
**PROJECT MANAGER / MECHANICAL FITTER / MAINTENANCE PLANNER
COMPLIANCE ASSURANCE MANAGER / QUALITY MANAGER /WORKSHOP MANAGER/
NAVY PETTY OFFICER**

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| <ul style="list-style-type: none">• Quality & compliance assurance• Workshop management• Condition monitoring | <ul style="list-style-type: none">• Maintenance scheduling• Configuration management• WHS, HR & work order management | <ul style="list-style-type: none">• Engineering Watch keeping• Supervised up to 15 staff• Over 18 years' work experience |
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VALUES

- Teamwork
- Professionalism
- Initiative
- Integrity

STRENGTHS

- Good communication skills
- Excellent organisational skills
- Likeable nature
- Reliable & resourceful

INTERESTS

- Current affairs
- Surfing & snowboarding
- Personal fitness
- Computers & technology

PROFESSIONAL EXPERIENCE

June 17 - June 18

SAFRAN ELECTRONICS AND DEFENCE**Support Engineer**

- Manage assigned projects and ensure all project deliverables are met on time, too quality and within budget.
 - Participate in the production of bids and tender proposals.
 - Manage projects risks with appropriate mitigation plans and stakeholder engagement.
 - Maintain an accurate action log for all customers and ensure the actions have been communicated with the customer and to any internal stakeholders.
 - Responsible for customer focused status reporting, ensuring that, as far as practicable, customers are informed on delivery progress.
 - Manage and chair sprint and production meetings when required.
 - Manage suppliers and contractors where necessary to ensure delivery is on time and to specification.
 - Assist and support the Service and Delivery Manager and the Service Delivery Team in the implementation and management of a formal project management/delivery process.
 - Assist in maintaining and developing procedures, work instructions, forms and associated processes.
 - Deeper maintenance of Infrared Search & Track (IRST) systems installed on Australian Navy vessels, including but not limited to inspection, diagnostic, troubleshooting, repair/upgrade integration and validation.
 - Provide relevant and accurate technical reports as required.
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Jan 17 - May 17

IKAD ENGINEERING

Mechanical Fitter

- Installed, repaired, maintained and configured all manner of marine platforms, including exposure to hydraulic, electrical, pneumatic and mechanical systems.
 - Worked with hull structures, propulsion control and monitoring systems, electrical power generation and distribution, air conditioning, compressed air, ventilation, refrigeration, steerage, davits, gearboxes.
 - Forklift operator, Extremely proficient in picking, packing and moving merchandise.
 - Consulting with senior colleagues regarding technical issues and advising managers on recommend changes.
 - Serve as a link between management and customers by handling questions and helping resolve work-related problems. Explaining technical issues to non-technical people.
 - Conduct system isolation and set to works in accordance with written documentation within the job packs.
 - Established harmonious working relationships and have developed strong interpersonal, communication and influencing silks built strong.
 - Completed technical documentation and reporting.
 - Assisting field technicians with diagnostic checks and symptom analysis.
 - Complete all duties according to applicable safety measures and published procedures.
 - Keeping the workplace in an organised and clean condition.
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Jul 16 - Dec 16

INMARSAT GLOBAL GOVERNMENT

Project Manager / Bid Manager

- Managed assigned projects as assigned by the Service Delivery Manager and ensure all project deliverables were met on time, too quality and within budget.
 - Managed and supervised contracts for corrective Action reports, innovatory reports and assist in consolidation of assets for multi-able government agencies globally.
 - Worked in an Agile and complex planning environment in the the defence industry.
 - Drafted meeting agendas, Wrote reports and properly routed agreements, contracts and invoices.
 - Participate in the production of bids and tender proposals with government agencies globally.
 - Overseen multiple projects across all phases of development. Monitored workflow and make timeline adjustments as needed.
 - Worked as a part of an interdisciplinary team to achieve project milestones.
 - Developed strong working relationships in a demanding and changing enterprise environment.
 - Managed project risks with appropriate mitigation plans and stakeholder engagement.
 - Maintain an accurate action log for all customers and ensured the actions were safely communicated with all customers internally and to external stakeholders globally.
 - Extremely proficient in picking, packing and moving merchandise in a warehouse environment.
 - Responsible for customer focussed status reporting, ensuring that, as far as practicable, customers are informed on delivery progress. Manage and chair Sprint and production meetings when required. Manage suppliers and contractors where necessary to ensure delivery is on time and to specification.
 - Assist and support the Service Delivery Manager and the Service Delivery Team in the Implementation and management a formal project management/delivery process.
 - Advanced computer skills (MS Project, Excel, Word, JIRA, Confluence).
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Feb 15 – Jan 16

ROYAL AUSTRALIAN NAVY

Quality Manager / Compliance Assurance Manager

- Took up a busy quality assurance and internal auditing role with the Fleet Support Unit at HMAS Waterhen and held the rank of Petty Officer.
 - Given the mandate to ensure the mechanical fleet was being maintained in keeping with best practice standards to ensure operational availability and prudent cost management.
 - Responsibilities included auditing planning, capability analysis, system reviews, technical compliance advice, policy development, employee education, fleet readiness advice, technical regulatory compliance, maintenance governance and management reporting.
 - Planned, resourced and implemented a regional program of audits to assess compliance with maintenance policy and regulatory standards.
 - Briefed senior executives on maintenance processes, advising on audit findings and recommending changes to processes to ensure compliance with national standards.
 - Reviewed key maintenance policies and environmental practices, issuing revised Technical Maintenance Plans and Planned Servicing Schedules.
 - Achieved a high level of equipment availability and readiness by researching historical equipment needs and planning ahead to ensure the right equipment was available in advance of requests for support.
 - Trained specialist staff to develop their professional and technical skills in order to maintain an effective team and the required level of service and performance.
 - Reviewed technical integrity management systems and supporting technical integrity management plans, including physical inspections of land materiel.
 - Provided feedback to Fleet Headquarters, the Defence Materiel Organisation and Joint Logistics Command on the effectiveness of regional fleet management.
 - Conducted technical investigations and maintenance tasks for units on request.
 - Actioned change proposals for engineering documents.
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Jan 12 – Jan 15

DEFENCE MARITIME OPERATIONS

Marine Systems Manager / Workshop Manager / Maintenance Planner

- Worked on HMAS Parramatta and reported to the Chief Engineer.
- Led teams of up to 12 maintenance professionals, including authoring the business plan, communicating the plan to the team, determining priorities, setting team goals, allocating resources, monitoring day to day work activities and authoring management reports.
- Oversaw all ship engineering as a chief technical advisor and concurrently performed hands-on maintenance work.
- Installed, repaired, maintained and configured all manner of marine platforms, including exposure to hydraulic, electrical, pneumatic and mechanical systems.
- Worked with propulsion control and monitoring systems, electrical power generation and distribution, domestic and low voltage power, air conditioning, compressed air, ventilation, refrigeration, steerage and davits.
- Conducted preventative maintenance on diesel propulsion systems, sanitation systems, refrigeration, air conditioning, hydraulic and pneumatic systems and potable water.
- Coordinated equipment testing, including flexible hoses, pressure vessels and relief valves in accordance with relevant certification requirements and maintenance standards. Responsible for pumps, motors and ancillary system equipment.
- Entrusted with responsibility for the efficient operation and maintenance of a broad range of ship's systems and equipment.
- Managed plant maintenance, reliability and vibration analysis, structural integrity and failure investigation.
- Worked with hull structures, propulsion control and monitoring systems, electrical power generation and distribution, air conditioning, compressed air, ventilation, refrigeration, steerage and davits.
- Monitored equipment performance to identify trends with the potential to impact on the operational capability of the ship.

- Provided engineering advice to the Captain on the capability implications of defects and work-arounds.
 - Contributed to maintenance, reliability analysis and investigation of equipment failures.
 - Operated Navy's Asset Management Planning System based on FMMS, a computer based maintenance planning tool.
 - Operated in confined spaces, with hazardous chemicals and materials, at height, using protective equipment and in the vicinity of large machinery.
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Jan 10 – Dec 11

REGIONAL ENGINEERING SERVICES

Acting Maintenance Manager

- Worked in a higher duties role and took on a maintenance management position with a Navy Fleet Support Unit.
- Functional responsibilities encompassed maintenance planning, maintenance operations management, production control, staff management, occupational health and safety, quality assurance compliance, customer service, corporate governance, spares procurement, fleet management, technical advice and internal auditing.
- Supervised a team of 5 staff during a period of high operational tempo.
- Worked in the Machine Workshop and developed expertise in mechanical fitting, CNC work, fabrication, pipe and plate work.
- Contributed to other departments and assisted with the installation, commissioning, repair, calibration and servicing of fuel systems, remote temp devices, valves, auto control valves and hyperbaric sensing systems.
- Managed a complex program of checks to review thousands of sensors on each ship every 2 years.
- During my tenure in the pipe and plate workshop, supervised maintenance, fabrication and repair of a broad range of industrial equipment, often working in hazardous environments.
- Employed a large variety of trade skills on a daily basis, including forming, bending, shaping, quenching, milling, tempering, annealing, lathing, soft soldering, spinning and welding.
- Designed and built customised equipment from the ground up, authored engineering drawings, fabricated equipment and introduced items into service.
- Involved in all aspects of machine shop work, from design to fabrication and introduction into service.
- Coordinated the certification of all equipment testing, including flexible hoses, pressure vessels and relief valves in accordance with relevant maintenance standards.
- Conducted safety inspections, identified hazards, carried out risk assessments and implemented OHS programs in an extremely dangerous workplace.
- Completed risk assessments and workplace inspections for new equipment, work practices and changes to working procedures.
- Investigated safety incidents and ensured appropriate corrective actions were developed and implemented.

OTHER APPOINTMENTS

Jan 05 – Dec 09

NAVY (HMAS Ballarat) – Marine Technician (Mechanical)

WORK COMPETENCIES

Leadership

Throughout my career I have been privileged to exercise leadership of multi-skilled teams across a range of business functions. My role as leader encompassed responsibility for the performance, development and administration of diverse teams, and involved working under pressure to meet deadlines in challenging circumstances. I have worked in appointments where I was regularly required to make independent assessments and decisions.

Commercial Acumen

Management experience gained across a range of Defence businesses has allowed me to develop strong all-round leadership, strategy and execution skills. The development of my general business skills has been refined in busy work environments where it was necessary to adapt readily to changes in technology. I have been directly responsible for communicating the business plan to the team, developing strategies for achieving business goals and monitoring results against key performance indicators to ensure plans were being achieved.

Teamwork & Interpersonal

In all appointments, I have been required to act as both leader and team member. These experiences have deepened my awareness of group dynamics and methods of dealing with conflict. The ability to work both as a member of a team and autonomously is essential in an organisation with the many semi-independent and inter-dependent units that Defence has. I have worked in teams of varying size and have always enjoyed a good rapport with them, both at work and socially.

Communication Skills

As a manager with the Australian Defence Force, both my written and spoken communication skills are required to be of a very good standard. I have developed an ability to communicate effectively on a wide variety of topics. In addition, I have been trained in report writing and delivering presentations in many settings. I have also undertaken training in presentation skills, negotiation skills and listening skills for customer service.

Resource Management

My managerial experience in Defence has given me an excellent opportunity to develop skills in the area of Human Resource Management. I was trained and have experience in succession planning, career development, personnel administration, recruitment and selection. In addition to formal qualifications in resource management gained through numerous management and promotion courses, I have extensive practical experience in managing physical resources.

SKILLS, QUALIFICATIONS & EXPERIENCE

- Diploma of Engineering (Advanced Trade)
- Certificate IV in Transport and Distribution (Marine Engineering)
- Certificate III in Engineering (Mechanical Trade)
- Certificate II in Transport and Distribution (Marine Engine Driving)
- Marine Systems Manager
- Engineering Harbour Watchkeeping Certificate
- Radiation Hazard Technical Safety Course
- WHS Reporting (Sentinel)
- Ships Vibration Analysis Course
- Ships Electrical Maintainer
- Marine Gas Turbine Maintenance
- ANZAC Propulsion Maintenance
- Steering and Stabiliser Maintenance
- Qualified Assessor (TAE10)
- Advanced OHS and Risk Management
- Boarding Operations
- Marine Technical Auxiliary Machinery Operator
- Welding Applied Skills and Technology Course
- Turning Applied Skills and Technology Course
- Damage Control Yeoman
- Boarding Operations Course
- Tactical Baton Course
- Lagging Course
- Height Safety Operator
- Performance and Other Crucial Conversations
- Initial Incident Scene Management
- Small Boat Maintenance
- Fuel and Lube Oil Quality Control Course
- Helicopter Underwater Escape Training
- First Aid Training (Defence)
- Alcohol and Drug Awareness for Managers
- Drivers Licence
- Fork Lift License
- Promotion course - planning, leadership, business management, staff writing
- Promotion course - training, interpersonal skills, communication skills
- Promotion course - resource management, OHS, risk management
- Promotion course - coaching, performance appraisal, counselling
- Working With Privacy
- Equity and Diversity Awareness
- Occupational Health and Safety Awareness
- Fraud and Ethics Awareness
- Security Awareness
- Suicide Awareness and Prevention