

POSITION DESCRIPTION

Position Title:	Fleet Senior Planner	PD Number:	NET0542
Reports To:	Planning and Systems Coordinator	Division:	Fleet

ORGANISATIONAL CONTEXT

Essential Energy operates in a dynamic and rapidly evolving energy ecosystem. The business has four key objectives:

- Continuously improve safety performance and culture;
- Operate a best practice business to deliver the best performance, efficiency and value to our customers;
- Maintain downward pressure on network charges and ultimately keep increases below the rate of inflation; and
- Deliver sustainable financial performance and a satisfactory return on capital employed.

As the business continues its path of reform, customers remain at the centre of everything we do enabled by a program of investments in technology, people and new energy services, and a clear focus on commercial leadership and cultural excellence.

POSITION PURPOSE

The Fleet Senior Planner is accountable for providing high quality maintenance planning services to the Fleet team to ensure delivery of Essential Energy's Strategic Asset Management Plan (SAMP).

The Fleet Senior Planner is responsible for the development and presentation of visible work programs, delivery of accurate work schedules, resources and distribution of the work via approved electronic data bases and scheduling tools.

KEY ACCOUNTABILITIES

- Responsible for the delivery of work packages and instructions delivering guidelines, specifications and reporting requirements for effective work scheduling to meet business objectives
- Carry out the preparation and delivery of accurate work scheduling estimation costs, including resource and material requirements for work packages using system data bases and scheduling tools
- Assist management in the development and implementation of future works schedules to meet forecasted targets and budgets while optimising relativities between maintenance and capital works
- Develop and communicate recurring weekly, monthly and quarterly Fleet maintenance schedules
- Plan major maintenance events and mid-life rebuilds on a variety of plant including crane borers and elevated work platforms
- Work with Regional Fleet Leads to ensure scheduled maintenance events are executed on schedule and to plan
- Monitor and report on Fleet open defects ensuring that open defects are planned for and programed in to be completed as a scheduled maintenance event
- Carry out interpretation, interrogation and refinement of system data bases for the purpose of checking for accurate and relevant work scheduling information
- Support continuous improvement in asset management process

- Responsible for managing and if required escalating any safety issues, concerns or incidents relating to the position

ETHICS, SAFETY, EEO, ENVIRONMENT AND QUALITY

All employees within Essential Energy are required to have an awareness of, and a commitment to:

- The principles and standards set out in the Code of Conduct and of a Fair and Just Culture;
- Workplace Health and Safety, Electrical Safety, Equal Employment Opportunity, and Environmental Management Protection legislation, policies and procedures; and
- Quality Standards and Customer Service principles as relevant to their particular position and workplace.

This is in addition to the specific job details described in this document, and in conjunction with the appropriate Company policies and procedures as amended from time to time.

LEADERSHIP SKILLS FRAMEWORK AND VALUES

Leadership capability is critical to our success at Essential Energy. The Leadership Skills Framework describes the core leadership skills we value and develop in our people, and form a key part of our performance management and leadership development approach.

Our values describe what we care about and set the parameters for how we all behave; Make safety your own, Be easy to do business with, Make every dollar count, Be courageous, shape the future, and Be inclusive, supportive and honest.

QUALIFICATIONS, CERTIFICATIONS, LICENCES AND AUTHORISATIONS

Required

- Diploma in Leadership and Management or demonstrated capability through past employment experience and/or relevant qualifications
- Drivers License

Desirable

- Certificate III in Mobile Plant Technology

EXPERIENCE AND SKILLS

Experience

- Proven experience in a similar role within an asset intensive industry (e.g. utilities, mining, infrastructure, oil and gas and transport)
- Working knowledge of project management, risk management and assurance frameworks
- Strong project management skills with the ability to initiate maintain and control the progress of programs
- Demonstrated knowledge of the work scheduling development requirements in an energy distribution and transmission environment
- Demonstrable experience using a computerised maintenance management systems (CMMS) e.g SAP, Pronto, Oracle etc

Skills

- Strong problem-solving skills with the ability to make appropriate decisions in compliance with company policies, procedures and best practice
- Ability to use computer systems and associated scheduling data bases and programs.
- Strong time management skills with excellent planning and organisational skills, along with a high degree of detail orientation

- Sound skills in computer operations and business systems relevant to the role including Microsoft applications
- Flexible, self-motivated with the ability to work autonomously or in a team environment