

CS46 Production / Shift Supervisor

1. Job role

TCF sub-sector	Cross-sector
Job role	CS46 Production / Shift Supervisor
Job role description	Supervises daily or shift-based production operations across designated manufacturing or processing areas to ensure output, quality and safety requirements are achieved. In the TCF industries—where production environments vary from garment manufacturing and textile processing to laundry and leather goods production—the Production / Shift Supervisor coordinates workforce activities, monitors workflow, ensures adherence to quality and compliance standards, and supports continuous improvement across production systems.
Performance expectations	• Meeting daily or shift production output targets • Maintaining required quality and product specifications • Ensuring safe and compliant work practices across teams • Monitoring workforce productivity and performance • Minimising downtime and operational disruptions • Supporting efficient use of materials and resources • Maintaining accurate production reporting • Supporting team capability development and training • Ensuring alignment with production schedules • Driving continuous improvement initiatives
Specialisation	Production supervision, shift coordination, workflow management, quality control, team leadership, continuous improvement
Application in other TCF sectors	• Apparel production supporting garment manufacturing and assembly line supervision • Textile manufacturing supporting fibre, fabric and finishing production processes • Footwear production supporting assembly, stitching and finishing operations • Leather goods production supporting cutting, assembly and finishing workflows • Dry cleaning and laundry services supporting processing, finishing and dispatch operations • Technical textile and specialty services supporting controlled production environments • Manufacturing and processing industries supporting production supervision and workflow coordination

2. Key tasks and critical work functions

Key tasks	• Coordinating daily or shift-based production activities • Allocating tasks and managing workforce across production areas • Monitoring workflow and addressing bottlenecks
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	• Conducting quality checks and inspections • Recording production data and reporting performance • Supporting workforce training and skill development • Ensuring compliance with WHS and operational procedures • Coordinating with maintenance and support teams
Critical work functions	• Maintaining steady workflow across production stages • Ensuring adherence to quality and specification standards • Supporting workforce engagement and productivity • Identifying and resolving operational issues • Maintaining accurate production and performance records • Ensuring compliance with safety and regulatory requirements • Communicating effectively across production teams

3. Technical skills

Production systems knowledge	Understanding production and processing systems across TCF sectors
Quality control systems	Applying inspection procedures and quality standards
Production scheduling awareness	Understanding and supporting production targets and schedules
Workforce supervision	Coordinating and monitoring team performance
WHS compliance	Ensuring safe work practices and compliance standards
ERP and reporting systems	Recording and monitoring production data in digital systems
Continuous improvement methods	Applying lean and workflow optimisation principles

4. Generic Skills

Leadership	Guiding and motivating production teams
Communication	Providing clear instructions and feedback
Problem solving	Addressing operational challenges and bottlenecks
Organisation	Managing workflow and production priorities
Attention to detail	Ensuring compliance with quality and specifications
Teamwork	Coordinating effectively with workers and management

5. Emerging skills

Emerging skills	• Using digital production monitoring and reporting systems • Applying real-time performance tracking tools • Supervising automation-enabled production lines • Using data-driven workflow optimisation techniques • Supporting sustainable and resource-efficient production practices • Applying advanced team performance analytics
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6. VET Qualifications and Skill Sets

Entry-level preparation	Any of the following or equivalent to: • MSM40116 Certificate IV in Process Manufacturing
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	• MST40122 Certificate IV in Textile Design and Technology • MST40222 Certificate IV in Apparel and Fashion • MST40316 Certificate IV in Custom-Made Footwear • MST40416 Certificate IV in Millinery • BSB40520 Certificate IV in Leadership and Management
Advanced development	MSM50316 Diploma of Production Management or equivalent

7. Job progression

Possible job progression	Senior Production Worker → Production / Shift Supervisor → Production Manager → Operations Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Production Supervisor - Cross-sector TCF



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