

<b>Position Title:</b>	Senior Manager, Maintenance	<b>Position No:</b>	SMMTC
<b>Position Type:</b>	Permanent Full Time	<b>Classification:</b>	CT
<b>Location:</b>	Darwin, Northern Territory	<b>Reports to Position:</b>	GMENG
<b>Reports to:</b>	General Manager, Engineering	<b>Last Updated:</b>	7.6.22

## POSITION OBJECTIVES

The Senior Manager Maintenance is accountable for all maintenance functions within the Port though the delivery of specialist services. This role provides oversight, guidance and direction to cross functional teams including internal trades and external contractors focusing on the delivery of maintenance, including vessel maintenance, activities in accordance with appropriate practices.

## MAIN DUTIES/KEY ACCOUNTABILITIES

- Setting the strategic direction for the maintenance function include budget development and effective work management protocols, overseeing implementation and measuring outcomes.
- Overall management of facilities budget ~ value \$3M including administration, quality review and assurance and approval of up to 1,200 purchase orders annually.
- Project and contract management of strategic or higher complexity maintenance projects from initiation and scope development, through execution and project closeout.
- Responsible for the management of a range of smaller capital projects as determined through the asset planning and management processes
- Responsible for development, implementation and continuous improvement of operating processes, procedures and protocols relevant to the team, including but not limited to the areas of WH&S, risk management, work/resource management and asset data management.
- Liaise with internal and external stakeholders, contractors and service providers to foster good working relationships and to build a sustained and positive WHS safety culture with all who provide services to Darwin Port.
- Responsible for Incident management, investigation, close out and cost recovery activities.
- Accountability for ensuring all port assets are maintained and/or managed in accordance with relevant legal or statutory requirements.
- Management and reporting of mandated Compliance activities including accountability for maintenance of navigational aids within the Port limits.
- Identify continuous improvement opportunities and lead through to implementation.

## QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Relevant formal education (tertiary or trades)</li> <li>• Current NT drivers' licence</li> <li>• Current MSIC or ability to obtain</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary level education in Engineering</li> <li>• Formal education in an Asset or Project Management field</li> </ul>

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Selection Criteria	Essential	Desirable
<ul style="list-style-type: none"> <li>Experience</li> </ul>	<ul style="list-style-type: none"> <li>A sustained proven experience in a senior management role.</li> <li>Knowledge and experience of Work Health &amp; Safety principles, including safety and environmental issues relating to a marine environment.</li> <li>Experience in planning, co-ordinating and managing project works.</li> <li>Experience in developing sustainable maintenance budgets</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in the maintenance of marine assets</li> <li>Experience with the MEX asset maintenance system or of a similar program</li> <li>Experience in developing detailed scope of works for inclusion into an RFT and RFQ</li> </ul>

## SKILLS & CAPABILITIES

- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values
- Ability to create and/or develop high performing teams, through effective recruitment, training, professional development, performance management and succession planning
- Solid leadership and emotional intelligence skills with demonstrated ability to engage others to understand and embrace organisational culture, directions, goals and client service ethos.
- Able to initiative and drive change within the organisation through aligning efforts and resources towards organisational goals, process improvement and removing barriers to change
- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully and effectively at all levels internally and with external stakeholders in order to achieve company outcomes
- High level of self-management, professional integrity, discretion to manage risks and opportunities
- Proactively promote a positive safety culture through active and visible leadership & coaching and proactively identify and report and/or resolve potential risks and hazards
- Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives and external parties.
- Use initiative to problem solve and meet objectives, and proactively engage in self-directed learning
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate

## VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety.**

*You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.*

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_