

POSITION DESCRIPTION

Position Title: Maintenance Planner	Location: Newcastle
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Primary Purpose of the Position

The **Maintenance Planner** is accountable for the planning, scheduling, co-ordination and organisation of the short and long term asset related work for the site. Responsible for the routine servicing and repairs, the role will deliver the planning and execution of shutdowns for site in conjunction with Work Supervisors. In addition, the role will assist in the review and analysis of maintenance performance, resulting in the updating and continuous improvement of the overall maintenance strategy.

Reporting Relationships

Position Reports to:	Maintenance Supervisor	
Roles reporting to this position: (D) Direct (ID) Indirect	None	
Other Key Contacts:	Internal: <ul style="list-style-type: none"> • Work Supervisors • Process Leaders • Other members of the Operational Capability Team • Assets Team • Logistics Planners • Technicians 	External: <ul style="list-style-type: none"> • Suppliers • Contractors

Major Accountabilities/Responsibilities

Major Accountabilities		Outputs (Key Performance Indicators)
1.	<u>Health, Safety and Environment</u> Show leadership in the areas of Health, Safety and Environment.	<ul style="list-style-type: none"> • Use of Safety Management System • Training attendance compliance



Major Accountabilities	Outputs (Key Performance Indicators)
<p>Support the continuous improvement and implementation of HSEC Systems, including:</p> <ul style="list-style-type: none"> • A Safety Management System. • Safe systems of work. • Effective inductions. • Training systems that support HS&E objectives. • Effective auditing systems. • Management Leadership. <p>Integration of OH&S requirements into job planning</p> <p>Ensuring a safe working environment for all personnel on the NCIG site through risk assessment programs, hazard identification, safety working procedures / practices and training of personnel.</p>	<ul style="list-style-type: none"> • Zero harm site focus. • Safely manage contract work and work requiring permits. • Use of and contribution to risk assessments and investigations. • Demonstrated compliance with policies, systems, and statutory requirements. • Minimise environmental factors.
<p>2. <u>Teamwork & People Leadership</u></p> <p>Be an effective member of the NCIG Operational Capability team.</p> <p>Provide site supervision for both internal and external labour performing maintenance tasks.</p> <p>Role model the behaviors expected of a professional team member.</p>	<p>Participation in:</p> <ul style="list-style-type: none"> • Team development. • Team performance. • Open and effective communication. • Co-operative and collaborative working practices. • Development of constructive relationships.
<p>3. <u>Maintenance Planning</u></p> <p>Continuously improve and implement the maintenance planning processes that support the business including:</p> <ul style="list-style-type: none"> • The creation and updating of standard jobs to support the delivery of maintenance tactics. • Collaboration with competent resources including Engineering to adequately plan the technical aspects of the job. • The identification of goods and services required to safely deliver maintenance tactics, including procurement and contract management. • Assist with inventory management, parts identification and sourcing. 	<ul style="list-style-type: none"> • Co-ordinate and arrange maintenance work on down days (with Work Supervisors). • Maximised production output and equipment optimisation. • Maintenance tasks are correctly planned for both internal and external contractor resources in the computerised maintenance management system (CMMS). • Resources required to deliver the maintenance plan are available on time to prevent delay or re-scheduling. • Routine planning and review meetings are undertaken to analyse performance and incorporate learnings.



Major Accountabilities		Outputs (Key Performance Indicators)
	<ul style="list-style-type: none"> • Estimation and allocation of competent labour both internally and from external service providers. • The identification and sourcing of specialist tooling and equipment. • Adequate assessment of risk and planning of Supervision. • Creation of job packs inclusive of all high risk permits. • The development of longer term plans that feed the short term schedule and budget process for larger jobs. This includes: <ul style="list-style-type: none"> ○ Scoping ○ Outage duration and timing ○ Resourcing requirements ○ Cost estimates ○ Specialist resources and quality requirements 	<ul style="list-style-type: none"> • Long term jobs are adequately planned to a sufficient level with all supporting information stored in the CMMS.
4.	<p><u>Maintenance Scheduling</u></p> <ul style="list-style-type: none"> • Work that is planned is prioritised and scheduled to facilitate timely completion. • Shutdown work is scheduled to align with budgeted outages and interfaces managed to facilitate safe completion. • The maintenance plan is published within the CMMS to facilitate delivery. • Forward looking plans are developed to feed the budget and business planning process over a 3-year period. 	<ul style="list-style-type: none"> • Collaboration between internal and external contractor resources to ensure a consolidated plan exists. • Shutdown plans are developed and integrated with operations to minimise outage impacts.
5.	<p><u>Maintenance Execution</u></p> <p>Delivery of the scheduled activities in accordance with the agreed plan for online and offline work including shutdowns.</p> <ul style="list-style-type: none"> • In the field Supervision and monitoring of compliance to the job pack, including attendance at level 3 job inductions • Monitoring and adjustment of task duration based on progress and liaison with logistics to minimise impact on operations 	<ul style="list-style-type: none"> • Maintenance tasks delivered in accordance with HSEC requirements. • Delivery of tasks to a quality that meets specification and prevents breakdown. • Monitor and reporting of work completion compared to schedule. • Availability and reliability of equipment to deliver terminal capacity requirements.



Major Accountabilities		Outputs (Key Performance Indicators)
	<ul style="list-style-type: none"> Assessment of the quality of work in accordance with trade expectations and NCIG Specifications. Coordination and delivery of shutdowns including setup, duration compliance, commissioning and handback. Cost control including the raising of purchase quotes and approval of time sheets. 	
6.	<p><u>Maintenance Reporting & Performance Analysis</u></p> <p>Maintenance reporting and the analysis of performance is routinely undertaken to facilitate continuous improvement.</p> <ul style="list-style-type: none"> Work completion metrics and compliance to plan. Plant performance metrics and compliance to plan. Financial performance metrics and compliance to budget. <p>Where required updates to the maintenance strategy to incorporate improvements.</p>	<ul style="list-style-type: none"> Work completion metrics at or above budget to eliminate unplanned down time (work order compliance to plan) Plant performance metrics at or above budget to deliver the annual operating capability metrics (availability & reliability) Financial performance metrics at or below budget across corrective, predictive, preventative and overheads. Maintenance strategies updated resulting in improved outcomes.

Education & Experience

Essential:

- Sound experience in a similar role.
- Relevant tertiary qualifications (mechanical trade).
- Knowledge and demonstrated understanding of supply and contract functions.
- Knowledge and understanding of legislative requirements that relate to maintenance of equipment.
- Proficient in the use of computers including data management tools.
- Capacity to contribute to the ongoing success of the organisation at both strategic and operational levels.
- Strong ability to communicate effectively with stakeholders at all levels of the business.
- Proven ability to analyse data, recommend and implement change as part of a continuous improvement commitment.
- Demonstrable achievements in relation to safety and environmental management.

Desirable:

- Experience working within a mining/heavy engineering construction environment.



Personal Attributes

- Strong analytical and problem-solving skills
- Good planning and organisational skills
- Sound communication, negotiation, conflict resolution and influencing skills
- Business and Commercial acumen
- Action oriented
- Effective team member

