

POSITION DESCRIPTION

Position: Scheduling Compliance Assistant
 Reporting to: Improvement & Quality Co-ordinator
 Direct Reports: Nil

Key Purpose of Role

The Scheduling Compliance Assistant is responsible for providing comprehensive administration support to ensure the efficient day to day running of business operations across the Milburn site. You will be responsible for a range of scheduling and compliance duties in the areas of Engineering, Operations, External certification requirements, as well as providing general support to the team.

Key Responsibilities	Expected Outcomes
Health & Safety Environmental	<ul style="list-style-type: none"> Be committed to a healthy and safe workplace by proactively undertaking responsibilities outlined in Company’s health and safety policy and procedures and ensuring that all legal, statutory and environmental requirements are adhered to. Ensure all reporting tasks are captured in EAM to facilitate strict adherence to internal and external monitoring requirements. Reporting of hazards and risks into vault.
Production Planning and Scheduling Maintenance Scheduling	<ul style="list-style-type: none"> Creation of cut plan optimisation files to upload to sawmill, entry of cut plan data into ISIS, creation of schedule for CDK to optimise throughput, and schedule Dry mill to ensure compliance with shipping plan. Complying with master data schedule. Liaising with Operational Co-ordinators and key staff to ensure timely run changes and correct allocation of stock to processes. Assist Pan Pac Forest Products team members with any queries arising from operational changes. Produce weekly Maintenance schedule. Ensure Key team members and contractors are communicated to in a timely fashion. Ensure tie in with production schedules so no unnecessary stoppages. Assist with creating schedules and asset information in EAM.
Compliance and Performance monitoring	<ul style="list-style-type: none"> Performance to plans and schedules will be monitored and reported on a daily basis. All non-conformances will be reported on daily and improvements noted and documented. Ensure that export documentation meets all legal, statutory and Forest Stewardship Council (FSC) requirements. Ensure that any changes to the plan or schedule, documentation or products are clearly communicated to all parties.
Optimisation and IT liaison	<ul style="list-style-type: none"> Become the expert user of the site optimisation systems, ensuring that database tables are updated with any changes and system support and training is provided to other members of the team as required. Ensure all operations software back up is up-to-date and operational. Assist IT and BI team with any uploads or software upgrades that need actioning.
Site Services & General	<ul style="list-style-type: none"> Monitor stores inventory and order as required under the guidance of the Engineering Co-ordinator.

	<ul style="list-style-type: none"> • Lead and implement specified initiatives and projects as directed.
Continuous Improvement	<ul style="list-style-type: none"> • Identify and recommend process improvements to increase operational efficiencies. • Maintain a future focus and work towards ensuring that operational accuracy is aligned with the Company's corporate focus
Teamwork & Commitment	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with others. • Maintain flexibility and a willingness to perform a variety of tasks, including providing cover and backup support for the other Co-Ordinators. • Maximise internal customer satisfaction through liaison and provision of high quality services. • Consistently demonstrate positive workplace behaviours. • Comply with policies and procedures at all times.

Key Relationships

Internal

- Quality and Improvement Co-Ordinator
- Operations Manager
- Operational and Engineering Co-ordinators
- Operational and Maintenance staff
- PFPF Supply chain team
- PFPF BIT team
- PFPF Sales team

External

- Key Suppliers and Contractors
- Compliance agencies

Person Specification

Experience

- Graduate/Tertiary qualification is desirable
- Experience working in a manufacturing or industrial environment preferred
- Experience with high volumes of data entry beneficial
- Knowledge of EAM and ISIS systems beneficial
- Knowledge of timber industry beneficial

Skills/Competencies

- Flexible and adaptable
- Strong analytical skills with high attention to detail
- Excellent time management skills, with proven ability to plan and organise well, multi task and deliver on promises
- Excellent customer service focus
- Strong interpersonal skills with proven ability to get support and co-operation from managers and staff
- Excellent written and oral communication skills
- Advanced knowledge of Microsoft applications
- Proven ability to work independently without supervision
- Ability to sustain a high level of energy and composure during times of pressure
- Able to use sound judgement, with a practical and logical approach to problem solving and handling unforeseen events
- A proactive "can do" attitude
- Ability to build rapport with others, effectively manage customer/agency relationships with strong customer service focus