

Position: Technical Writer

Reporting To: Lead Maintenance Consultant

Salary Band: 8

Role:

The Technical Writer is responsible for collation, development, drafting and implementation of user and reference information based documents for a variety of personnel. In addition, the Technical Writer is required to provide technical direction for information management.

The role requires effective communication at all levels both within and external to the organisation including business development.

Direct Reports:

- As required.

Major Duties and Responsibilities:

Key Accountabilities	Key Results
Technical Requirements	<ul style="list-style-type: none"> • Researches and writes user and reference documentation. • Writes operations manuals and technical descriptions. • Writes policy and procedure documents. • Able to explain or describe processes in a concise and professional manner. • Knowledge of O&M documentation required to support Operations and Maintenance.
Project Administration	<ul style="list-style-type: none"> • Assist in the development of project CTR, resource plan, budgets and performance metrics. • Contribute to project progress reporting. • Ensure project deliverables comply with applicable standards and SUPL business management processes.
Resource Supervision	<ul style="list-style-type: none"> • As required.
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"> • Tertiary qualifications in communication discipline or 5 years relevant industry experience.
<p>Skills</p> <ul style="list-style-type: none"> • Proficient computer skills with Microsoft Office software and graphic design software. 	<p>Sound written and verbal communications skills.</p>
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years related experience in technical writing. 	<p>5 years experience within an engineering discipline related to the resources sector.</p>

Prepared by: Michael Cox

Date: May 2008

Approved by: Ian Ashenhurst

Date: May 2008