

Position Description

SITE SERVICES – CAPABILITY & RESOURCE PLANNER

Main Objectives:

- Manage, plan, allocate and co-ordination labour & equipment resources to support the successful and profitable delivery of projects across all Site Services Sector profit centres
 - Forecasting of labour & skill demands through aggregation of sector manpower plans & sales data
 - Strategizing & implement ways to meet fluctuating demands and minimise negative impact of this
 - Allocation & coordination of staff & contractors based on skills, location, timing, demand & cost
 - Communicate, train & enforce company policies & procedures
 - Oversee the operations of the workshops
 - Co-ordinate & consolidate staff performance reviews
 - Channel company communications to all staff
 - Asset management

Reports to:

- General Manager

Direct Reports:

- Site Managers (Ham, Haw, Chch, Tim)
- Administrators

Relationships to:

INTERNAL

- Sector Managers
- Project Managers/Project Engineers
- Supervisors, Team Leaders & Site Crews
- HR & HSE
- Other NDA Business Units
- Finance
- Quality

EXTERNAL

- Contractors
- Sub-contractors

Key Responsibilities and Expected Results:

Resource/Capability Planning

- Consolidation of SOLD project labour demands & high probability sales to provide a clear overview of short, medium and long-term labour demands in terms of numbers or workers, skills mix, location & cost.
- Assist with the development of tools to achieve efficient & accurate forecasting
- Identify potential risk of shortfalls, oversupply or skills/training gaps of labour and take steps to close gaps and/or minimise any potential risk of negative impact to the business
- Pre-qualify sufficient contract labour in advance to meet likely peak demands for labour & skills
- Proactively engage with all Sector heads, PMs/ PEs, Site Mgrs to understands changing demands and needs to ensure these are managed effectively to minimise any risk of negative impact to the business, staff or customers

Position Description

People Management

- Build strong relationships with staff, contractors, sector managers & PMs/PEs nationally to best understand individual's capability, attitude, wants & needs to assist achieving the ideal placement of labour resources
- Engage & manage contractors in line with our contractor management processes
- Facilitate & communicate the required contracts & contract variations for employees and sub-contractors, including travel & accommodation arrangements etc.
- Works and communicates with the relevant Sector heads, PMs/ PEs and Site Mgrs to ensure that they are supported through the appropriate allocation of labour
- Monitor and manage all non-productive time (INTL jobs) related to the staff & facilities, including R&M, Training H&S, & Downtime to ensure it is realistic & minimised where possible
- Facilitate weekly communications of general information through to all staff & contractors
- Co-ordinate and facilitate all contractor monitoring, staff annual performance reviews, and pay reviews
- Manage the administrators across all facilities
- Works within the delegated levels of authority and with other support services and within processes

Asset Management

- Responsible for BU asset management to ensure all plant & equipment is fit for purpose and compliant with both legislation & company policies
- Establish, refine & manage processes to enable assets to be tracked nationally to ensure they are tested & tagged, properly maintained, utilised efficiently and replaced when no longer economic to maintain
- Manage the capex demands for new assets within the BU, including tracking of actual and forecast spend, assisting with setting annual budgets, through coordinating, rationalisation & consolidation of demands across the BU
- Have an overview of fleet management processes & utilisation, assist with communicating & enforcing processes & policies related to the fleet, incl R&M, servicing, appropriate use and replacement

Facility Management

- Ensure facilities are fit for purpose, they meet all agreed lease terms & statutory obligations, are kept clean & tidy, and are run efficiently
- Manage relationships with facility landlords including negotiating lease renewals or changes as required
- Coordinate & implement R&M needs of facilities nationally
- Have an overview of stock levels & controls at each facility and assist procurement manager to achieve desired goals

Health & Safety

- Ensure Site Managers local facility compliance as per NDA H&S Management Systems – including but not limited to Workshop Inspections, Test & Tag, Vehicle Inspections, H&S Committee Meetings, Communication & Consultation etc are completed;
- To work within the boundaries of our Health & Safety Management system, and the Health & Safety at Work Act 2015
- Communicate with, and ensure staff & contractors understand & work within the boundaries of our Health & Safety management system, and the Health & Safety at Work Act 2015
- Working with HR – review annual training plan and identify & co-ordinate staff training requirements. Taking a coordination role with HR to ensure timing of training aligns with project demands to minimise any negative impact to projects or staff, and communicate this with staff
- Monitor H&S performance and engagement levels of staff & contractors through regular reviews and analysis of data to help identify & then communicate opportunities for improved performance

Position Description

Critical Success Factors:

All staff are expected to take responsibility for living and delivering NDA Group Values:

- **Staff Engagement.** Engaged in what they do. Learning, interested and appreciated. Going the extra mile, contributing. Enjoying what they do and well rewarded.
- **Partnerships with customers and suppliers.** Long run partnerships based on understanding and trust. Better outcomes for NDA, our customers and our suppliers.
- **Added Value Innovation.** Pushing the boundaries, asking the questions, finding better ways. Solving the problems and delivering solutions.
- **End to End Excellence.** Our processes from start to finish – excellence in everything we do.



This foregoing is an outline of your key responsibilities and expected results. Due to the changing market environment and NDA's desire to constantly improve processes and systems; you may be required to perform other duties deemed to be within your capability.

Intellectual property:

All rights, titles and interests in and to any intellectual and industrial property created, discovered or developed by you during your period of employment and any improvements, developments, modifications and enhancements to such will be the absolute property of NDA Group Limited.

All rights, titles and interests in and to any intellectual property including (but not limited to):

- CAD drawings;
- Product designs and sketches;
- Novel construction techniques and processes;
- Intellectual property arising out of or resulting from all projects;
- Manpower Plans and related development tools
- Safety tools, information and software development

Position Description

PERSON SPECIFICATION

Education/Qualifications:

- Diploma or degree in related field

Skills/Experience:

- Advanced skills in Microsoft Suite
- Experience with SAP, Salesforce
- Contractor management experience
- People Management experience – managing remote teams
- Coordination of rosters or similar staff coordination
- Proven communication skills
- Engineering experience (desirable)

Core Competencies

- Planning and Organising
- Communication
- Relationship & Networking
- Calm under pressure
- Collaborative Leader
- Good decision Making

I have received and understood the details specified in my position description.

Name:.....

Signed:.....

Date:.....