Skill Sets

Entry-level preparation	MSM30116 Certificate III in Process Manufacturing or equivalent in Engineering (Mechanical)
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Advanced development	MSM50316 Diploma of Production Management or equivalent
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7. Job progression

Possible job progression	Ginning Operator → Head Ginner / Shift Supervisor → Production Manager → Gin Manager / Plant Manager
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8. Classification

Australian Qualifications Framework	Level 3-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3
Open Source Classification of Occupations for Australia (OSCA)	Production Supervisor - Cotton Ginning



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