

Position: Senior Maintenance Consultant

Reporting To: Lead Maintenance Consultant

Salary Band: 4

Role:

The Senior Maintenance Consultant is responsible for the development and implementation of quality Asset Management Services provided in a timely and cost efficient manner and in alignment with the client / project requirements.

In addition, the Senior Maintenance Consultant will provide supervision, input to project management and technical expertise into the project. The role includes facilitation and effective communication at all levels both within and external to the organisation including business development.

The Senior Maintenance Consultant will be required to assume the responsibilities of the Lead role from time to time.

Direct Reports:

- Maintenance Consultant
- Maintenance Specialist
- Technical Assistant

Major Duties and Responsibilities:

Key Accountabilities	Key Results
Technical Requirements	<ul style="list-style-type: none"> • Detailed technical knowledge of the following Asset Management processes: <ul style="list-style-type: none"> • Asset Register development • Criticality Analysis • FMEA / RCM studies • Work Instruction development • Spares Parts Identification and Assessment • Data Migration to Client CMMS
	<ul style="list-style-type: none"> • Working knowledge of one or more the following specialised fields: <ul style="list-style-type: none"> • Risk Based Inspection (RBI) • Safety Integrity Levels (SIL)

	<ul style="list-style-type: none"> Working knowledge of one or more of the following Assessment, Evaluation and Performance Improvement methodologies: <ul style="list-style-type: none"> Gap Analysis Root Cause Analysis (RCA) Life Cycle Costing (LCC) Reliability Availability Maintainability (RAM) Modelling
<i>Project Administration</i>	<ul style="list-style-type: none"> Assist in the development of clearly defined and agreed project deliverables. Assist in the development of project CTR, resource plan, budgets, and performance metrics. Assist in monitoring and reporting project progress and identification of any project variations. Ensure that project deliverables comply with the applicable Australian standards and SUPL business management processes.
<i>Resource Supervision</i>	<ul style="list-style-type: none"> Provide clear & effective supervision to direct reports in the delivery of Asset Management Services. Mentor and provide guidance in the professional development of direct reports. Contribute to the interview and selection process for prospective employees.
<i>Client Interface</i>	<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.
<i>Corporate Responsibilities</i>	<ul style="list-style-type: none"> Demonstrate commitment and contribute to the development and improvement of the Health, Environment & Safety (HES) objectives of SUPL. Demonstrate commitment and contribute to the development and improvement of 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 instilling and upholding in others the key SUPL values of Teamwork, Respect, Ethics, Equal Opportunity and Innovation.

Authority Levels:

- Technical approval of project reports prior to issue.
- Approval of project team timesheets for direct reports.

Qualifications, Skills and Experience:

Essential	Desirable
<p>Qualifications / Training</p> <ul style="list-style-type: none"> • Relevant vocational experience or engineering qualifications. 	<ul style="list-style-type: none"> • University Degree in Mechanical / Electrical Engineering (or equivalent). • Postgraduate/Tertiary qualifications in Reliability Engineering, Maintenance Engineering or Asset Management.
<p>Skills</p> <ul style="list-style-type: none"> • Proficient computer skills with Microsoft Access, Excel and Word software packages. • Facilitation. • Sound written and verbal communication skills. 	<ul style="list-style-type: none"> • Proficient computer skills with Microsoft PowerPoint and Project software packages.
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 5 years related experience in Asset Management. • Functional knowledge of CMMS packages. • Team co-ordination and supervision. 	<ul style="list-style-type: none"> • 10 years related experience in Asset Management.

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

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