

## Job Description

### Program Scheduling Coordinator



*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

<b>Position Title:</b>	<b>Program Scheduling Coordinator</b>
Location:	Bowhill, South Australia
Current as of:	June 25
Reports to:	General Manager
Key Relationships:	Director Business Development, Project, Production & Quality Teams

#### Purpose

- **Together we thrive**

#### Mission

- **We transform communities & our people, by optimising & building structures that matter**

#### Core Values

- We do what we say we are going to do
- We get things done, together
- We work smarter
- We help our clients win

#### Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

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#### Role Purpose:

In this pivotal position, you'll harness visual, real-time data to track job progress with precision—ensuring accurate planning, clear communication and seamless coordination between our project teams and workshop. The role tracks project progress from 3D Model through to Production, Programming, Resource Allocation & Shipping.

#### KEY RESPONSIBILITIES

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You have the following key areas of responsibility:

- Coordinate and manage production programming and project scheduling across multiple high-value structural steel projects.
- Lead and optimise planning workflows using Tekla PowerFab (training provided).
- Interface daily with Project Managers, Workshop Supervisors, to translate project needs into achievable production schedules.
- Monitor fabrication progress, manage bottlenecks and adjust plans in real-time to support delivery targets.
- Support procurement and material readiness aligned to production timelines.
- Create job cards, cut lists, and drawing packages to ensure accuracy and buildability.
- Champion continuous improvement across production planning and job tracking systems.

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#### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Programming Production Scheduling 10%</b>	<ul style="list-style-type: none"> <li>▪ Morning check-in to establish priorities &amp; calendar for day/week/month</li> <li>▪ Fully understand project scope and budget, as well as any special or unique requirements of each project assigned.</li> <li>▪ Participate weekly pipeline meeting</li> <li>▪ Lead &amp; optimise Planning workflows</li> <li>▪ Assess programs &amp; schedules &amp; update to meet &amp; report on real time production workflow</li> <li>▪ Assist operations to achieve the best timeframe and cost outcome balance.</li> <li>▪ Own, drive &amp; manage production software, mentor &amp; support greater team understanding, build back up support to this role</li> <li>▪ Tender Development assist program &amp; schedule</li> </ul>	<ul style="list-style-type: none"> <li>▪ Real time data &amp; job progress information is precise &amp; accurate &amp; considered "live"</li> <li>▪ Production schedules are known, tracked and managed</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to company policies &amp; procedures within the Project Management framework, including auditing, monthly reporting &amp; project tracking</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery targets – In Full on Time (IFOT)</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ Actively contributes to improve the weakest link, eg Drafting, Site Work, Scheduling, Incoming goods inspection, Material Confirmations, MDR Paperwork, Plate naming etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Continuous Improvement implemented per quarter – managed through 90-day goals</li> </ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>▪ Effective communication with all Project team members to ensure direction is clear, working together towards big picture project success</li> </ul>	<ul style="list-style-type: none"> <li>▪ PACE known &amp; updated with backup for all areas within Projects</li> <li>▪ Communication is high level</li> </ul>

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### TEAM LEADER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Communication</b>	<ul style="list-style-type: none"><li>▪ Communicates proactively, clearly and effectively with team members, peers and management</li><li>▪ Tailors communication content, channel and style to the audience to increase understanding and acceptance</li><li>▪ Able to provide instructions in a manner that are easily understood</li></ul>
<b>Competent</b>	<ul style="list-style-type: none"><li>▪ Shows a level of intelligence and aptitude in order to learn quickly to get things done</li><li>▪ Is productive and can be relied on to complete any task</li><li>▪ Demonstrates an attitude of being proactive and seeking out solutions to problems</li></ul>
<b>Accountable</b>	<ul style="list-style-type: none"><li>▪ Does what's required and leads by example</li><li>▪ Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively</li><li>▪ Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems</li></ul>
<b>Courageous</b>	<ul style="list-style-type: none"><li>▪ Deals with issues and has 'difficult' conversations early</li><li>▪ Keeps the focus on the issue not the person</li><li>▪ Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>▪ Seeks the input of others to fully understand issues, and takes the time to explore problems</li><li>▪ Explores multiple options and formulates strategies to address problems</li><li>▪ Takes action and sets up systems/procedures to prevent problems recurring</li></ul>
<b>Collaboration</b>	<ul style="list-style-type: none"><li>▪ Manages effective teams to work collaboratively towards common goals</li><li>▪ Works with across the business and with other departments within the business to work through problems</li><li>▪ Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met</li></ul>
<b>Builds High Performing Teams</b>	<ul style="list-style-type: none"><li>▪ Provides timely coaching, practical advice and specific feedback to help others succeed and grow</li><li>▪ Inspires staff at all levels to achieve their best</li><li>▪ Recognizes and rewards performance, celebrates success</li></ul>
<b>Self-Development</b>	<ul style="list-style-type: none"><li>▪ Is committed to continuous learning and self-improvement</li><li>▪ Can learn new skills in new and challenging situations</li><li>▪ Learns new information and grasps new concepts quickly and easily and is able to apply them to work</li></ul>

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#### BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none"><li>▪ Honesty</li></ul>	<ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>
<ul style="list-style-type: none"><li>▪ Teamwork</li></ul>	<ul style="list-style-type: none"><li>▪ Negativity</li></ul>
<ul style="list-style-type: none"><li>▪ Respect</li></ul>	<ul style="list-style-type: none"><li>▪ Backstabbing</li></ul>
<ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul>	<ul style="list-style-type: none"><li>▪ Intimidation</li></ul>
<ul style="list-style-type: none"><li>▪ Work life balance</li></ul>	<ul style="list-style-type: none"><li>▪ Handballing</li></ul>

#### DESIRABLE REQUIREMENTS

##### QUALIFICATIONS

- Current Driver's License (manual)
- 5–10+ years' experience in steel fabrication, construction or a related manufacturing environment.
- Experience in coordinating production workflows or managing complex project timelines.

##### EXPERIENCE

- Highly developed oral and written communication skills, interpersonal and negotiating skills.
- High level of organisational skills especially in job planning and identifying fine detail.
- Excellent time management skills
- Competent IT skills including the use of production software, MS Word, Excel & Outlook, Tekla
- Reading and understanding project requirements by deciphering consultants drawings.
- Broad Knowledge of more than one field of engineering
- Competent use of MS Project software.
- An understanding of the WHS Act & Regulations and their application