Oji Fibre Solutions

POSITION DESCRIPTION

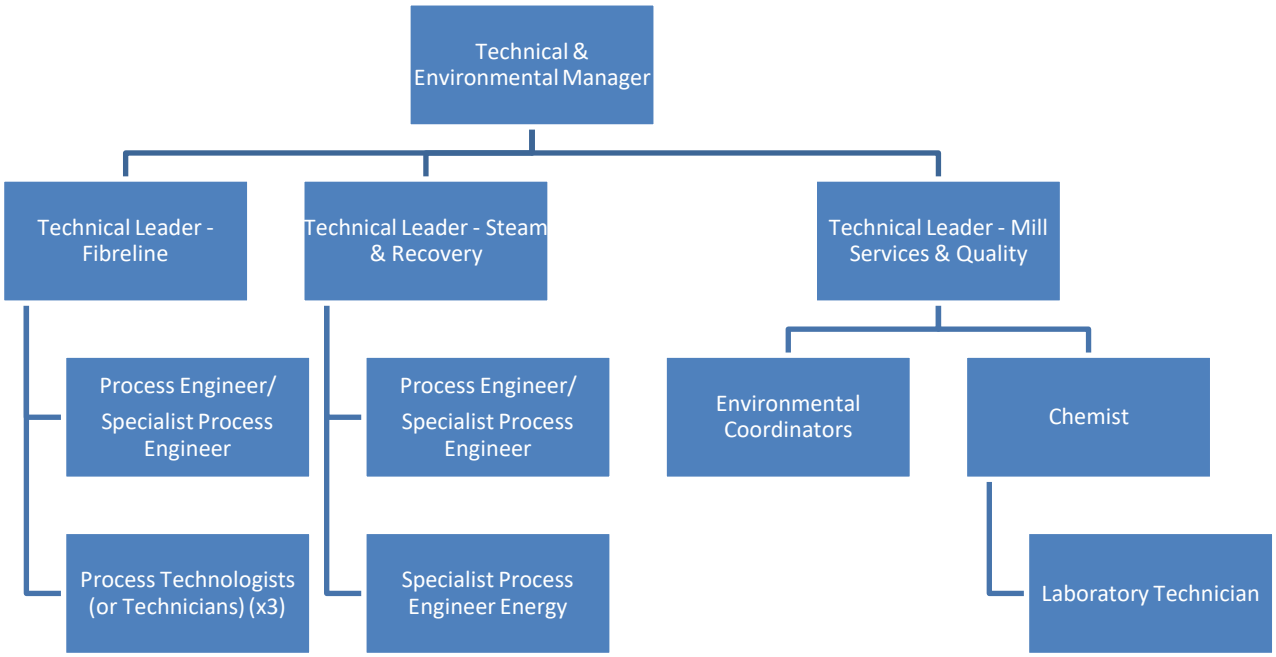
Position Information

Position Title	Process Engineer	**Business Unit**	Technical & Environmental
Department	Fibreline	**Reports to**	Technical Leader
Purpose of Position	To provide technical solutions in the areas of fibre processing from wood supply to final baled product, by employing professional engineering skills, and operational experience and expertise. The area to support also includes the manufacture of bleaching chemicals.		
Number of Direct Reports	N/A	**Number of Indirect Reports**	N/A
Operating Budget	N/A	**# of People in BU**	N/A

Values

TRUSTED PARTNER · BUILT ON STRENGTH · FUTURE FOCUSED · INNOVATION

Structure



Key Accountabilities

Jobholder is accountable for	*Job holder is successful when*
Operational • Remain current with international best practise and developments in new Fibreline technology, in order to enhance the Fibreline area knowledge base, which will include advice on best practice for achieving	• EHS Performance • OEE Performance • Plant KOP compliance performance • Plant capability performance (MSR Quality) Applies current international Fibreline best practice to deliver measurable improvements in product

improvements in product quality, process efficiency and achieving the mills environmental goals. • Coordinate the transfer of information within the company to facilitate the Production and Chem Plant Business Units in improving its production, cost and quality targets. • Conduct pre-feasibility studies and provide qualified process and engineering advice to Production/Fibreline/Chem Plant management, which includes planning, scoping and analysing options for both large and small projects. • Benchmark Fibreline and Chem Plant OEE and prepare solutions to close the gaps. • Lead troubleshooting, process investigation and optimisation of current operations (processes and equipment) in terms of cost, product quality and environmental performance, also identify value creation opportunities and provide solutions to realise the value. •	quality, process efficiency, and environmental performance. ○ Ensures timely and effective transfer of technical information that supports Production and Chem Plant achievement of production, cost, and quality targets. ○ Delivers high-quality pre-feasibility studies and technical advice that enable sound, timely Investment and project decisions. ○ Benchmarks Fibreline and Chem Plant OEE against industry standards and implements solutions that close identified performance gaps. ○ Leads structured troubleshooting and optimisation activities that reduce cost, improve quality, enhance environmental outcomes, and realise value-creation opportunities.
People • Contribute and provide support to the successful collaboration and execution of mill improvement projects. • Demonstrate fostering open communication, sharing expertise and addressing challenges collaboratively for the betterment of the team Mill operations.	○ Actively supports and contributes to mill improvement projects, resulting in projects being delivered safely, on time, and achieving agreed operational outcomes. ○ Demonstrates open, effective communication and knowledge sharing, resolving challenges collaboratively and strengthening overall team performance and mill operational outcomes.
Financial **Ensure the Company's financial policies and procedures are adhered to by:** • Constructively contribute to the strategic and business planning processes, assisting the Technical and Production Business unit managers to develop annual business plans. • Contributes to the TPI (Total Productivity Improvement) program	○ Job holder contributes to strategic and annual business planning while ensuring full compliance with company financial policies and procedures. ○ Financial contribution to TPI program through idea generation, investigations and project completion
Safety Accountability • All employees are responsible and accountable for looking after their own safety and the safety of those who may be affected by their actions and behaviour. • Set a good example to others and encourage fellow employees to work safely and to follow rules and other requirements.	○ Job holder upholds and adheres to the Oji Fibre Solutions Health & Safety Policy. ○ Job holder upholds and adheres to the Health & Safety at Work Act 2015.
Safety Management Oji Fibre Solutions has implemented a comprehensive safety management system (SMS) to assist in the identification of hazards and provide assurance to key stakeholders that the controls remain effective. The SMS is based on four foundation principles: • commitment and culture • understand risk • manage risk	

- learn from experience

There are 14 SMS elements detailing how these foundation principles are to be achieved, as shown in Figure 1. The implementation of these 14 elements facilitates the growth of a safety culture that produces continuous improvement and operational discipline demonstrating that risk is minimised so far as reasonably practicable.

All employees have a responsibility to manage risk. An employee's responsibility will vary with their role and is documented in the Safety Responsible, Accountable, Support, Consult and Inform (RASCI) Matrix which is a controlled document.

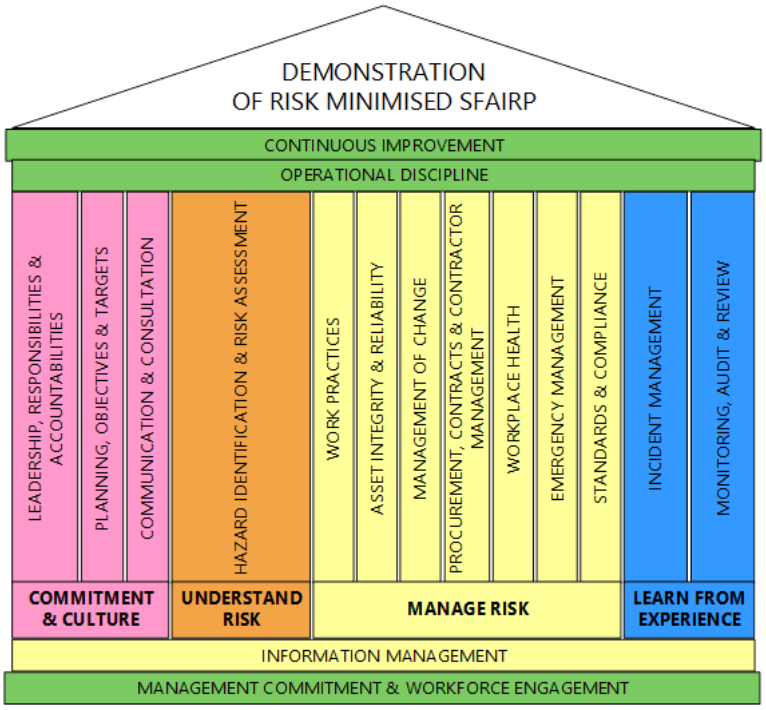


Figure 1. Safety Critical Elements

Any other fair and reasonable task that the Employee is qualified, trained or experienced to undertake. This includes: complying with company policies; following Standard Operating Procedures and processes or other written instructions/files (where they exist); and undertaking training as identified by the company from time to time to support the company's values and in line with its business practices.

Technical Requirements

Qualifications	• Degree in Engineering or Chemistry or equivalent. • Diploma in Pulp and Paper Technology (Desirable).
Experience	• Processes and operations experience in Pulp & Paper (or equivalent heavy industries). • Systematic Problem solving. • In-depth project management.

Competencies – Individual Contributor Level 2

Core Competencies - Descriptors	Core Competencies - Behaviours
Judgment Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.	Exercise Professional Judgment ○ Applies accurate logic and common sense in making decisions and coming to conclusions. ○ Chooses courses of action or makes decisions that are consistent with policies, procedures, and rules.

	○ Makes timely decisions on problems/issues requiring immediate attention. ○ Recognizes the implications and risks of actions and decisions.
Focus On Customers Builds and delivers customer-centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	Meet Customer Needs ○ Accurately identifies customer requirements, expectations, and needs. ○ Addresses customer needs by involving the right people (resources) at the right time. ○ Continually searches for ways to improve customer service and remove barriers to service. ○ Follows up with customers to ensure problems are solved. ○ Seeks feedback from customers to identify improvement opportunities.
Execution Manages work and work performance, holding associates accountable to effectively and efficiently complete work responsibilities. Demonstrates initiative, works to achieve results, meets or exceeds goals, acts on opportunities to create value.	Focus on Execution ○ Acquires the authority, support, and information needed to carry out work. ○ Anticipates and works to remove obstacles to achieving quality results in a timely manner. ○ Holds self-accountable for complying with policies, procedures, and work requirements. ○ Prioritizes and balances time, actions, resources, and initiatives to ensure results are achieved.
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	Produce Results ○ Demonstrates a strong sense of ownership and a commitment to achieving meaningful results. ○ Initiates timely action to address important issues. ○ Pursues initiatives/efforts to successful completion and closure. ○ Puts in persistent efforts to accomplish desired results.
Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Provide Professional Communication ○ Communicates information clearly, concisely, and professionally. ○ Listens carefully and attentively to others' opinions and ideas. ○ Prepares and delivers coherent and credible presentations. ○ Provides timely, relevant information to those who need it. ○ Tailors communication style and content to the audience. ○ Writes reports, documentation, and other written information clearly and thoroughly.
Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments.	Demonstrate Integrity ○ Acts in accordance with stated policies and practices.

Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.	○ Does not cover up problems or blame others for mistakes. ○ Does not disclose confidential information. ○ Follows through on commitments. ○ Is honest and direct in dealing with people.

Authority

Decisions:

- Problem definition and analysis
- Data analysis and interpretation
- Spending within budget allocation
- Process control tuning and logic
- Professional advice to support plant cost budget achievement and cost improvement program (TPI)

Recommendations:

- Process Modelling
- Implementation of trial plans
- Cost effective plant and process improvements
- Production capability

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Technical Leader Pulp and Energy, Technical Services Manager, Business Unit Managers, Area Managers, Shift Managers	• To give reports on processes and plant operation. • To define problems. • To recommend solutions. • To analyse results.
Other Process/Plant Engineers, Operations	• To liaise with and receive technical advice and assistance to improve performance of the Mill. • To review processes and plant operations.
Functional Support Staff, e.g. Human Resources, Environmental Co-ordinator, Process Safety Team	• To liaise with and receive advice and assistance to improve performance of the Mill.
Production & Chem Plant Maintenance Manager, Engineers	• To liaise with on implementing process improvements related to plant reliability.
External technical organisations, external technical resources, and suppliers	• Maintain technical knowledge and expertise, sources of information for improvement projects.

Confidentiality

Staff are expected to maintain confidentiality at all times; except in the proper performance of their duties, the employee shall not divulge information concerning the business, affairs, property or other activities of the business

Change to Position Description

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Position Description should be reviewed as part of the annual performance and development review.

Reviewed

(Employee)	Date	
(Line Manager)	Date	