

Role Statement

Position Title:	Planner and Scheduler		
Name:		Division:	Asset Management
Classification:	Level 1	Department/Section:	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.

Role Contribution

The role of the maintenance planner/scheduler is to maximise productivity and work quality by anticipating and eliminating potential delays through the coordination of labour, materials, purchased services and access to assets. The role is also accountable for maintaining the accuracy of the CMMS (Maximo) asset register and associated failure data, preventative maintenance register and job plans.

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, 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 (excludes duties performed by project managers).
- 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).
- Managing pool vehicle bookings, maintenance and general repairs for 70 Franklin Street.
- End of month reporting requirements for internal and external stakeholders.

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 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 customer-focused mindset that is aligned with Epic’s values.
- Collaborate with others and value their contributions.
- 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.

WHSE Requirements

- Report hazards and incidents in a timely manner and in accordance with Epic Energy WHS procedures
- Intervene in unsafe conditions and unsafe acts and promote safe behaviors in the workplace
- Comply, so far as you are reasonably able, with any reasonable instruction provided by Epic Energy in relation to WHS matters
- Do not knowingly engage in wilful or reckless acts and/or behaviour that may have an adverse effect on your own health and safety or the health and safety of your colleagues
- If required to undertake field work, comply, so far as you are reasonably able, with all Epic Energy safe systems of work and WHS procedures relating to field-based activities
- Positively engage in cooperation, communication and consultation in matters relating to and supporting WHS initiatives

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 SQL writing and use of report tools such as Microsoft Report Builder, SQL Server Management Studio

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.

Competencies:

- Commitment to living and embracing OUR EPIC values.
- Demonstrated ability to plan and coordinate several simultaneous work activities with strong attention to detail.
- Proven ability to analyse issues and develop innovative and effective solutions.
- Reliable and prepared to exercise initiative.
- Experienced in Microsoft Office Suite and Computerised Maintenance Management Systems.

Accreditation:

- Provide First Aid
- Defensive driving (2WD and 4WD)

Your support

To support you in carrying out your role, I will:

- Support actions that are consistent with the role statement
- Provide you with the necessary context for your work.
- Provide you with a sounding board, guidance and advice on issues of concern to you.
- Provide you with honest, constructive feedback as necessary.
- Foster a collaborative work environment to support the development of value-add initiatives.
- Support your development.