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## **Business Overview and Values**

Babcock International Group, the aerospace and defence company, has been trusted to deliver bespoke, highly-skilled engineering services for over a century. With revenue of around AU\$9.4 billion in 2017/18, we help customers improve the capability, reliability and availability of their most critical assets within our four market sectors of Marine, Land, Aviation, and Nuclear, underpinned by a deep understanding of technology integration, unique infrastructure, and specialist training.

## **Position Overview**

The Maintenance Administrator works under the direction of the Maintenance Support Manager and under day-to-day supervision of the Maintenance Certification and Performance Manager. The Maintenance Administrator provides AMPS and maintenance related administrative support to ensure timely performance and compliance with company, customer and contractual requirements.

## **Principal Duties and Responsibilities**

- Ensure that maintenance closure and certification documentation is in order and issued for approval
- Perform AMPS data analysis against project close out and report to internal and external stakeholders regarding AMPS jobs data and close out.
- Provide AMPS close out reports to finance. This may include pulling data from SAP and comparing to AMPS to confirm actual close out.
- Assist with the distribution of Work Instructions (WI) and applicable WI attachments to project teams to ensure timely delivery and confirmed receipt.
- Liaise with Babcock staff members and contractors to ensure contractors have access to site for maintenance availabilities
- Raise purchase orders in SAP
- Prepare and issue meeting minutes and agendas
- Organise travel arrangements
- Organise and issue personal protective equipment
- Assist the Maintenance Support Manager and Maintenance Certification Manager with general administration duties and provide support as required

## HSE Participation

- Lead the "Safety First" culture throughout Babcock Pty Ltd by:
  - Participation in HSE programs and initiatives;
  - Never walking past any unsafe act or condition;
  - Never take any actions that could reasonably be seen to adversely affect your personal health and safety or that of any other employee, contractor, visitor, and customer or community member; and
  - Take all reasonable step to ensure the health and safety of yourself and other subjects to any limitations and / or obligations defined within the integrated management system.

## General

- Ensure individual and team compliance with all Babcock Pty Ltd policies, procedures, guidelines in a way that not only meets company requirements, but also addresses commercial obligations, risk management, and protection of intellectual property. These policies etc. include, but are not limited to:
  - Code of Conduct
  - HR / People & Culture (incl. Anti-Discrimination, Harassment and Workplace Bullying)
  - HSE (incl. Fitness for Work)
  - IT (incl. access and use of systems and software)
- Ensure that decision making is made in accordance with the Delegations of Authority Limits policy; and
- Other duties as needed or required.

## **Qualifications / Knowledge / Experience / Attributes**

### Essential

- Diploma in a business-related discipline

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- Minimum of seven years' experience in an administrator role
  - Able to work independently and manage competing priorities with team members
  - Excellent knowledge of MS Office products
  - Strong verbal and written communication skills
  - Strong attention to detail
  - Customer service disposition and willing to actively contribute to a team environment

Desirable

- Skilled user of AMPS

Essential Compliance Requirements

- Current Motor Vehicle Driver's Licence
- Must either hold, or be eligible to obtain an Australian Defence Security Clearance

**Verification**

I confirm that I have read, understand and accept the contents detailed above and confirm my commitment to the purpose, mission and values of Naval Ship Management.