Oji Fibre Solutions

POSITION DESCRIPTION

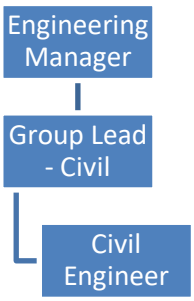
Position Information

Position Title	Civil Engineer	**Business Unit**	Engineering
Department	Civil	**Reports to**	Group Lead
Purpose of Position	Manage the completion of the Capital projects and 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**	19

Values

TRUSTED PARTNER · BUILT ON STRENGTH · FUTURE FOCUSED · INNOVATION

Structure



Key Accountabilities

Jobholder is accountable for	*Job holder is successful when*
Operational • Develop scope and costing for assigned projects utilising the stage gate Front End Loading process. • Prepare the capital and/or Non-Routine Maintenance project applications for all Business Unit projects to be progressed involving key stakeholders where necessary. • Ensure these projects are adequately scoped designed and installed in a professional engineering manner. • Ensure OjiFS standards and statutory standards for equipment design and installation are adhered to. • Align with operational and maintenance stakeholders and be customer focused to service the Business Unit's and be "their Oji Fibre Solutions engineer". Liaise regularly with the Business Unit Manager and operational coordinators. Report work progress.	○ Projects are scoped accurately with comprehensive cost estimates that align with approved budgets and timelines. Front End Loading process is consistently followed and documented for all assigned projects. Scope changes are identified early and managed through proper change control processes. ○ All project applications are submitted on time with complete and accurate information. ○ Key stakeholders are appropriately consulted, and their input is incorporated into applications. Applications receive approval without significant delays or requests for major revisions ○ Projects meet all technical specifications and operational requirements. Installation work is completed safely, on time, and within budget.-

Understand the key cost drivers and consider these when repairing and/or replacing and/or designing equipment or implementing process improvements. Attend Business Unit reviews. Understand their issues, business drivers and business plan. • Lead key stakeholders from a technical viewpoint to formulate the forward capital (10 year) and forward non-routine maintenance (five year) plans. • Provide leadership to the business units for developing these forward plans to ensure the capital and non-routine maintenance plans developed support the mill business plan. This role has a strategic focus forward for the development of the Mill. • Provide technical support to these business units for both problem solving, and immediate breakdown needs when engineering support is required. At times of crisis, provide technical and job leadership to the business units. • Provide leadership in assigned business units for risk management, particularly in ensuring safety of equipment and scheduled repairs and/or replacement so that operational tickets can be renewed and business OEE and continuity are maintained. • Manage project work and relationships with key vendors and consultant engineering companies awarded the work. • Be commercially aware for scoping, tendering, awarding, executing and commissioning work of a high value that may also require interfacing with operations and maintenance within tight schedules. • Be contractually aware to let and award work ethically, legally and in compliance with Oji Fibre Solutions requirements. • Maintain networks in the provision of engineering services to OjiFS Kinleith. • Be prepared to work across other business units if the need arises.	Post-installation commissioning demonstrates equipment operates as designed. o All work complies with relevant OjiFS standards and statutory requirements. o Forward plans directly support and enable achievement of mill business objectives. Strategic thinking is evident in plan development with consideration of long-term mill development. Plans demonstrate clear linkage between technical investments and business outcomes o Technical problems are resolved efficiently with minimal operational disruption. Emergency response is prompt and effective, demonstrating strong technical leadership. Business units have confidence in the engineer's ability to provide crisis management support. o Vendor and consultant relationships are professional and productive. Project deliverables from external parties meet quality, schedule, and budget requirements. Contract performance is actively managed with issues resolved promptly o High-value projects are delivered on time and within budget. Commercial negotiations result in favourable terms and conditions. Operational interfaces are managed effectively with minimal disruption to production. o All contract activities comply with legal requirements and OjiFS policies. Ethical standards are maintained in all vendor and contractor relationships. Contract documentation is complete, accurate, and properly executed o Strong professional networks are maintained with industry contacts and suppliers. Network relationships provide value through access to expertise, technology, and competitive pricing o Demonstrates flexibility and adaptability when assigned to different business units. Quickly understands new business unit requirements and integrates effectively
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 standards.	o Effective collaboration with team members and stakeholders. Professional development goals are met through training and experience. Positive working relationships are maintained across all organizational levels

Financial Look for business opportunities regarding cost reduction, new technology, energy reduction and process improvement.	○ Look for business opportunities regarding cost reduction, new technology, energy reduction and process improvement. Cost reduction initiatives are identified and successfully implemented. New technologies are evaluated and recommended when they provide business value. Energy efficiency improvements contribute to operational cost savings. Process improvements deliver measurable 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.	○ 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.

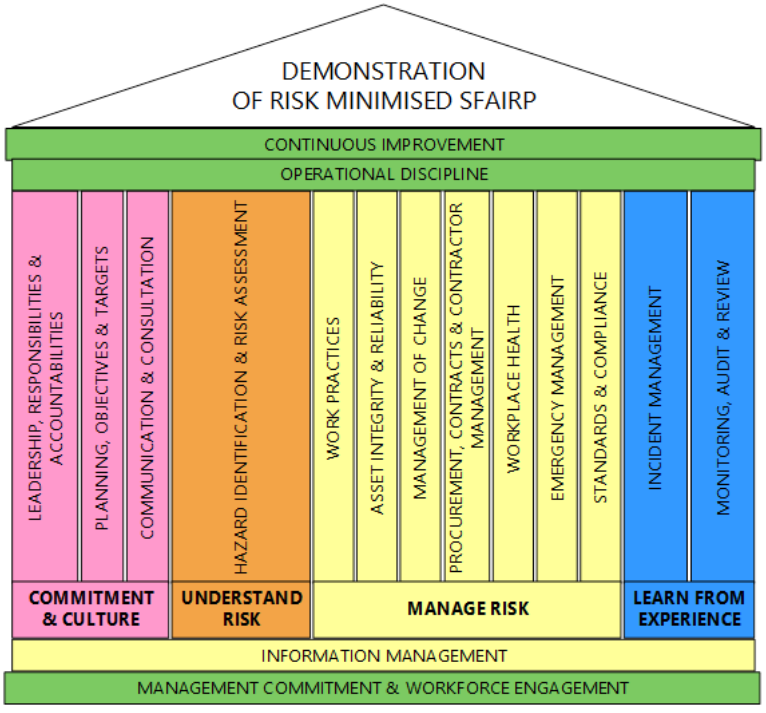


Figure 1. Safety Critical Elements
Any other fair and reasonable task that the Employee is qualified, trained or experienced to undertake. This includes: complying with company policies; following Standard Operating Procedures and processes or other written instructions/files (where they exist); and 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	○ Either BE or NZCE ○ Project Management Professional (PMP) certification is preferred however not mandatory providing the candidate has an appropriate level of experience.
Experience	• Minimum 5 years' experience in the civil engineering field, preferably within complex or industrial project environments. • Proven project management experience, with delivery responsibility for complex projects. • Experience working with temporary works associated with concrete construction, including formwork and scaffolding, and interfacing with designers, contractors, and site teams. • Knowledgeable in relevant Engineering disciplines codes and best practise. • Knowledgeable in relevant Acts and Regulations. • Contract negotiation and administration. • Budget development & cost control. • Resource management act. • Project progress & financial forecasting. • Major Hazard Facility legislation.

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	**Focus on 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.	○ 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. 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:

- Authorise expenditure within budget allocation and expenditure authority
- 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
Engineering Manager and Project Group Leader	• To receive guidance on projects and manufacturing processes. • To review and evaluate performance targets. • Administration issues.
Graduate Engineers	• To coordinate, monitor and advise on projects. • To mentor personal development.
Business Unit Managers, Area management & senior technology 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.
Employees	Listen, understand, advise and influence.
Consultants and external specialists	• Manage consultants' performance regarding assigned deliverables. • 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	