

Position: **Lead Maintenance Consultant**

Reporting To: Principal Maintenance Consultant

Salary Band: 5

Role:

The Lead Maintenance Consultant is accountable 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 Lead Maintenance Consultant will provide leadership, 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 Lead Maintenance Consultant will be required to assume the responsibilities of the Principal role from time to time.

Direct Reports:

- Senior Maintenance Consultant
- Maintenance Consultant
- Maintenance Specialist
- Technical Writer
- Technical Assistant

Major Duties and Responsibilities:

Key Accountabilities	Key Results
<p><i>Technical Requirements</i></p>	<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 • Working knowledge of 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 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 Management</i>	<ul style="list-style-type: none"> Develop clearly defined and agreed project deliverables. Input into the development of project CTR, resource plan, budgets, and performance metrics. Monitor and report project progress and effectively manage any project variations. Ensure that project deliverables comply with the applicable Australian standards and SUPL business management processes.
<i>Resource Management</i>	<ul style="list-style-type: none"> Provide clear & effective leadership in the delivery of Asset Management Services. Manage the professional development of direct reports through identification and recommendation of appropriate training and development programmes. 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.
- Final approval for document release to client.
- Approval of project team timesheets.
- Authorisation for the re-imburement of minor expense claims. (<\$500).

Qualifications, Skills and Experience:

Essential	Desirable
<i>Qualifications / Training</i> <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.
<i>Skills</i> <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.
<i>Experience</i> <ul style="list-style-type: none">• Minimum of 10 years related experience in Asset Management.• Functional knowledge of CMMS packages.• Project Management.• Team co-ordination and leadership.	<ul style="list-style-type: none">• 15 years related experience in Asset Management.

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

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