

POSITION DESCRIPTION

Position Information

Position Title	Senior Project Engineer – Electrical or Mechanical	Business Unit	Engineering
Department		Reports to	Group Lead
Purpose of Position	Manage the completion of the Capital projects and assist with management of Non-Routine Maintenance project work. To identify plant, process and engineering problems, to initiate projects to resolve the problems and to provide engineering solutions to these problems.		
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



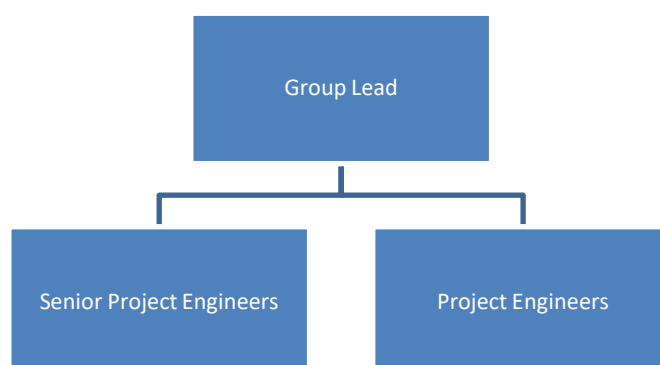
FUTURE
FOCUSED



INNOVATION



Structure



Key Accountabilities

<i>Jobholder is accountable for</i>	<i>Job holder is successful when</i>
Operational - Ensures the mills operational performance and strategic objectives are achieved through the application of sound engineering project management and engineering practices. - Leads planning process with the mills operational Business Unit Managers and Supervisors to ensure projects are completed to meet operational and strategic targets. Reports progress of projects against cost and time.	- Mill operational KPIs are met or exceeded through effective project delivery. Strategic objectives are achieved on schedule and within budget. Project management practices consistently deliver successful outcomes - Planning processes result in realistic, achievable project schedules. Project progress reporting is accurate, timely, and provides clear visibility of status. Projects consistently meet cost and time targets through effective planning and execution.

• Thinks innovatively when seeking the most cost-effective project solutions. • Mentors other team members to increase the overall technical and specialist knowledge and skills within the group. • Assists Engineer Lead in Project Engineering recruitment to ensure there is an effective group of engineers capable of meeting the current and future engineering and supervisory needs of the mill. • Operates generally independently to manage the completion of engineering projects from concept to completion, allocating resources effectively and efficiently, ensuring projects are investigated, scoped, estimated, designed, and installed safely, to meet operational requirements, budget, time and environmental targets. Manages projects using the project initiation, control and reporting system. • Provides technical engineering expertise and supervision to Graduates, Project Engineers, and Engineering Consultants. Supervisors Consultant Engineers work. Intuitively judges the correctness of possible engineering solutions using previous experience. • Supplies technical engineering expertise to the Business Units to solve operational problems and identify mill process improvements. Recognises the nature of complicated problems and interprets and analyses incomplete data in providing a solution. • Provides experienced input to the preparation of Capital and NRM project budgets to meet the operational and strategic needs of the mill. • Acts for the owner to ensure the mill engineering assets are maintained to accepted standards. • Participates in the selection of engineering consultants for projects and monitors their work progress. • Prepares and reviews project funding applications and contracts prior to submission for approval. • Ensures less experienced engineers and engineering consultants are trained and comply with the legal obligations under the OHS Act, Kinleith H&S policies and procedures and environmental policies. • Demonstrate commitment to and maintain a unified and positive safety culture that applies key learnings and strives for continual improvement • Apply the required process safety elements to all aspects of work (design, build, implement etc.) and demonstrate requisite knowledge of process	○ Innovative solutions are identified and implemented that provide superior value. Cost-effectiveness is demonstrated through comparative analysis and post-implementation reviews. Creative problem-solving approaches result in breakthrough improvements. ○ Team members demonstrate improved technical competency and skills development. Knowledge transfer is evident through documented processes and training programs. Group technical capability is enhanced through effective mentoring activities. ○ Recruitment activities result in hiring qualified engineers who meet mill requirements. Engineering team capability matches current and projected mill needs. New engineers integrate successfully and contribute effectively to team performance. ○ Projects are completed on time, within budget, and meet all technical requirements. Resource allocation results in optimal efficiency and effectiveness. Project management systems are consistently used and maintained. Safety, environmental, and operational requirements are fully met. ○ Technical supervision results in high-quality deliverables from subordinates and consultants. Engineering solutions are technically sound and based on proven experience. Less experienced engineers develop improved technical judgment through guidance. ○ Project budgets are accurate and realistic based on thorough technical analysis. Budget preparation supports achievement of operational and strategic objectives. Budget variations are minimized through experienced estimation and planning. ○ Selected consultants have appropriate qualifications and experience for project requirements. Consultant work quality meets project specifications and standards. Project deliverables from consultants are completed on schedule and within budget. ○ All personnel under supervision demonstrate competency in safety and environmental requirements. Compliance audits show no significant violations or deficiencies. Training programs result in improved safety and environmental performance.
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safety, asset integrity requirements, management of change process and lead these processes when required. • Prepare documentation and plans to engage, evaluate and manage supply and construction vendors.	○ Process safety requirements are consistently applied and documented. Asset integrity is maintained through proper application of safety management systems
People • Work in the multi-disciplined engineering team to support other members, provide knowledge sharing and skills transfer application to other disciplines and/or areas and be able to work in an open plan close office environment. • The job does not have direct reports but manages outside consultants and contractors. • Provide leadership, advice and mentoring for developing maintenance and operational staff, particularly around methods of work, technical understanding of equipment, best practice, statutory requirements and OjiFS Kinleith standards. • Develop and mentor junior engineers.	○ Team collaboration is effective with positive working relationships maintained. Knowledge sharing results in improved team capability and cross-functional understanding. Office environment productivity is maintained through professional behaviour. ○ Consultant and contractor performance meets project requirements and expectations. External resource management contributes to project success and quality outcomes. ○ Maintenance and operational staff demonstrate improved technical competency. Work methods show measurable improvement in efficiency and quality. Compliance with standards and statutory requirements is consistently achieved ○ Junior engineers progress in their technical and professional development. Mentoring relationships result in improved performance and career advancement. Engineering team capability is strengthened through effective development programs
Financial Look for business opportunities regarding cost reduction, new technology, energy reduction and process improvement.	○ Cost reduction initiatives are identified and successfully implemented. New technology evaluations result in beneficial implementations. Energy efficiency improvements deliver significant operational savings. Process improvements provide measurable financial and operational benefits
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. • Apply the required process safety elements to all aspects of work (design, build, implement etc.) and demonstrate requisite knowledge of process safety, asset integrity requirements, management of change process and lead these processes when required.	○ 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	• Tertiary Degree in Engineering (Mechanical or Electrical). • Diploma in Pulp & Paper Technology (Desirable). • Accounting & Contract law (Desirable).
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Experience	• 10 years+ engineering experience in a major process industry (eg pulp & paper, petrochemical, mining or metals). • Knowledgeable in relevant Engineering disciplines codes and best practise. • Knowledgeable in relevant Acts and Regulations. • Pulp & Paper operations and Processes. • Contract negotiation and administration. • Coaching and mentoring. • Budget development & cost control. • Resource Management Act. • Project progress & financial forecasting.
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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	Produce Results

strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful 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. 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.	Demonstrate Integrity ○ Acts in accordance with stated policies and practices. ○ 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:

- Project development, expenditure and resource utilisation strategies (supported by robust analysis)
- Selection of technical solutions
- Initiate projects
- Prioritisation and allocation of resources
- Equipment purchase
- Corrective action

Recommendations:

- Technical advice on improvements and innovation
- Staff training

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
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Engineering Manager	To receive guidance on projects and manufacturing processes. To review and evaluate performance targets. Administration issues.
Project Group Leader	- Assist with completion of projects. - Assist leading less experienced Engineers.
Project and Graduate Engineers	- To coordinate, monitor and advise on projects. - To mentor personal development
Engineering Manager, Maintenance Manager, Business Unit Managers, Area management & Senior Technical personnel	- To receive advice on requirements. - To recommend solutions. - To report on progress. - To monitor implementation and effectiveness of projects. - To provide engineering advice & solutions.
Equipment manufacturers and suppliers	- To provide project technical requirements. - To develop technical solutions. - To receive information on technological developments and products. Receive quotes and ensure delivery of quality products. - To negotiate price & delivery of equipment.
Maintenance Engineering	- Liaise supervise and advise on project work. - To provide engineering advice & solutions as required.
Consultants and external specialists	- Manage consultants' performance. - Receive quotes and ensure delivery of quality products. - Receive current information on technological developments in their field.

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	