



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

### ***Maintenance Planner Maryborough Mill***

Applications are invited for the position of Maintenance Planner to join the MSF Sugar team. This is a fulltime salary position, located at our Maryborough Mill. Maryborough is a beautiful heritage town located three (3) hours north of Brisbane and only a 30 minute drive to Hervey Bay. A short drive to the Sunshine Coast and numerous beautiful beaches, the Fraser Coast region is perfect for someone seeking work/life balance or looking for a sea change.

The Maintenance Planner is responsible for the planning and scheduling services and resources associated with development, management and application of maintenance and capital work planning; ensuring optimisation of site labour for scheduling all planned tasks to support maximisation efficient and timely maintenance activities. You will ensure work packs and schedules are provided to support the execution teams.

To be considered for this role you will ideally have:

- Mechanical or Electrical trade qualifications with maintenance planning experience.
- Previous experience in a heavy engineering industry.
- Proficiency in the use of Microsoft Office suite of applications, include MS Project.
- Experience using a Computerised Maintenance Management System.
- Demonstrated working knowledge and application of the Sugar Milling Code of Practice.

MSF Sugar offers a supportive and positive team environment and an attractive remuneration package, commensurate with skills and experience. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

**Michael Wroe – Mechanical Engineering Manager**

Phone: 0419 740 265

Email: [michaelwroe@msfsugar.com.au](mailto:michaelwroe@msfsugar.com.au)

To apply, click 'Apply for this job' via SEEK.

Applications close on **22<sup>nd</sup> February 2019**.

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Maintenance Planner</b>
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**POSITION AUTHORISATION**

<b>INCUMBENT:</b>	TBA	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	General Manager Maryborough	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	General Manager Maryborough	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS**

<b>Business Group/Division:</b>	Maryborough Mill Engineering Team
<b>Reports Directly to:</b>	Maryborough Engineering Manager
<b>Reports Indirectly to:</b>	Mill Manager – Maryborough
<b>Subordinates:</b>	Nil
<b>Team Membership:</b>	Engineering & Maintenance Team
<b>Work Site:</b>	Maryborough Mill Engineering
<b>Job Status:</b>	Permanent - Fulltime
<b>Qualifications/Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 3-5 years post graduate (or equivalent experience) in a senior planning / planning development / planning &amp; scheduling role in a heavy industrial environment.</li> <li>• Demonstrated working knowledge and application of Workplace Health &amp; Safety Acts, Regulations and Codes of Practice.</li> <li>• Demonstrated knowledge and application of ISO 55000 plans.</li> <li>• Previous sugar / ethanol industry experience in a similar position.</li> <li>• Degree in an Engineering discipline and / or equivalent extensive practical experience.</li> <li>• Demonstrated ability in document management.</li> <li>• Demonstrated experience in budget management.</li> <li>• Demonstrated experience in store / spares management.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Proficient in use of Microsoft Office suite of applications.</li> <li>• Proficient in use of MS Project.</li> <li>• Proficient in use of a CMMS (SAP, Mainpac, JD, MEX etc).</li> <li>• Demonstrated working knowledge and application of Sugar Industry Act (SIA) and Sugar Industry Code of Practice.</li> <li>• Trade qualifications – mechanical / electrical.</li> </ul> |
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## **POSITION PURPOSE**

The Maintenance Planner is responsible for the management of planning and scheduling services and resources associated with development, management and application of maintenance and capital work planning, document management, record management and CMMS development and application. The Maintenance Planner is to ensure optimisation of site labour for scheduling all planned tasks to support maximisation efficient and timely maintenance activities. Work Packs and schedules are to be provided to support steam production, milling operations, sugar processing and sugar recovery for Maryborough Mill associated areas / operations as allocated.

This position is also responsible for developing new detailed plans for work management tasks including the CMMS PM review and data updating / corrections as directed. Setting out clear work metrics processes and associated reporting to ensure the planning and scheduling function across the Maryborough Site are followed and business work metric KPI's are achieved.

Additional or alternate duties may be assigned from time to time dependent on the incumbent's skills or development needs, or as required to suit the needs of the business.

## **AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.

## **KEY RELATIONSHIPS** **(Internal & External)**

The Maintenance Planner supports the Engineering Manager, Safety Advisor, Electrical Engineering Manager, Production Manager, Financial Controller, Work Execution Superintendents and Supervisory teams as well as supporting staff at Maryborough.

Additional relationships need to be established with:

- External Auditors
- Internal Auditors
- Operational Excellence Team
- Shared Services
- External Sugar and Cane Contractors
- MSF Engineers at other sites
- Cane Supply and Transport team

**KEY RESULT AREAS**

<b>Areas</b>	<b>Elements</b>
<b>Safety, Health and the Environment</b>	<ul style="list-style-type: none"> <li>• Take responsibility for following work instructions and providing continuous improvement feedback.</li> <li>• Identify and report hazards and aspects.</li> <li>• Follow reasonable instructions and not undertake unsafe work or activity.</li> <li>• Act responsibly for the safety of self and others, and the environment.</li> <li>• Report all incidents including near misses, injuries and damaged plant and equipment, and damage to the environment.</li> <li>• Participate in and support S&amp;E improvement activities, including the development of Job Safety Analyses and training.</li> <li>• Encourage fellow employees to participate in and support SH&amp;E improvement activities.</li> <li>• Wear appropriate personal protective equipment.</li> <li>• Ensure tools &amp; materials are in a safe and serviceable condition before use.</li> </ul>
<b>Customers</b>	<ul style="list-style-type: none"> <li>• Support a strategy-driven reliability engineering team for the Maryborough Business region.</li> <li>• Work closely with the Engineering Manager and Plant Engineers to develop mid to long term factory and capital plans, goals and strategies.</li> <li>• Contribute to the longer term availability and productive capacity of Reliability Engineering talent pool by sponsoring training and development initiatives and by coaching / counselling personnel.</li> <li>• Advance the company's interests and avoid interruptions to work by maintaining effective internal and external relationships.</li> <li>• Provide leadership support to the Plant Engineer / Supervisory environment in the absence of the Engineering Manager as required.</li> </ul>
<b>Operational Efficiency</b>	<ul style="list-style-type: none"> <li>• Manage the development of asset management strategy plans and financial objectives.</li> <li>• Lead the delivery of reliability engineering services across allocated areas of Maryborough Mill operations.</li> <li>• Support achievement of site production objectives.</li> <li>• Ensure compliance with relevant business codes of conduct, statutory acts and regulations.</li> </ul>
<b>Aligns to Performance Goals</b>	<ul style="list-style-type: none"> <li>• Identify opportunities for improving the system and process framework used for current and future production operations.</li> <li>• Encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities, facilitating the implementation and acceptance of change within the workplace.</li> <li>• Identify and implement improved work practices, work methods and work team flexibility.</li> </ul>

<b>Financial Results</b>	<ul style="list-style-type: none"> <li>Develop and implement appropriate maintenance and capital budgets for area of responsibility to optimise production sustainability and ensure financial objectives are achieved.</li> </ul>
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## **SKILL REQUIREMENT**

<b>Areas</b>	<b>Elements</b>
<b>Continuous Learning</b>	Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.
<b>Building Strategic Working Relationships</b>	Developing and using collaborative relationships to facilitate the accomplishment of work goals.
<b>Strategic Decision Making</b>	Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organisational values.
<b>Gaining Commitment</b>	Using appropriate interpersonal styles and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations, and individuals involved.
<b>Planning and Organising</b>	Establishing courses of action for self and others to ensure that work is completed efficiently.
<b>Aligning Performance for Success</b>	Focusing and guiding others in accomplishing work objectives.

## **GENERAL**

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.