

Role Statement

Position Title:	Planner	Division:	Asset Management
Classification:	Level 1	Department:	Improvement & Assurance
Supervisor:	Manager, Improvement & Assurance	Location:	South Australia

Role Purpose

The planning and scheduling function is responsible for providing a centralised works management service focused on safe, efficient, and well-coordinated work plans aligned with agreed performance objectives.

Responsibilities & Duties

Strategic:

- Support the delivery of 'Operational Excellence' by identifying and executing agreed improvement initiatives and developing an understanding of asset operations.
- Working with stakeholders to develop an understanding of how the role can impact market operations.
- Developing an understanding of the structure and characteristics of Epic operational assets.
- Developing and maintaining work planning/scheduling and control systems.
- Supporting the development of life plans for Epic assets.
- Establishment and maintenance of work schedules.
- Maintaining relevant assurance information such as calibration certificates, test certificates etc.
- Maintenance and delivery of training requirements for the CMMS to support the induction process.

Technical:

The planning function is responsible for defining the "what," "why," and "how" work is to be performed. Planning tasks include:

- Act as the principal contact for Asset Management to support customer delivery by balancing market requirements with equipment reliability.
- Responsibility for long, medium and short-range planning for maintenance, projects and operational requirements, including regular analysis of backlog work relative to available resources.
- Ensuring approved tasks meet the quality requirements to allow the task to be performed without avoidable delays.
- Ensuring materials are available to perform the required tasks.
- Maintaining the accuracy of "Job Plans", including current "Work Instructions".
- Manage purchased service requirements to support tasks that will be scheduled in the future (includes verification of appropriate qualifications).

The scheduling function is focused on defining "when" and "who" will perform the tasks. Scheduling tasks include:

- Coordinate the development and implementation of appropriate schedules that assigns each workgroup tasks to agreed labour utilisation rates.
- Balancing ad-hoc requests with scheduled activities by understanding priorities.
- Develop schedules following agreed process control systems.
- Work with Engineering to ensure projects are considered as part of the scheduling process.

Maintaining the CMMS is focused on system currency and data accuracy; tasks include:

- Collect feedback from employees to continually improve existing job plans, ensuring any errors or omissions are rectified.
- Maintaining the CMMS "Process Documentation" relevant to planning and scheduling.

- Facilitation of asset management system processes, including condition monitoring and performance and failure reporting.
- Reviewing the CMMS to identify and manage improvement opportunities.

Failure analytics is focused on utilising data collected from relevant systems to support continuous improvement decision making; tasks include:

- Using relevant analytical tools to interpret data such as “Pivot Tables” and “Pareto Charts”.
- Developing written performance reports as required of the business.

Focus Capabilities:

- Show initiative, drive and motivation as well as an ability to self-reflect and commit to learning.
- Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives.
- Communicate clearly, actively listen to others and respond with understanding and respect.
- Adopt a mindset that is aligned with OUR EPIC values.
- Achieve results through the effective use of available resources and commit to quality outcomes.
- Plan to achieve high priority outcomes and respond with flexibility to changing circumstances.

Workplace Health Safety & Environment Responsibilities

- To acquire and keep up-to-date knowledge of work health and safety matters.
- To understand the nature of the operations of the business or undertaking of the Person Epic Energy and generally of the hazards associated with those operations.
- To ensure the use of processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business.
- To ensure the use of processes for receiving and considering WHS and environmental incidents, hazards and risks and responding in a timely way to that information.
- To ensure that Epic Energy uses processes for complying with any duty or obligation of Epic Energy under WHS legislation.
- To ensure that assurance data is collected concerning workplace health and safety matters.

Special Requirements and Working Conditions

- Must be prepared to work and travel in remote field locations and be prepared to travel by helicopter or light aircraft from time to time if required.
- Be prepared to spend time away to meet business needs and maintain up to date knowledge of operational requirements.
- Be prepared to respond to out-of-hours requests for assistance, support or guidance.

Qualification / Experience Level

Knowledge:

- Sound knowledge of Asset Management and Maintenance Management principles.
- Advanced understanding of CMMS (Maximo).
- Knowledge and understanding of remote logistical issues.
- Medium to advanced knowledge of the Microsoft Office suite (excel, word, outlook)
- Medium to advanced knowledge in Digital Dashboard Reporting (PowerBI, SQL)

Qualifications:

- Trade or Degree qualification preferably in a relevant discipline or extensive field experience.
- Qualifications in Asset Management or Maintenance Management or relevant discipline highly regarded.
- Current unencumbered Australian driver's licence.