

## Job Description

### Responsible Welding Coordinator(RWC)



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*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.*

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<b>Position Title:</b>		<b>Responsible Welding Coordinator (RWC)</b>
Team:		Quality
Location:		Bowhill, South Australia
Current as of:		April 26
Reports to:		General Manager - Quality
Key Relationships:		General Manager – Operations, Production, STF, Projects, Quality, Clients, Contractors

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#### Purpose

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- **Together we thrive**
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#### Mission

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

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

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- **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:

As the Responsible Welding Coordinator (RWC), you are responsible for **coordinating** the full QA package for projects, from start of project, startup documents, workshop quality documents & quality checks, through to final inspections and project (production quality) sign-off. You will also ensure visual Inspections and fabrication tolerances are set and met, while appropriate records are maintained. You are also the team driver to ensure that continuous improvement initiatives are captured, endorsed, procedures updated and implemented to achieve optimum productivity whilst role modelling the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- **05% AU - Tender Review** – Technical Review
- **20% AR - Project Setup** – Quality Docs prepared for client submission, DWG/Fab Packs prepared
- **60% WR Project Checklist** – Welding Supervisor, Welding Coordination, Compliance, Quals
- **05% AU - Project Completion** – finalisation of Quality Documents, Optimising
- **10% Skill Development** - Training, capturing IP

**Employee Productivity Target** – 60% WR / 40% WU

Notation 1/6/2025 – The development of this role is to assign ownership of the Quality Process to **ONE** person, for clear lines of authority. The role is to **coordinate** the process, **utilising Project Administration where possible**. This separates the division of roles assigned to Project Managers & Production. PM's can focus on outward client & supplier facing duties, Production can focus on program & resources, This role is independent and needs to work closely with both teams, whilst ensuring integrity of our quality systems & processes.

Many tasks may not have full procedures & documentation, the role is required to find the gaps, update the procedures to what is real & really happening and then ensure training to production staff and hold accountability to the updated requirements.

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Tender Review</b>	<ul style="list-style-type: none"> <li>Leads the Technical Review process, both Pre and post award, ensuring constructability, compliance and capability to complete the works. Coordinates with other teams to obtain final sign off prior to production starting</li> </ul>	<ul style="list-style-type: none"> <li>100% Completion Rate</li> </ul>
<b>Project Setup</b>	<ul style="list-style-type: none"> <li>Drives the preparation of QA docs for submission to PM's to client, coordinating with STF &amp; Production Teams, due for submission 2 weeks from contract award</li> <li>Ensures Fab/DWG packs are prepared in full &amp; in advance (preferably 1 week from fab start)</li> </ul>	<ul style="list-style-type: none"> <li>100% QA Packs submitted on time</li> <li>100% Fab Packs prepared in full</li> </ul>
<b>Project Checklist</b>	<ul style="list-style-type: none"> <li>Ownership to ensure set Quality Requirements – Production are known &amp; upheld on workshop floor (utilising Team Leaders &amp; Senior Boilermakers)</li> <li>Responsible for ensuring QA Fab/Weld checks undertaken, real, signed off &amp; paperwork finalised.</li> <li>Management of WPS &amp; WQR, including the creation of WPS (using Bowhill IP) and Qualifying welders (WQR files) including maintenance of qualifications within ISO 9606.</li> <li>Completes above responsibilities with knowledge of and within the allowed project budget.</li> </ul>	<ul style="list-style-type: none"> <li>Increased standards &amp; expectations</li> <li>Less Defects &amp; Rework</li> <li>Production Paperwork completed IFOT</li> <li>Weekly Quality report to GM and QM. To include, trends OFIs, R&amp;D and training opportunities</li> </ul>
<b>Project Completion</b>	<ul style="list-style-type: none"> <li>Responsible to finalise Quality Documents (MDR) ensuring Final Inspections are undertaken &amp; signed off – final authority on quality</li> <li>Optimises processes as you go ensuring integrity of the system (We do what we say we are going to do).</li> </ul>	<ul style="list-style-type: none"> <li>No work leaves Boweng without Final Inspection signed off</li> <li>Improvement processes captured</li> </ul>
<b>Skill Development</b> (Training, IP)	<ul style="list-style-type: none"> <li>Champion and continuously improve Bowhill's welding quality by developing, formalising, and training robust procedures, driving skill development, and embedding quality excellence across projects and production.</li> <li>Ensure our procedures match what we do and train to the latest version</li> </ul>	<ul style="list-style-type: none"> <li>Weekly focus blocks focussing on knowledge share and depth/backup/growth.</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 is 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>Acts 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 can apply them to work</li></ul>

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#### ESSENTIAL REQUIREMENTS

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#### QUALIFICATIONS

- AS2214 Structural Steel Welding Supervisor
- Metal Trade Certificate
- Elevated Work Platform (Yellow Card – Scissor Lift)
- Driver's License (Manual)

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#### EXPERIENCE

- AS1554.1 4.12.1 (e) 5+ years of experience as Boilermaker
  - 10+ years' experience in structural steel industry
  - Fulfills the requirements and responsibilities of RWC
  - Technical compliance to SCA 3<sup>rd</sup> Party Certification for AS5131:2016 Structural Steel Fabrication & Erection
  - Compliance to internal Integrated Management System (IMS) including Quality Style Guidelines
  - Welding supervision to AS/NZS 2214 with extensive knowledge in AS 1554 complete
  - Welding Visual Inspection Requirements
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