

POSITION DESCRIPTION

Position Information

Position Title	Engineering Planning and Materials Coordinator
Business Unit	Oji Fibre Solutions – Packaging Southern
Reports to	Engineering Manager
Purpose of Position	Ensure engineering materials, parts and external services are available when required, and that day-to-day maintenance work is properly prepared and scheduled. Supports environment/health and safety, reliability engineering and planned shutdown activities through effective planning, purchasing, materials control and coordination.

Key Accountabilities

1. Environment, Health, Safety and Assigned Compliance Coordination

- Plan and coordinate maintenance work to ensure appropriate permits, isolations, risk assessments, access requirements and safety controls are identified and implemented in accordance with site procedures and EHSR requirements.
- Maintain records of permits and JSEAs and conduct regular audits to verify completion, quality and compliance with site requirements.
- Coordinate contractor onboarding and administration requirements, including maintaining contractor accreditations, qualifications, insurance records, inductions and site access requirements.
- Support site compliance programmes by coordinating inspections, contractor attendance, work orders, purchase orders, access requirements and records management. This includes support activities associated with boiler and pressure vessel inspections, building warrant of fitness, food safety and other assigned compliance activities. Maintain visibility of due dates and escalate emerging risks to the responsible owner.

2. Maintenance Planning and Scheduling

- Plan corrective, preventive and predictive maintenance work generated through the CMMS, inspections and approved work requests.
- Develop job scopes and work packs including labour, duration, tools, parts, services, permits, access requirements and safety documentation.
- Maintain a prioritised and visible maintenance backlog, ensuring work is appropriately categorised, overdue work is understood, and emerging risks, resource constraints and workload trends are communicated.
- Produce and communicate weekly maintenance schedules in consultation with Engineering and Production.

- Maintain flexibility in schedules and plans, responding to changing operational priorities, breakdowns, resource constraints and material availability while ensuring critical work remains visible and appropriately prioritised.
- Communicate planned work requirements clearly with trades personnel and contractors, ensuring work scope, parts availability, safety requirements, access arrangements and schedule expectations are understood, particularly for shutdown and weekend work.
- Monitor overdue PM work and maintain agreed recovery plans.
- Ensure completed work orders contain accurate labour, material and completion information.
- Coach personnel in accurate work request and work-order data entry.

3. Shutdown Planning Support

- Support the nominated shutdown owner by preparing maintenance work scopes, resource information, contractor requirements, long-lead materials, OEM arrangements and schedule inputs.
- Maintain assigned shutdown work lists and readiness information, highlighting constraints and decisions to the nominated shutdown owner.
- Coordinate approved purchase and delivery requirements for shutdown work with sufficient lead time.

4. Engineering Purchasing and Supplier Coordination

- Generate and progress purchase requisitions and purchase orders for approved maintenance, compliance and shutdown requirements.
- Obtain quotations and support supplier selection in accordance with delegated authority and procurement requirements.
- Coordinate suppliers, repair agents, contractors and OEM service providers.
- Expedite critical and overdue orders and provide timely status updates.
- Monitor supplier pricing and performance.
- Coordinate vendor setup and purchasing documentation as required.
- Distinguish inventory, operating and capital expenditure requirements and provide supporting approval documentation.
- Coordinate domestic and international freight activities associated with engineering materials, repairable components and specialist equipment, including import and export requirements, shipment tracking, freight-provider liaison and delivery coordination.
- Receive, receipt and coordinate the storage of engineering materials, ensuring items are correctly identified, recorded, labelled and placed into the appropriate inventory location.

5. Engineering Materials and Inventory Control

- Maintain engineering material records and inventory accuracy.
- Manage critical spare parts, stock optimisation, obsolescence and repairable components.
- Manage engineering consumables, including stocktakes, replenishment ordering and ensuring availability of workshop and operational consumables.

6. CMMS and Information Management

- Use the site CMMS as the primary system for maintenance planning, scheduling, work status and maintenance history.
- Maintain planning-related master data, standard job information and work-order quality.
- Provide planning, backlog, schedule, purchasing and materials information for reporting purposes.

- Act as the site CMMS champion, providing day-to-day support, guidance and training to Engineering personnel.
- Promote data quality and effective CMMS processes.
- Represent the site in CMMS user groups, national forums and continuous-improvement initiatives.

Preferred Attributes

- Commitment to health and safety
- Passion for engineering and technology
- Ability to make logical decisions, attention to detail and good organisational skills
- Work on own initiative and as directed to meet changing deadlines
- Ability to work well under pressure and cope with frequent change in a dynamic business environment
- Ability to communicate effectively with a range of people and positions
- Strong teamwork and problem-solving capability
- Desire to continually improve processes

Technical Requirements

- Engineering or Electrical trade qualified/experience an advantage
- Experience in maintenance planning/scheduling/CMMS
- High proficiency in computer use, AI experience an advantage

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Engineering Manager	Engineering materials and inventory management
Reliability Engineer	Work schedules/plan priorities
Engineering personnel	Clarity over task requirements
Production Planner	Minimise production impact from maintenance activity
Suppliers and External Contractors	Negotiate price, maintain compliance and quality

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.