

Position: Technical Assistant

Reporting To: Lead Maintenance Consultant

Salary Band: 1

Role:

The Technical Assistant will provide support to the project team in the development and implementation of quality Asset Management Services.

In addition, the Technical Assistant is responsible for the management and coordination of project data in a timely and cost efficient manner and in alignment with the project requirements. The role requires effective communication at all levels both within and external to the organisation.

Direct Reports:

- None.

Major Duties and Responsibilities:

Key Accountabilities	Key Results
Technical Requirements	<ul style="list-style-type: none"> • Understanding of the following Asset Management processes: <ul style="list-style-type: none"> • Asset register development • Criticality analysis • Maintenance program development • Work Instruction development • Spares parts identification and assessment • Data migration to client CMMS
Project Administration	<ul style="list-style-type: none"> • Data compilation/retrieval of project reference information. • Data entry/manipulation of project data. • Compilation/collation and formatting of project reports. • Management of project document controls. • Liaison with vendors and other external providers/suppliers. • Take minutes for meetings, facilitated sessions/workshops, etc. • Ensure that project deliverables comply with SUPL business management processes.
Resource Supervision	<ul style="list-style-type: none"> • N/A
Client Interface	<ul style="list-style-type: none"> • Demonstrate a professional manner when dealing with clients e.g. courtesy, respect and constructive communications. • Identify business opportunities and promote company capabilities.

Corporate Responsibilities	<ul style="list-style-type: none"> • Demonstrate commitment to the Health, Environment & Safety (HES) objectives of SUPL. • Demonstrate commitment to the SUPL quality philosophy and the procedures contained in the Business Management System (BMS). • Promotion and support of SUPL as an employer of choice by upholding the key SUPL values of Teamwork, Respect, Ethics, Equal Opportunity and Innovation.
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Authority Levels:

- None.

Qualifications, Skills and Experience:

Essential	Desirable
<p>Qualifications / Training</p> <ul style="list-style-type: none"> • Relevant vocational experience. 	<ul style="list-style-type: none"> • Relevant vocational experience in the Resources Sector.
<p>Skills</p> <ul style="list-style-type: none"> • Proficient computer skills with Microsoft Excel and Word software packages. 	<ul style="list-style-type: none"> • Proficient computer skills with Microsoft Access, PowerPoint and Visio software packages. • Proficient Adobe Acrobat skills. • Sound written and verbal communication skills.
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 1 year related experience in data administration. 	<ul style="list-style-type: none"> • 3 years related data administration experience in resources sector. • Project/Document control systems. • Functional knowledge of CMMS packages.

Prepared by: Jonathan Harvey **Date:** April 2008

Approved by: Ian Ashenhurst **Date:** April 2008