

CS85 Operations Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS85 Operations Coordinator
Job role description	Coordinates and supervises daily operational activities across Textile, Clothing and Footwear (TCF) enterprises to ensure efficient workflow, optimal resource utilisation and achievement of production and business objectives. In the Australian TCF industry, the Operations Supervisor is a critical middle-management role positioned between the General Manager and Production Manager. The role translates strategic and operational plans into day-to-day execution, ensuring that production, logistics, quality and support functions operate cohesively and efficiently. The role applies across all TCF sectors including apparel, footwear, textile manufacturing, leather goods production, clothing and footwear repairs and alterations, textile recycling and remanufacturing and laundry and dry cleaning operations. It requires strong cross-functional knowledge of production processes, workforce coordination, supply chain interfaces and quality systems. The Operations Supervisor is responsible for managing schedules, coordinating workflows, resolving operational issues, supporting process improvement initiatives and ensuring compliance with organisational, safety and regulatory requirements. The role plays a key part in optimising productivity, maintaining continuity of operations and supporting overall business performance.
Performance expectations	• Ensuring efficient execution of daily operations • Coordinating schedules, workflows and resource allocation • Supporting achievement of production and operational KPIs • Identifying and resolving bottlenecks and operational issues • Maintaining compliance with quality, safety and operational standards • Facilitating communication between management and operational teams • Driving continuous improvement and efficiency initiatives • Maintaining accurate operational records and reporting • Supporting workforce productivity and performance
Specialisation	Operational coordination, workflow management, production scheduling, process optimisation, cross-functional supervision
Application in other TCF sectors	Applicable across all TCF sectors including apparel, footwear, textile manufacturing, leather goods production, clothing and

	footwear repairs and alterations, textile recycling and remanufacturing and laundry and dry cleaning operations.
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2. Key tasks and critical work functions

Key tasks	• Coordinating daily production and operational schedules • Monitoring workflows across departments and adjusting priorities • Supervising teams and supporting staff performance • Identifying and resolving operational issues and delays • Ensuring adherence to quality, safety and operational procedures • Supporting implementation of process improvements • Communicating operational updates and requirements • Maintaining operational documentation and reporting systems • Assisting with workforce and resource planning
Critical work functions	• Ensuring smooth and efficient daily business operations • Aligning operational activities with production targets • Preventing and resolving workflow disruptions • Supporting consistent quality and compliance standards • Optimising use of labour, materials and equipment • Maintaining effective communication across organisational levels • Driving continuous improvement and operational efficiency • Supporting timely delivery of products and services

3. Technical skills

Operational coordination	Managing workflows, schedules and activities
Production knowledge	Understanding TCF manufacturing processes
Resource management	Allocating labour, materials and equipment
Process monitoring	Tracking operational performance
Data analysis	Interpreting KPIs and operational data
Documentation	Maintaining reports and records
Compliance	Applying quality, safety and regulatory standards
Continuous improvement	Supporting efficiency and process optimisation

4. Generic Skills

Leadership	Supervising and motivating teams
Communication	Coordinating across organisational levels
Problem solving	Resolving operational issues
Decision making	Prioritising and allocating resources

Teamwork	Supporting cross-functional collaboration
Time management	Managing schedules and deadlines
Adaptability	Responding to changing demands
Professionalism	Maintaining organisational standards

5. Emerging skills

Emerging skills	• Digital scheduling and production planning systems • Industry 4.0 and smart manufacturing tools • Data-driven decision-making and analytics • Automation integration in operations • Lean manufacturing and continuous improvement systems • Sustainability and resource optimisation practices
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6. VET Qualifications and Skill Sets

Entry-level preparation	BSB40520 Certificate IV in Leadership and Management or equivalent
Advanced development	MSM50316 Diploma of Production Management or equivalent or Bachelor's degree in operations management, manufacturing, business , textiles and fashion or engineering

7. Job progression

Possible job progression	Senior Operator → Operations Supervisor → Production Manager → Operations Manager → General Manager
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8. Classification

Australian Qualifications Framework	Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Operations Supervisor - TCF Industry



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