

## ROLE PROFILE

Job Title	<b>MANAGER PROJECTS &amp; TECHNICAL SERVICES</b>
Job Holder	<b>TBC</b>
Reports To	<b>CHIEF EXECUTIVE OFFICER – BIL</b>
Function	<b>OPERATIONS</b>
Location	<b>SUVA (HEADOFFICE)</b>
Date	<b>FEBRUARY 2023</b>

### Purpose Statement

The Manager Projects & Technical Services will have responsibility for all critical Engineering and Technical aspects of the business. He will be responsible for driving aggregate and concrete technology performance improvements throughout the operations divisions, including process fundamentals and improvement initiatives, maintenance and maintenance improvement plans, and production improvements. The position will be responsible for management of work involving major capital improvement project initiatives and engineering projects and manage multi-million-dollar projects from conception to completion. The role will provide project support for various capex projects and plant improvements, new installations, process improvement projects, and other construction projects involving mineral resource handling and processing. A key aspect would be to support efforts by Operations divisions to adopt lean manufacturing initiatives through effective deployment of International Construction Standards across the manufacturing and production arms of the business.

### Dimensions

<b>Dimension</b>	<b>Detail</b>	<b>Quantity / Value (FY2023)</b>
Revenue	Direct (Sales)	FJD76.7m
	NPBT	FJD8.2m
Size of Operations	No. of stations/sites	<b>Precast Products</b> – Lautoka, Suva (Lami), Nadi – 3 <b>Ready Mix Products</b> – Suva, Nasinu, Nadi, Lautoka, Labasa – 5 <b>Quarry Divisions</b> – Dreketi, Wailotua, Lodonu, Sabeto, Semo, Lomolomo, Nasinu, Navua – 8
	Markets and % Share of Volume	Domestic – 85% Export – 15% (South Pacific)
Direct Reporting & Span of Responsibility	Number of Role Function	Total FTE = TBC Project, Engineering staff
Indirect Reporting	Number	TBC

## Key Accountabilities

1. Effectively plan and deploy all major projects for customers with adoption of strong project management methodology and process, always ensuring OTIF delivery of all project milestones to the highest quality standards.
2. Drive internal process, infrastructure, and facilities improvement and achieve benchmark international standards, and to be recognised as a leader in the construction industry in Fiji.
3. Work closely with Plant Managers to provide needed resources with the goal of driving operations to world-class performance level including benchmarking them against industry standards and key competitors.
4. Provide strategic input to by working closely with the quarry and concrete management team to develop, gain approval, initiate, and manage medium and large-scale (> FJD1 million) capital projects across the divisions.
5. Facilitating and supporting cross-functional teams to continuously improve or redesign operational processes from critical to safe, high-quality, and efficient operations by leveraging the Lean and Change Leadership methodologies in all aspects of the business.
6. Drive the Quality Improvement Framework within the business, with supporting change management and upskilling programme in pursuit of "Zero Defects" objective.
7. Develop in-house technical capabilities of team by providing technical updates and/or training to sales and operations personnel as needed.
8. Work closely with other Functions, Divisions and Departments to allocate resources and time to complete initiatives and specific assignments.
9. Lead effective BOM management by continually assessing and making recommendations for changes in materials, processes and procedures designed to optimize costs, improve efficiency, and enhance product quality.
10. Ensure all relevant processes are in place to achieve compliance with Company, National and International Standards at all times.
11. Work with Heads of Production in driving yearly Quality and Cost Savings Action Plans for the quarry, concrete and precast divisions.
12. Carry out product development work and drive innovation and new product introduction by evaluating market opportunities aimed at driving sustainable business growth.
13. Drive overall improvement in product quality to achieve superiority by adoption of standards, process and protocols in concrete construction.

## Contextual Information

### (A) Context

Basic Industries Pte Limited is the manufacturer of building materials. The company engages in the production of precast concrete, concrete products and related aggregate products in Fiji.

**(B) Key Competencies**

Operational & Technical	<ul style="list-style-type: none"> <li>- Demonstrated knowledge of materials and operations as appropriate, project and design constraints, design to best fit the purpose or service intended and address inter-disciplinary impacts.</li> <li>- Ability to apply engineering knowledge to design solutions.</li> <li>- Proficient in analysing technical risks and offer solutions to proactively mitigate and manage the risks.</li> <li>- Have sound understanding of the concept of quality control during design and construction including independent design checks and independent reviews of design, field checks and reviews to ensure zero defects/failures at any time.</li> </ul>
People Management & Development	<ul style="list-style-type: none"> <li>- Proactively pays attention to the development of skills, and the taking of responsibility.</li> <li>- Achieves empowerment through effective coaching and delegation.</li> <li>- Agrees individual and team objectives, monitors progress regularly giving encouragement, balanced feedback and recognition where appropriate.</li> </ul>
Business Development	<ul style="list-style-type: none"> <li>- Places high importance on achieving performance targets for their business.</li> <li>- Entrepreneurial, continually spots opportunities to increase revenue or reduce costs in the context of a changing business environment.</li> <li>- Establishes a clear long-term vision through an understanding of the local marketplace/business plan and in the context of company wide objectives.</li> </ul>
Developing Relationships	<ul style="list-style-type: none"> <li>- Invests time in building valuable business relationships with people e.g., colleagues, customers, and stakeholders.</li> <li>- Aware of cultural differences and adapts style accordingly.</li> </ul>
Planning for Action	<ul style="list-style-type: none"> <li>- Produces business plans, which include expected outcomes, priorities, timescales, and measurements in sufficient detail.</li> <li>- Identifies priorities effectively, balancing importance urgency and feasibility.</li> <li>- Reviews action plans against agreed measurements, making necessary changes as appropriate.</li> </ul>
Decision Making	<ul style="list-style-type: none"> <li>- Considers a wide range of alternatives when making decisions, taking into account all relevant factors.</li> <li>- Comes up with new and original suggestions, challenging status quo and driving innovation in thinking and calculated risk raking to achieve higher level of performance delivery.</li> </ul>
Drive & Resilience	<ul style="list-style-type: none"> <li>- Is tenacious about achieving targets.</li> <li>- Ability to make progress even with setbacks, remains calm and focused under time pressure and when dealing with difficult or confrontational situations.</li> <li>- Enjoys a busy workload and does not mind unexpected interruptions.</li> <li>- Accepts and will champion change in their work environment when appropriate.</li> <li>- Takes personal responsibility for developing own skills and ensuring continuous learning is taking place.</li> </ul>

**(C) Knowledge, Skills and Experience**Education

- Bachelor s degree in Civil, Mechanical, Chemical or Mining Engineering required.
- Professional Engineer (PE) preferred.
- Financial knowledge with commercial acumen is a requirement.
- Relevant quality, product and project management certifications or programmes attended will be an advantage.

Skills & Experience

- Bulk material handling experience in mineral resources/concrete with at least 10 years of related work experience.
- Project Management experience required, with certification as a desired requirement.
- Comprehensive knowledge on new and innovative construction and production technologies and best practices related to concrete and quarry operations.
- Ability to read and understand detailed design and civil planning drawings (electrical drawings a plus), and provide oversight for plant operations.
- Concrete production process experience is a must, preferably hands on operational responsibilities including Plant Manager experience.
- Excellent knowledge of any raw materials that need to be used in construction and related International Standards.
- Senior management experience with successfully developing and managing projects, investment and financial management.
- Familiarity with the global and local markets and regulatory environments for construction industry and experience in developing new business initiatives.
- Excellent leadership and management skills with focus on business plan formulation, execution, financial management, process excellence.
- Sound strategic planning and organisational skills.
- Good conflict resolution skills and experience in dealing with a mixed membership and variety of stakeholders, both internal and external.
- Well-developed communication and people management skills are a key requirement within a diverse workforce of a multi-cultural background as well as working with communities and businesses in the locality.
- Knowledge of principles and methods for product/portfolio segment development with focus on quality and consumer preferences.
- People oriented and a good team player.