

JOB DESCRIPTION TEMPLATE

Job Title (as per TOM)	Upstream Turnaround Administrator / Technical assistant
No. of positions available	1
Department (New department name from the TOM)	Production Operations Upstream
Reporting Line	Front End Turnaround Event Manager
Job Grade <i>Guidance: enter if known</i>	7
Skill pool <i>Guidance: enter if known, otherwise leave blank.</i>	Turnarounds, MRTA
Location	Surat, Australia – Chinchilla Office, Upstream TA sites as required
Terms & Conditions <i>Guidance: default is Local T&Cs. If you have the necessary approvals for Expatriate T&Cs, please state Expatriate.</i>	Local terms and conditions
Purpose & Accountabilities <i>Please describe the main purpose and key accountabilities of the role. You are encouraged to be specific and describe what good performance in the role means.</i> <i>Guidance: one sentence for Purpose, and 5-7 key Accountabilities.</i>	<p>Purpose</p> <p><i>Support the Field execution management and Assurance teams in delivery of key activities for annual Turnaround Management Plan.</i></p> <p>The incumbent works with the Field Turnaround Event teams, Event Managers, TAR co-ordinators, IAPS planners and turnaround staff.</p> <ul style="list-style-type: none"> ▪ TA Onboarding process and systems. ▪ General Team administration duties. ▪ Work Pack Printing and collation. ▪ Assisting the flawless team with QA/QC. ▪ Assurance program meetings setup and administer. ▪ Administration of Share Point site and pages. ▪ Administration of key TA processes as required. <p>Core Accountabilities</p> <p>HSSE: Always act in accordance with the Policy on Health, Safety and Environment and deliver all turnaround activities accordingly.</p> <p>Milestones: Deliver Turnaround activities as per TA “Plan for the Plan” and agreed milestones.</p>
Dimensions <i>Guidance: if known, please describe the dimensions of the role such as environment, budget, span of control. In addition, special challenges may be added.</i>	<p>Key Internal Relationships</p> <ul style="list-style-type: none"> ▪ Turnaround Event Manager ▪ Integrated Turnaround Planning and Scheduling team ▪ HSSE advisors ▪ Logistics Coordinator ▪ Flawless Lead / Completions teams

<p>Skills & Requirements</p> <p><i>Please indicate which skills and/or qualifications (if applicable) are most important for the role.</i></p>	<ul style="list-style-type: none"> • An administration professional who demonstrates an ability to work to deadlines and targets. • Will ideally suit a Chinchilla local.
<p>Key Competencies</p> <p><i>Please provide some areas of key competence that the successful applicant is expected to demonstrate in their occupancy of the role.</i></p>	<p>Position holder should demonstrate knowledge or skill in the following:</p> <ul style="list-style-type: none"> • High level of competency in Microsoft Office suite is required including a knowledge of Share Point. • Maximo and Bentley document management system experience would be beneficial. • An ability to self-start and learn quickly in this role being effective quickly will be important. • Experience in the following areas is desirable: <ul style="list-style-type: none"> ○ Records maintenance. ○ Maintenance or Operational environment.
<p>Additional Information</p> <p><i>Guidance: optional section.</i></p>	<ul style="list-style-type: none"> • Australian Driving License (Open) required.
<p>Flexible Working</p> <p><i>Guidance: options are Available or Not Available. The default assumption is that the hiring manager will be open to and actively consider flexible working options (part time, job share, etc.). In addition, if there is a specific flexible working arrangement available for this role, please state. If there are good business reasons why flexible working cannot be made available for this role, please state.</i></p>	<p>This role is field based and is offered on a 5/2 roster working a 10 hour day primarily from the Kenya Hub, moving between various other Surat Basin field assets as per TA program, with the option to work from the Chinchilla Office for periods of time.</p> <p>There will be a requirement to work reasonable overtime including some weekends during Turnaround execution windows.</p> <p>All QGC roster policy conditions will be applicable.</p>
<p>Mobility</p> <p><i>Guidance: The default assumption is that in line with Shell's domestic relocation policy, relocation support will be offered to the successful candidate if required. If this is not a role that you would offer relocation support for, please state.</i></p>	<p>As per QGC policies.</p>