

**Position:** Principal Maintenance Consultant

**Reporting To:** Managing Director

**Salary Band:** 6

**Role:**

The Principal Maintenance Consultant is accountable for the management and direction of the multi disciplined teams to produce quality Asset Management Services provided in a timely and cost efficient manner and in alignment with the client / project requirements. This includes the mentoring subordinates in effective leadership, project management and technical expertise.

In addition, the Principal Maintenance Consultant is responsible for the development of processes, procedures and tools required to support the base business model activities. The role includes facilitation and effective communication at all levels both within and external to the organisation including business development.

The Principal Maintenance Consultant will ensure that the technical competencies and reputation of the consultancy group are developed and enhanced to meet the requirements of current and upcoming projects.

**Direct Reports:**

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

**Major Duties and Responsibilities:**

Key Accountabilities	Key Results
<b>Technical Requirements</b>	<ul style="list-style-type: none"> <li>• Detailed technical knowledge of the following Asset Management processes:               <ul style="list-style-type: none"> <li>• Asset Register development</li> <li>• Criticality Analysis</li> <li>• FMEA / RCM studies</li> <li>• Work Instruction development</li> <li>• Spares Parts Identification and Assessment</li> <li>• Data Migration to Client CMMS</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Technical knowledge of the following specialised fields: <ul style="list-style-type: none"> <li>• Risk Based Inspection (RBI)</li> <li>• Safety Integrity Levels (SIL)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Detailed technical knowledge of the following Assessment, Evaluation and Performance Improvement methodologies: <ul style="list-style-type: none"> <li>• Gap Analysis</li> <li>• Root Cause Analysis (RCA)</li> <li>• Life Cycle Costing (LCC)</li> <li>• Reliability Availability Maintainability (RAM) Modelling</li> </ul> </li> </ul>
<b><i>Project Management</i></b>	<ul style="list-style-type: none"> <li>• Develop clearly defined and agreed project deliverables.</li> <li>• Development of project CTR, resource plan, budgets, and performance metrics.</li> <li>• Monitor and report project progress and effectively manage any project variations.</li> <li>• Ensure that project deliverables comply with the applicable Australian standards and SUPL business management processes.</li> </ul>
<b><i>Resource Management</i></b>	<ul style="list-style-type: none"> <li>• Provide clear &amp; effective leadership in the delivery of Asset Management Services.</li> <li>• Manage the professional development of direct reports through identification and recommendation of appropriate training and development programmes.</li> <li>• Conduct the interview and selection process for prospective employees.</li> </ul>
<b><i>Business Development</i></b>	<ul style="list-style-type: none"> <li>• Identify business opportunities and promote company capabilities.</li> <li>• Present company capabilities and proposals to current and prospective clients.</li> <li>• External networking (e.g. AMC meetings, conferences)</li> </ul>
<b><i>Client Interface</i></b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional manner when dealing with clients e.g. courtesy, respect and constructive communications.</li> </ul>
<b><i>Corporate Responsibilities</i></b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment and contribute to the development and improvement of the Health, Environment &amp; Safety (HES) objectives of SUPL.</li> <li>• Demonstrate commitment and contribute to the development and improvement of the SUPL quality philosophy and the procedures contained in the Business Management System (BMS).</li> <li>• 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.</li> </ul>

**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-imbusement of minor expense claims. (<\$100).

**Qualifications, Skills and Experience:**

<b>Essential</b>	<b>Desirable</b>
<b><i>Qualifications / Training</i></b> <ul style="list-style-type: none"><li>• Postgraduate/Tertiary qualifications in Reliability Engineering, Maintenance Engineering or Asset Management.</li></ul>	<ul style="list-style-type: none"><li>• University Degree in Mechanical / Electrical Engineering (or equivalent).</li></ul>
<b><i>Skills</i></b> <ul style="list-style-type: none"><li>• Proficient computer skills with Microsoft Access, Excel and Word software packages.</li><li>• Facilitation.</li><li>• Sound written and verbal communication skills.</li></ul>	<ul style="list-style-type: none"><li>• Proficient computer skills with Microsoft PowerPoint and Project software packages.</li></ul>
<b><i>Experience</i></b> <ul style="list-style-type: none"><li>• Minimum of 10 years related experience in Asset Management.</li><li>• Functional knowledge of CMMS packages.</li><li>• Project Management.</li><li>• Team co-ordination and leadership.</li></ul>	<ul style="list-style-type: none"><li>• 15 years related experience in Asset Management.</li></ul>

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

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