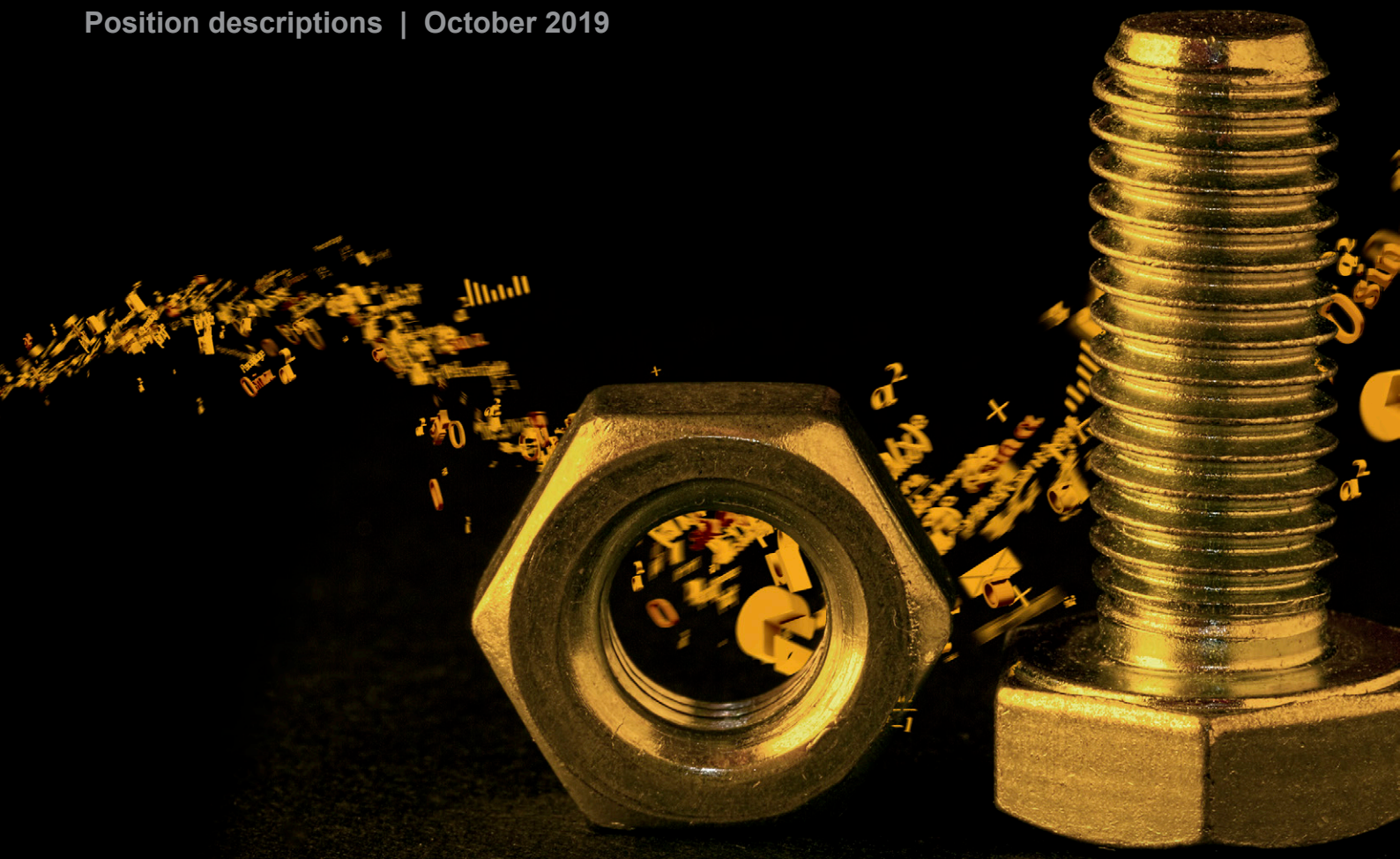


McDonald Engineering & Construction Industries

Remuneration Report (Australasia)

Position descriptions | October 2019



Position Families:

Corporate	116	Positions
PM&C	21	Positions
Project Services Group	61	Positions
Engineering Consulting & Design	45	Positions
Environmental Consulting	9	Positions

Position Family: Corporate

Administration

Office Manager (Corp)	MCA_00860
Personal Assistant to CEO (Corp)	MCA_00061
Personal Assistant to Senior Executives (Corp)	MCA_00861
Department Administrator - Senior (Corp)	MCA_08611
Department Administrator (Corp)	MCA_00863
Department Administrator - Entry (Corp)	MCA_08631
Receptionist (Corp)	MCA_00062

Business Development

Head of Business Development	MCA_00904
Principal Business Development Manager	Aon.ITS.15009.6
Business Development Manager	MCA_00805
Business Development / Proposals Coordinator	MCA_08051

Business Improvement

Head of Business Improvement (Corp)	MCA_06151
Business Improvement Facilitator (Corp)	MCA_06161

Commercial

Commercial General Manager	MCA_00070
Commercial Manager (Corp)	MCA_00816
Senior Business Analyst (Corp)	MCA_00870
Business Analyst (Corp)	MCA_00871

Environmental Affairs

Head of Environmental Affairs (Corp)	MCA_00907
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External Relations; Govt/Community Affairs

Head of External Relations (Corp)	MCA_00908
Corporate Policy Manager	MCA_00802
Manager Community Affairs / Native Title / Heritage (Corp)	MCA_00874
Senior External Affairs Adviser (Corp)	MCA_00827
Experienced External Affairs Adviser (Corp)	MCA_00828
Senior Policy Advisor	MCA_00875
Policy Adviser	MCA_00876
Research Analyst	MCA_00877
Marketing Manager - Marketing Communications	Aon.MKT.20315.5
Communications Advisor (Corp)	MCA_00878
Functional Lead of Marketing - Investor Relations	Aon.EXE.CA030.6
Investor Relations Manager	Aon.MKT.21415.5
Investor Relations Consultant	Aon.MKT.21415.3

Finance & Accounting

Chief Financial Officer	MCA_00811
Financial Controller	MCA_00813
Group Treasurer/Head of Treasury	Aon.FIN.30018.6
Treasury Manager	MCA_00812
Senior Treasury Analyst	Aon.FIN.30018.4

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Position Family: Corporate

Treasury Analyst	Aon.FIN.30018.3
Head of Internal Audit	Aon.EXE.FI040.6
Audit Manager	MCA_00858
Senior Internal Auditor	Aon.FIN.30002.4
Internal Auditor	Aon.FIN.30002.3
Finance Manager	Aon.FIN.30012.5
Accounting Manager (Corp)	MCA_00814
Senior Accountant (Corp)	MCA_00851
Experienced Accountant (Corp)	MCA_00852
Assistant Accountant	Aon.FIN.30012.2
Graduate Accountant (Corp) (>1 year)	MCA_00853
Graduate Accountant (Corp) (<1 year)	MCA_09997
Accounts Team Leader (Corp)	MCA_00821
Senior Accounts Officer	Aon.FIN.30112.3
Accounting Clerk (Corp)	MCA_00862
Taxation Manager	MCA_00855
Senior Taxation Accountant	MCA_00856
Experienced Taxation Accountant	MCA_00857
Head of Payroll (Corp)	MCA_00815
Senior Payroll Officer (Corp)	MCA_08531
Payroll Officer (Corp)	MCA_00854
<i>Health & Safety</i>	
Head of Health & Safety (Corp)	MCA_00807
Head of Health, Safety & Environment (Corp)	MCA_00808
Health & Safety Manager (Corp)	MCA_00865
Senior Health & Safety Adviser (Corp)	MCA_00866
Experienced Health & Safety Adviser (Corp)	MCA_00867
Entry Level Health & Safety Adviser - (Corp)	MCA_008671
<i>Human Resources</i>	
Head of Human Resources (Corp)	MCA_00901
Manager Human Resources (Corp)	MCA_00830
Industrial Relations Manager (Corp)	MCA_00836
Senior Human Resources Adviser (Corp)	MCA_00831
Experienced Human Resources Adviser (Corp)	MCA_00832
Graduate Human Resources Adviser (Corp) (>1 year)	MCA_00833
Graduate Human Resources Adviser (Corp) (<1 year)	MCA_08331
[NEW] Human Resources Manager - Recruitment	Aon.HRS.50305.5
[NEW] Senior Human Resources Consultant - Recruitment	Aon.HRS.50306.4
Recruitment Adviser (Corp)	MCA_00834
Human Resources Officer (Corp)	MCA_00835
Human Resources Manager - Remuneration & Benefits	Aon.HRS.50105.5
Senior HR Advisor - Remuneration & Benefits (Corp)	MCA_08311
Human Resources Consultant - Remuneration & Benefits	Aon.HRS.50102.3

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Position Family: Corporate

Human Resources Manager - Learning & Development	Aon.HRS.50205.5
Senior Human Resources Consultant - Learning & Development	Aon.HRS.50206.4
Human Resources Consultant - Learning & Development	Aon.HRS.50202.3
Trainer/Training Facilitator - Learning & Development (Corp)	MCA_08321
<i>Information Technology</i>	
Head of Information Technology	MCA_00910
Information Technology Manager (Corp)	MCA_00824
IT Project Manager (Corp)	MCA_08241
IT Business Analyst	MCA_08242
Desktop Support Manager	Aon.ITC.45068.5
Senior Desktop Support Analyst	Aon.ITC.45068.3
Desktop Support Analyst	MCA_008251
Helpdesk Team Leader	Aon.ITC.45168.3
Senior Helpdesk Operator	Aon.ITC.45168.2
Helpdesk Operator	Aon.ITC.45068.1
Network Administrator (Corp)	MCA_00826
IT Administrator (Corp)	MCA_00825
<i>Legal</i>	
Company Secretary	MCA_00003
General Counsel	MCA_00004
Head of Risk & Compliance	MCA_00055
Senior Legal Counsel	MCA_00845
Legal Counsel	MCA_00846
Entry Level Lawyer (Graduate)	MCA_08461
<i>Risk</i>	
[NEW] Chief Risk Officer	Aon.EXE.45001.7
[NEW] Head of Risk	Aon.EXE.RM010.6
[NEW] Senior Risk Manager	Aon.RSK.31101.6
[NEW] Risk Management Manager	Aon.RFN.85401.5
[NEW] Risk Management Team Leader	Aon.RFN.85401.4
[NEW] Risk Management Senior Analyst	Aon.RFN.85401.3
[NEW] Head of Risk Management	Aon.EXE.RM010.7
[NEW] Risk Management Analyst	Aon.RFN.85401.2
<i>Operations</i>	
[NEW] Chief Operating Officer	Aon.EXE.GM020.7
Head of Ops (Corp)	MCA_00903
Head of Single Profit Centre	Aon.EXE.GM040.7
<i>Supply Chain</i>	
Head of Supply Chain	MCA_00911
<i>Strategy</i>	
[NEW] Head of Strategy	Aon.EXE.ST010.7
[NEW] Functional Lead of Strategy - Strategy & Projects	Aon.EXE.ST030.6
[NEW] Strategy Manager	Aon.STR.10000.5

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Position Family: Corporate

[NEW] Senior Strategy Analyst

[Aon.STR.10000.4](#)

[NEW] Strategy Analyst

[Aon.STR.10000.3](#)

Position Family: PM&C

Commissioning

Completions & Commissioning Manager	MCA_00791
Lead Commissioning Engineer	MCA_00792
Commissioning Engineer	MCA_00794

Construction Management

Construction Manager (Offshore)	MCA_00069
Construction Manager	MCA_00969

Project Engineering

Senior Project Engineer	MCA_00936
Experienced Project Engineer	MCA_00937
Graduate Project Engineer	MCA_00938

Project Management

Project Director	MCA_00930
Senior Project Manager	MCA_00931
Project Manager	MCA_00932
Study Manager	MCA_00810

Project Management - Subsea

Project Director – Subsea	MCA_00890
Senior Project Manager – Subsea	MCA_00891
Project Manager Subsea	MCA_00892
Senior Project Engineer – Subsea	MCA_00893
Experienced Project Engineer – Subsea	MCA_00894

Quality Control

Quality Control Inspector	MCA_00984
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Site Management

Site or Area Manager	MCA_00935
Site/Construction Superintendent	MCA_00939
Site/Construction Supervisor	MCA_00940

Position Family: Project Services Group

Administration

Admin Supervisor (Ops)	MCA_01631
Department Administrator - Senior (Ops)	MCA_01632
Departmental Clerk / Administrator (Ops)	MCA_00163
Department Administrator - Entry (Ops)	MCA_01633
Site Administrator (Contract Mining)	MCA_00611
Personal Assistant (Ops)	MCA_00161
Project Secretary	MCA_00612
Personnel Logistics Coordinator	MCA_00613

Document Control

Manager Document Control	MCA_00928
Lead Document Controller	MCA_09281
Senior Document Controller	MCA_00929
Document Controller	MCA_00949
Document Control Clerk	MCA_00959

Estimating

Estimating Manager	MCA_00970
Lead Estimating Engineer	MCA_00974
Senior Estimating Engineer	MCA_00971
Experienced Estimating Engineer	MCA_00972
Entry level Estimator (Associate)	MCA_009721
Quantity Surveyor	MCA_00979
Project Surveyor	MCA_09842
Senior Civil Surveyor	MCA_09841

Finance & Accounting

Superintendent – Accounting (Ops)	MCA_00650
Senior Accountant (Ops)	MCA_00651
Experienced Accountant (Ops)	MCA_00652

Health & Safety

OH&S Manager (Ops)	MCA_00689
Lead Health & Safety Adviser (Ops)	MCA_06901
Senior Health & Safety Adviser (Ops)	MCA_00691
Experienced Health & Safety Adviser (Ops)	MCA_00692

Human Resources

Industrial Relations Manager – Projects	MCA_00993
Superintendent – Human Resources (Ops)	MCA_00680
Senior Human Resources Adviser (Ops)	MCA_00681
Experienced Human Resources Adviser (Ops)	MCA_00682
Human Resources Officer (Ops)	MCA_00685

Planning

Project Controls / Scheduling Manager	MCA_00975
Lead Project Planning / Scheduling Engineer	MCA_00978
Senior Project Planning / Scheduling Engineer	MCA_00976

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Position Family: Project Services Group

Experienced Project Planning /Scheduling Engineer	MCA_00977
Entry Level Project Planning / Scheduling Engineer	MCA_009771
<i>Supply Chain</i>	
Procurement Manager	MCA_00985
Supply Superintendent (Ops)	MCA_06211
Senior Procurement Officer	MCA_00986
Procurement Officer	MCA_00987
Contracts Manager	MCA_00990
Senior Contracts Advisor (Corp)	MCA_00991
Contracts Advisor	MCA_00992
Lead Contracts Engineer	MCA_09901
Contracts Administrator	MCA_00090
Expediter	MCA_09871
<i>Project Cost Control</i>	
Lead Project Cost Controls Engineer	MCA_00078
Senior Project Cost Controls Engineer	MCA_00076
Experienced Project Cost Controls Engineer	MCA_00077
Entry Level Cost Controls Engineer	MCA_00079
Cost Controller	MCA_09921
<i>Project Services Management</i>	
Project Services Manager	MCA_00973
Site Services Superintendent	MCA_00103
Senior Technical Writer	MCA_00989
Technical Writer	MCA_09891
<i>Quality Assurance</i>	
Quality Assurance Manager	MCA_00944
Senior Quality Assurance Adviser	MCA_00954
Experienced Quality Assurance Adviser	MCA_00964
Entry level Quality Advisor	MCA_009641

Position Family: Engineering Consulting & Design

Engineering Management

Head of Engineering [MCA_00914](#)

Civil/Structural

Chief Civil / Structural Engineer [MCA_00945](#)

Lead Civil / Structural Engineer [MCA_00916](#)

Senior Civil / Structural Engineer [MCA_00946](#)

Experienced Civil / Structural Engineer [MCA_00947](#)

Graduate Civil / Structural Engineer (>1 year) [MCA_00948](#)

Graduate Civil / Structural Engineer (<1 year) [MCA_09481](#)

Drafting

Chief Draftsperson [MCA_00980](#)

Lead Draftsperson [MCA_00994](#)

Senior Draftsperson [MCA_00981](#)

Experienced Draftsperson [MCA_00982](#)

Trainee Draftsperson [MCA_00983](#)

Electrical/Instrument

Chief Electrical / Instrumentation Engineer [MCA_00965](#)

Lead Electrical / Instrumentation Engineer [MCA_00919](#)

Senior Electrical / Instrumentation Engineer [MCA_00966](#)

Experienced Electrical / Instrumentation Engineer [MCA_00967](#)

Graduate Electrical / Instrumentation Engineer (>1 year) [MCA_00968](#)

Graduate Electrical / Instrumentation Engineer (<1 year) [MCA_09681](#)

Mechanical/Piping

Chief Mechanical / Piping Engineer [MCA_00955](#)

Lead Mechanical / Piping Engineer [MCA_00917](#)

Senior Mechanical / Piping Engineer [MCA_00956](#)

Experienced Mechanical / Piping Engineer [MCA_00957](#)

Graduate Mechanical / Piping Engineer (>1 year) [MCA_00958](#)

Graduate Mechanical / Piping Engineer (<1 year) [MCA_09581](#)

Mining/Geotechnical

Chief Mining / Geotechnical Engineer [MCA_00950](#)

Lead Mining / Geotechnical Engineer [MCA_09201](#)

Senior Mining / Geotechnical Engineer [MCA_09511](#)

Experienced Mining / Geotechnical Engineer [MCA_09521](#)

Graduate Mining / Geotechnical Engineer [MCA_00953](#)

Pipeline

Chief Pipeline Engineer [MCA_00080](#)

Lead Pipeline Engineer [MCA_00081](#)

Senior Pipeline Engineer [MCA_00082](#)

Pipeline Engineer [MCA_00083](#)

Graduate Pipeline Engineer [MCA_00084](#)

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Position Family: Engineering Consulting & Design

Process

Chief Process Engineer	MCA_00960
Lead Process Engineer	MCA_00918
Senior Process Engineer	MCA_00961
Experienced Process Engineer	MCA_00962
Graduate Process Engineer (>1 year)	MCA_00963
Graduate Process Engineer (<1 year)	MCA_09631

Subsea

Chief Subsea Engineer	MCA_00885
Lead Subsea Engineer	MCA_00886
Senior Subsea Engineer	MCA_00887
Experienced Subsea Engineer	MCA_00888
Graduate Subsea Engineer	MCA_00889

Position Family: Environmental Consulting

Environmental Planning

Principal Environmental Planner [MCA_09991](#)

Senior Environmental Planner [MCA_09992](#)

Environmental Planner [MCA_09993](#)

Environmental Affairs

Lead Environmental Advisor (Corp) [MCA_09341](#)

Senior Environmental Advisor (Corp) [MCA_00941](#)

Experienced Environmental Advisor (Corp) [MCA_00942](#)

Graduate Environmental Advisor (Corp) (>1 year) [MCA_00943](#)

Graduate Environmental Advisor (Corp) (<1 year) [MCA_09431](#)

Project Management

Project Manager (Environment) [MCA_00933](#)

Position Description

Position title: Office Manager (Corp)
Position code: MCA_00860
Level: 3

Responsible for

This position is responsible for establishing and maintaining office facilities and services.

Report to

Head of Human Resources (Corporate), Manager Human Resources, Chief Financial Officer, Commercial Manager.

Supervises

Supervises more junior secretarial staff.

Main activities

- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- managing office reception, and switchboard services;
- administering contracts for office services including leases, cleaning contracts, office equipment leases & servicing, telephone and data transmission facilities;
- purchasing and control of office requisites such as stationery, printing, computer consumables;
- arranging for the purchase of office equipment such as workstations, chairs, cupboards & bookshelves and filing cabinets;
- managing the collection, distribution & security of incoming and outgoing mail; and
- maintaining document control & retrieval systems for confidential and other information.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience.

Other comments

Alternative Titles: Head Secretary, Office Administrator, Administration Coordinator. May be responsible for subordinate secretarial / clerical staff. May provide secretarial and administrative support to senior executives and Board members.

Position Description

Position title: Personal Assistant to CEO (Corp)
Position code: MCA_00061
Level: 3

Responsible for

Providing secretarial and administrative support exclusively to the Chief Executive Officer whilst maintaining a high level of discretion.

Report to

Chief Executive Officer.

Supervises

May supervise more junior secretarial staff.

Main activities

- Responsible for providing comprehensive confidential secretarial and administrative support services to the CEO, including:
- screening and prioritising potential visitors (including media) and incoming communications in accordance with criteria provided;
- planning CEO travel itineraries, maintaining and reconciling travel and incidental expense records, advances and reimbursements;
- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- collating data, preparing correspondence, spreadsheets, graphics, reports and presentations;
- maintaining filing systems for confidential and other information; and
- working flexible hours and attending functions as dictated by corporate circumstances.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience in a PA role to a senior corporate executive. They are competent typists and proficient in word processing, spreadsheet and graphics packages.

Other comments

Alternative Titles: Personal Secretary, Private Secretary, Executive Secretary. May be responsible for subordinate secretarial / clerical staff. May provide secretarial and administrative support to other senior executives and Board members.

Position Description

Position title: Personal Assistant to Senior Executives (Corp)
Position code: MCA_00861
Level: 2

Responsible for

Responsible for providing comprehensive confidential secretarial and administrative support services to the senior executive.

Report to

Senior Executive e.g. Chief Financial Officer

Supervises

Main activities

- screening and prioritising potential visitors (including media) and incoming communications in accordance with criteria provided;
- planning GM travel itineraries, maintaining and reconciling travel and incidental expense records, advances and reimbursements;
- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- collating data, preparing correspondence, spreadsheets, graphics, reports and presentations;
- maintaining filing systems for confidential and other information; and
- working flexible hours and attending functions as dictated by corporate circumstances.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience in a PA role and the relevant discipline for the senior executive. They are competent typists and proficient in word processing, spreadsheet and graphics packages.

Other comments

Alternative Titles: Personal Secretary, Private Secretary, Executive Secretary. May provide secretarial and administrative support to other senior executives.

Position Description

Position title: Department Administrator - Senior (Corp)
Position code: MCA_08611
Level: 3

Responsible for

Acting as a lead person in an administrative unit or performing varied functions in a particular administrative area.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises

May supervise day-to-day operations of Administration Officers.

Main activities

- Supervising a group of staff within an administrative department, following and determining priority of assigned work.
- Maintaining all accounts payable, accounts receivable, ledgers, import/export transactions.
- Managing stock control, processing orders, processing freight changes, insuring maintenance of statistical records/returns.
- Cashiering and banking, carrying out foreign exchange transactions and insurance claims.
- Ensuring satisfactory completion of all necessary documentation before final processing.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for policies and procedures.

Key skills

- Excellent interpersonal and communication skills.
- Advanced MS Office skills.
- Ability to prioritise individual work load with that of the Team.
- Developing supervisory skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers and Clients, External Auditors.

Typical experience

At least 5 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

Alternative Titles: Clerk - Level 4, Senior Accounts Clerk, Administration Supervisor.

Position Description

Position title: Department Administrator (Corp)
Position code: MCA_00863
Level: 2

Responsible for

Responsible for providing general administrative support to a specific corporate department.

Report to

Department Manager

Supervises

Nil.

Main activities

- responsible for sorting, distributing & handling all incoming departmental correspondence;
- collating statistics and data for reports;
- records management;
- compiling & producing high quality documents & presentations to ensure confidentiality, accuracy and timeliness;
- conducting departmental inductions for all new employees & contractors;
- booking of travel, accommodation, meeting facilities & catering as required;
- creating & maintaining departmental requisitions, purchase orders & invoices; and,
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be familiar with Microsoft office packages & have intermediate clerical skills.

Other comments

Alternative Titles: Office Administrator, Admin/Department Clerk, Administration Assistant, Administrative Assistant.

Position Description

Position title: Department Administrator - Entry (Corp)
Position code: MCA_08631
Level: 1

Responsible for

Providing administrative support for the organisation and internal Departments/Teams at a basic level.

Report to

Administration Manager, Payroll Manager, Accounts Manager, Accountant, Logistics Manager, Purchasing Manager, Branch Manager, Human Resources Manager.

Supervises**Main activities**

- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Opening and distributing mail.
- Typing of correspondence and data entry.
- Preparing invoices and processing orders.
- Ordering stationery and equipment supplies.
- Performing messenger duties and/or collections and arranging couriers.
- Maintaining general tidiness of conference/meeting rooms and their booking register.

Key skills

- Good interpersonal and communication skills.
- Sound MS Office skills.
- Organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

High school qualifications or equivalent with course work in business curriculum an advantage although not necessary.

Other comments

Position Description

Position title: Receptionist (Corp)
Position code: MCA_00062
Level: 1

Responsible for

This position typically is responsible for providing a reception service to the general public, Company visitors and staff, and may also operate a multi-line telephone system.

Report to

Office Manager or various

Supervises

Nil

Main activities

- providing front office reception services, including signing in visitors and issuing ID tags;
- answering and directing incoming telephone calls to appropriate personnel or taking and passing on messages;
- receiving and distributing incoming mail and arranging the despatch of outgoing mail;
- booking meeting rooms and arranging appropriate refreshments;
- ensuring public entrance, reception and waiting areas are properly presented;
- maintaining appropriate records – for example updating internal telephone directories; and
- undertaking other general administrative tasks as directed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would have good communication skills, professional telephone manner as well as good key board and clerical skills.

Other comments

Position Description

Position title: Head of Business Development
Position code: MCA_00904
Level: 6

Responsible for

The development and management of new business opportunities, achieving profitability and capital management goals.

Report to

Chief Executive Officer.

Supervises

May supervise a team of technical experts (e.g. Group Mining Engineer) and commercial analysts (e.g. Business Analyst).

Main activities

- This position normally manages through an in-house group of technical experts or consultants the responsibility for:
- identification and evaluation of acquisition targets;
- evaluation of the development of existing properties and major capital expenditure for upgrades;
- liaison with statutory bodies in respect of acquisition and development projects;
- preparation of submissions to the board in respect of acquisitions or developments; and
- evaluation of new technology for its application to operations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in engineering, metallurgy or geology with extensive experience or graduate qualifications in business management and finance.

Other comments

Alternative Titles: General Manager - Acquisitions, Technical, or Business Development.

Position Description

Position title:	Principal Business Development Manager
Position code:	Aon.ITS.15009.6
Level:	6

Responsible for

Acting as the second line of management, directing a team of Business Development Managers to source relationships with clients and key decision makers to develop business opportunities for a new sector, product, service, solution or client.

Report to

Head of Business Development, Sales Director, Sales & Marketing Director, CEO or General Manager in smaller organisations.

Supervises

Business Development Managers and Assistants.

Main activities

- Planning and directing the activities of a team of Business Development Managers, and ensuring all staff are motivated to attain predetermined sales targets.
- Developing a market sector by forming a strategy and leading the generation of sales leads for a brand new organisational product, service or solution. This may be done when the product, service or solution is still in the pipeline.
- Assessing potential partners, performing competitive research, evaluating proposed deals/partnerships, and analysing and developing business cases for new business targets.
- Developing new products, services or solutions by combining several existing products/services and generating leads to establish a corresponding market sector in order to gain new business for the organisation.
- Combining existing products/services for a specific client thereby creating a new product, service or solution that once sold becomes a standard organisational offering.
- Generating term sheets and new business/financial models, and drafting and negotiating contracts.
- Identifying opportunities for business improvement and strategic new business opportunities.
- Developing and managing multiple strategic initiatives simultaneously, interacting with a diverse set of partners and prospective partners.
- Recruiting, selecting and training sales staff.

Key skills

- Proven sales ability including outstanding negotiation skills, persuasive ability and excellent communication skills.
- Expert product and industry knowledge coupled with the ability to deal with clients at all levels and translate client needs into a complete solution.
- High level management, leadership, mentoring, business, accounting and reporting skills.
- Creativity and a flair for innovation.
- Knowledge and skills in developing and implementing sales/business development strategies.

Internal contacts

Sales, Marketing, Customer & Technical Support, Research & Development, Warehouse & Distribution.

External contacts

Customers, prospective customers.

Typical experience

At least 10 years of sales experience, coupled with relevant tertiary qualifications.

Other comments

Products, services and solutions sold, or market sectors created by this role would be passed onto Sales Representatives or Account Managers once they have been established as standard entities within the organisation. Within some organisational structures, this role may be responsible for closing sales as well as generating leads and developing the market sector. This



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role performs a mix of sales oriented and managerial tasks.

Position Description

Position title: Business Development Manager
Position code: MCA_00805
Level: 5

Responsible for

This position is responsible for the preparation of market analyses, the identification of new business and sales opportunities, and associated negotiations.

Report to

Head of Business Development.

Supervises

Main activities

- preparing market analyses & identification of opportunities;
- identifying new markets and customers for the company's services and products;
- analysing the market and projected demand and reporting findings to management;
- maintaining clients lists;
- preparing presentations, submissions, etc;
- managing the preparation and submission of all pre-qualification documentation;
- liaison with estimators on all tenders; and
- ongoing customer liaison on price, supply and quality.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds a degree business or commerce with major in Marketing 20+ years' experience & demonstrated market knowledge & negotiating skills.

Other comments

Alternative Titles: Marketing Manager.

Position Description

Position title: Business Development / Proposals Coordinator
Position code: MCA_08051
Level: 2

Responsible for

To prepare proposals documents for the business development team and to develop and maintain the supporting information systems.

Report to

Business Development Manager.

Supervises

Main activities

- assembling, categorising and identifying information for submissions;
- preparing and formatting submissions in compliance with agreed standards;
- coordinating the activities of stakeholders involved in the submissions process including; printers, contributors and suppliers;
- complying with client specific preferences for submissions;
- managing data capture, storage and systems;
- conducting research activities;
- arranging Company attendance at conferences, and expos ; and
- coordinating, with marketing personnel, the distribution of collateral and branding to target audiences.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Head of Business Improvement (Corp)
Position code: MCA_06151
Level: 6

Responsible for

The purpose of this role is to take the lead in providing process improvement support to the organisation through the application of business improvement principles (e.g. Lean and Six Sigma principles).

Report to

Head of Business Development or other Corporate Executive.

Supervises

A small professional team including some site based Business Improvement personnel.

Main activities

- leading business improvement initiatives with process owners including Kaizen events and workshops;
- leading management in culturally embedding business improvement philosophy such as LEAN/Six Sigma;
- coordinating resources to enable the application of processes to eliminate waste;
- implementing and sustaining business improvement strategies and processes that promote an improvement culture across the operation;
- mentoring the team leaders and facilitators to identify, deliver and manage business improvement projects; and
- preparing and managing Business Improvement team budgets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have extensive experience in the application of business improvement systems such as Lean (Toyota Production System) Principles and/or knowledge of Six Sigma methodology. Relevant tertiary qualifications.

Other comments

This is a Corporate position with organisation-wide responsibility. Usually significant relevant operational experience and tertiary qualifications in engineering.

Position Description

Position title: Business Improvement Facilitator (Corp)
Position code: MCA_06161
Level: 3

Responsible for

The purpose of this role is to lead and facilitate project teams to identify and effectively resolve problems resulting in measurable and sustainable business improvements.

Report to

Head of Business Improvement, Head of Business Development or other Corporate Executive.

Supervises

The incumbent may be part of a team, lead a team of professionals or co-ordinate a number of small teams of professional staff engaged in business outcomes.

Main activities

- Identifying, leading and participating in projects to improve the effectiveness of the operations.
- Facilitating projects and workshops to teach improvement skills; coaching, training and mentoring a team of selected staff to identify and manage business improvement projects.
- Providing coaching and guidance to team members who are working on their business improvement qualifications; managing the implementation of the selected methodology (e.g. LEAN/Six Sigma) for problem solving within the organisation.
- Identifying, collecting, analysing and interpreting relevant information to support effective decision making & conducting a performance reporting system.
- Preparing and managing Business Improvement team budgets to achieve business outcomes.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are normally tertiary qualified in a business or technical discipline, have experience in the application of Lean Principles and/or knowledge of Six Sigma methodology and will have strong communication, analytical & financial management skills.

Other comments

This is a Corporate position and may be involved with corporate and/or site based projects.

Position Description

Position title: Commercial General Manager
Position code: MCA_00070
Level: 6

Responsible for

This position manages all commercial activity in the company in respect of both revenue (sales) contracts and commercial contracts (contracting and procurement). The position may also be responsible for developing new business opportunities and for approvals.

Report to

Chief Executive Officer or Chief Financial Officer

Supervises

Commercial Manager- May supervise Purchasing & Logistics and Contract Managers.

Main activities

- establishing company standards of due diligence, commercial assurance and commercial decision making in the company;
- managing company Risk Management policies, systems and processes;
- developing business strategies to exploit the organisation's recognised competence & market advantage;
- evaluating the technical and financial feasibility of development projects;
- managing the development of forecasting and financial modelling tools;
- preparing reports on operating methods and business options;
- preparing and making presentations to executive management;
- developing plans for implementing and monitoring the success of new ventures or developments;
- providing support in negotiations and achieving closure on the details of transactions;
- reviewing all critical contracts entered into by the company;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would hold tertiary qualifications in an appropriate business or engineering discipline. Engineers may have completed post graduate studies in business administration. 15+ years at a senior commercial level with significant experience in review

Other comments

Alternative Titles: Commercial Director, Corporate Business Manager.

Position Description

Position title: Commercial Manager (Corp)
Position code: MCA_00816
Level: 5

Responsible for

This position is responsible for providing financial and commercial analyses and advice, conducting commercial negotiations, managing asset acquisition, maintenance & disposal and insurance requirements.

Report to

Chief Executive Officer, Chief Financial Officer, Head of Exploration. Head of Commercial and Marketing

Supervises

May supervise commercial, accounting, purchasing & logistics and contract personnel.

Main activities

- providing analytical and commercially astute, financial and commercial analyses to assist with effective decision making, business development, marketing, operations, investor relations and contracts;
- negotiating contracts and identifying ways to maximise the company's position within existing commercial agreements;
- maintaining property titles and sales / acquisitions of property;
- reviewing lease terms for leased premises and negotiating renewals;
- working collaboratively with supply and logistics to maximise the value of assets;
- delivering timely management reports and analyses; and
- determining and arranging the company's insurance requirements.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold tertiary qualifications in commerce or accounting and have significant industry experience.

Other comments

The incumbent may also manage the company's information technology requirements.

Position Description

Position title: Senior Business Analyst (Corp)
Position code: MCA_00870
Level: 4

Responsible for

Responsible for the technical / financial analyses of, and input into, major business decisions such as acquisitions, divestments and major capital developments.

Report to

Head of Business Development.

Supervises

Business Analyst

Main activities

- developing company assurance standards for due diligence in business evaluations/decisions;
- developing and recommending company strategy in business directions;
- providing technical / financial input into feasibility studies for development projects;
- building and enhancing forecasting modelling tools & undertaking financial modelling of business options;
- preparing and presenting reports on operating methods & business options;
- preparing & undertaking presentations to executive management;
- developing plans for implementing & monitoring the success of new ventures or developments; and
- providing support in negotiations & achieving closure on the details of transactions.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are expected to have tertiary qualifications in an appropriate business or engineering discipline. Engineers may have completed post-graduate studies in business administration. The incumbent is usually a seasoned technical or commercial professional with 8 to 10 years' experience.

Other comments

This may be a development role for a professional moving from operations to more senior general management.

Position Description

Position title: Business Analyst (Corp)
Position code: MCA_00871
Level: 3

Responsible for

Responsible for the technical/ financial analysis of & input into major business decisions such as acquisitions, divestments & major capital developments.

Report to

Senior Business Analysts or Head of Commercial / Marketing or Head of Marketing / Business Development depending on organisation

Supervises

Main activities

- providing technical/financial input into feasibility studies for development projects;
- building forecasting modelling tools & undertaking financial modelling of business options;
- preparing reports on operating methods & business options;
- preparing & undertaking presentations ;
- developing plans for implementing & monitoring the success of new ventures or developments; and,
- providing support in negotiations & achieving closure on the details of transactions.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business or engineering discipline. Engineers may have completed post-graduate studies in business administration. The incumbent is usually a technical or commercial professional with 4 to 7 years' experience.

Other comments

Alternative Titles: Commercial Advisor. This may be a development position for a business qualified graduate.

Position Description

Position title: Head of Environmental Affairs (Corp)
Position code: MCA_00907
Level: 6

Responsible for

This position is the most senior environmental expert in the company and is responsible for ensuring compliance with environmental requirements.

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises

Environmental Managers (Corporate), Senior Environmental and Experienced Environmental Advisors (Corporate).

Main activities

- development of company policies, strategies, and programs for environmental issues;
- development of energy and greenhouse gas strategy (if applicable);
- monitoring of legislative standards to ensure legal compliance at all times ;
- liaison and negotiation with government departments and agencies, the community and other agencies on the environmental compliance regime for new capital projects and ongoing production compliance regimes;
- development of procedures for monitoring, rehabilitation and the provision of advice to management;
- co-ordination of studies and research into environmental programs or other projects;
- representation of the company in environmental matters;
- reporting to executive on environmental performance and incidents;
- developing company emergency response to environmental incidents and may manage emergency response to environmental incidents; and, ensuring personnel are competent in their roles by overseeing training and mentoring programs.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent normally possesses a tertiary degree in Environmental Science or equivalent and has extensive (20+ years') relevant experience.

Other comments

Position Description

Position title:	Head of External Relations (Corp)
Position code:	MCA_00908
Level:	6

Responsible for

This position is the most senior advocate of the company's interests. In medium sized organisations, the position may be responsible for a broad range of advocacy, however in large organisations the role may specialise in a particular field or discipline.

Report to

Chief Executive Officer.

Supervises

Senior External Affairs Adviser.

Main activities

- undertaking research and maintaining expert knowledge on the specific subject matter;
- representing and promoting the company's position to key stakeholders and the public; and
- maintaining and developing influential relations with key opinion-makers.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds tertiary qualifications in the subject area.

Other comments

Position Description

Position title: Corporate Policy Manager
Position code: MCA_00802
Level: 5

Responsible for

To provide high level advocacy, on behalf of the organisation, across a number of related domains in a portfolio.

Report to

Head of External Relations.

Supervises

Senior Policy Advisers, Policy Advisors & Research Analysts.

Main activities

- advocating on behalf of the organisation at both state & federal levels in line with agreed outcomes;
- building sustainable long term relationships with federal & state parliamentary incumbents, and industry organisations and their staff;
- representing the organisation at key external bodies;
- influencing & advising on strategic direction;
- ensuring a positive organisational profile in relation to matters within the relevant portfolio; and
- managing a corporate policy department, its budget and personnel.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

MBA or other relevant Post Graduate qualification or equivalent experience. Will have 15-20 years' significant experience within the relevant industry and portfolio. Detailed knowledge of government & political processes.

Other comments

Alternative Titles: Principal Adviser or Principal Consultant.. These roles may have significant contact with the media and skill in this area is an important factor for success.

Position Description

Position title: Manager Community Affairs / Native Title / Heritage (Corp)
Position code: MCA_00874
Level: 5

Responsible for

To develop and implement strategies that establish, maintain and improve relationships with stakeholder communities and individuals, in order to achieve corporate objectives and to ensure the Company is recognised as a responsible corporate citizen.

Report to

Head of External Relations (Corporate).

Supervises

May supervise community and aboriginal affairs / native title / heritage advisers based at operating sites.

Main activities

- building sustainable long term relationships with communities, interest groups, & other government & non-government organisations & their staff;
- ensuring the company's legal obligations with respect to native title and cultural heritage issues are recognised & considered;
- managing compliance with the terms of agreements, and identifying & managing associated risks;
- maintaining a high level of knowledge in a specialist area;
- identifying developments that may affect key stakeholders;
- conducting or supervising research & analysis into issues in a specialist area;
- preparing high level reports & submissions;
- generating options for action & facilitating decision-making;
- recommending policy & strategy; and providing support services to executive managerial decision-making groups.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications are usually held. Project management, analytical & relationship management skills. Incumbents should have 7 – 10 years post graduate experience. A detailed understanding of state & federal government policy development processes and / or native title and / or heritage is necessary.

Other comments

Alternative Titles: Community Relations Manager, Manager of External Relations, Sustainability Manager, Aboriginal Affairs / Heritage Manager. May specialise in an area such as Community Affairs; Indigenous Affairs; Heritage; Native Title.

Position Description

Position title: Senior External Affairs Adviser (Corp)
Position code: MCA_00827
Level: 4

Responsible for

This position assists the Head of External Relations to develop, and execute advocacy strategies on legislative and regulatory matters affecting the company's business interests. In medium sized organisations, the position may be engaged in a broad range of advocacy; however, in large organisations the role may specialise in a particular field or discipline.

Report to

Head of External Relations (Corporate)

Supervises

Main activities

- undertaking research and maintaining expert knowledge on the specific subject matter;
- researching & providing advice on emerging and existing policy issues, legislation and regulations affecting the company's interests;
- preparing responses and submissions to government and industry associations;
- providing political context and counsel on policy, legislative and regulatory issues to key staff;
- assisting key staff members to develop and maintain effective relationships with government officials, industry association representatives and, if required, other relevant external stakeholders; and
- developing policy positions, briefing materials and stakeholder engagement plans as required for key staff members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold tertiary qualifications in a relevant professional discipline & / or public relations, and have substantial appropriate industry experience.

Other comments

Position Description

Position title: Experienced External Affairs Adviser (Corp)
Position code: MCA_00828
Level: 3

Responsible for

Incumbents are typically members of teams to facilitate external policy development, program initiatives and communications and relationships in line with the strategic aims of the organisation; through liaison with key internal & external stakeholders.

Report to

External Affairs Manager, Senior External Affairs Adviser (Corporate).

Supervises

Nil.

Main activities

- building sustainable long term relationships with federal & state parliamentary incumbents, and industry organisations and their staff;
- conducting research & analysis into issues in a specialist area;
- proving high level reports and submissions;
- preparation of briefing materials and provision of high level reports and submissions;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold tertiary qualifications in a relevant professional discipline & / or public relations, and have appropriate industry experience.

Other comments

Position Description

Position title: Senior Policy Advisor
Position code: MCA_00875
Level: 4

Responsible for

To provide advocacy & facilitation of policy & program initiatives for a selected portfolio(s) in line with the strategic aims of the organisation; through the leveraging of relationships with key internal & external stakeholders.

Report to

Corporate Policy Manager.

Supervises

Policy Advisors & Research Analysts.

Main activities

- advocating on behalf of the organisation at both state & federal levels in line with agreed outcomes;
- building sustainable long term relationships with federal & state parliamentary incumbents, and industry organisations and their staff;
- maintaining a high level of knowledge in a specialist area;
- identifying developments that may affect key stakeholders;
- conducting or supervising research & analysis into issues in a specialist area;
- preparing high level reports & submissions;
- generating options for action & facilitating decision-making;
- recommending policy & strategy; and
- providing support services to executive managerial decision-making groups.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Tertiary qualifications are preferable. Project management, analytical & relationship management skills. Incumbents should have 7 – 10 years post graduate experience. A detailed understanding of state & federal government policy development processes is n

Other comments

Alternative Titles: Senior Policy Officer or Senior Consultant. May specialise in an area such as Environment; Indigenous Affairs; External Affairs; Government Relations; Investor Relations; OHS; Education/Training or Economics.

Position Description

Position title: Policy Adviser
Position code: MCA_00876
Level: 3

Responsible for

To facilitate policy development & program initiatives for issues in a selected portfolio(s) in line with the strategic aims of the organisation; through liaison with key internal & external stakeholders.

Report to

Corporate Policy Manager or Senior Policy Advisor.

Supervises

May supervise Research Analysts.

Main activities

- building sustainable long term relationships with federal & state parliamentary incumbents, and industry organisations and their staff;
- maintaining a high level of knowledge in a specialist area;
- identifying developments that may affect key stakeholders;
- conducting or supervising research & analysis into issues in a specialist area;
- preparing high level reports & submissions;
- generating options for action & facilitating decision-making;
- recommending policy & strategy; and
- providing support services to executive managerial decision-making groups.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications are preferable. Project management, analytical & relationship management skills. Incumbents should have 3 - 7 years' post graduate experience. A sound understanding of state & federal government policy development processes is necessary.

Other comments

Alternative Titles: Policy Officer or Consultant. May specialise in specific policy area such as Environment, Indigenous Affairs or Government Relations.

Position Description

Position title: Research Analyst
Position code: MCA_00877
Level: 3

Responsible for

To undertake research & analysis as directed and prepare documentation for review & approval by management & stakeholders.

Report to

Policy Advisor, Senior Policy Advisor.

Supervises

Nil

Main activities

- Specific duties may include:
- conducting research and analyses as directed;
- preparing reports and draft recommendations;
- liaising with external bodies in relation to specific research projects; and
- using appropriate computer software for research & presentations

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Relevant tertiary qualifications are desirable. Incumbents generally possess strong analytical and conceptual skills and have up to 3 years' experience post graduation. An understanding of state & federal government policy development processes is desirable.

Other comments

Alternative Titles: Project Officer, Junior Policy Officer, Research Officer, Policy Analyst

Position Description

Position title: Marketing Manager - Marketing Communications
Position code: Aon.MKT.20315.5
Level: 5

Responsible for

Managing the development of relationships with key market influencers to achieve a high level of brand/product awareness and preference within target markets.

Report to

Depending on organisation size and structure, Head of Marketing, Functional Lead of Marketing.

Supervises

Depending on organisation size and structure, may supervise a combination of Marketing Consultants, Marketing Associates or Marketing Administration staff.

Main activities

- Working with Senior Management to build and implement marketing communications solutions in line with business strategy.
- Conveying the company message through the managing of the organisation's marketing communications program including media coverage, contributed articles and press releases.
- Recommending newsworthy data and product announcements in line with product marketing.
- Developing strong media and analyst relations within the media marketplace.
- Managing the effectiveness of all marketing communications activities including the governance of key messages, tactics, budgets, timing and measurement.
- Managing the effective internal dissemination of company news, announcements, marketing event calendars and other communications.
- Acting as the organisation's spokesperson where necessary.

Key skills

- Excellent verbal and written communications skills.
- Excellent presentation skills.

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

Advertising agencies, media, Public Relations Consultants, conference organisers.

Typical experience

8+ years experience in marketing, coupled with relevant tertiary qualifications.

Other comments

This position is predominantly focused on the function of marketing communications.

Position Description

Position title: Communications Advisor (Corp)
Position code: MCA_00878
Level: 3

Responsible for

To provide communications support as well as consultation, advice and assistance on the generation of presentations, advertising, promotions, publications and corporate image and guidelines. The Communications Advisor will also contribute to the improvement of strategic communications and branding with key stakeholders.

Report to

Head of External Relations / Sustainability (Corporate).

Supervises

Main activities

- assisting with the development of strategic communications plans, programs and materials to generate brand awareness;
- developing and managing an internal communications strategy;
- preparing and producing regular communications external stakeholders and staff;
- assisting with the preparation and production of the Company Annual Report;
- researching, writing and editing copy for print and electronic communications
- providing advice and support on consistent corporate branding and style across the company;
- liaison with relevant graphic designers, printers and mail houses;
- managing corporate photography and corporate image library; and
- managing the Company intranet content & website content.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Communications or Public Relations. 4 -7 years relevant experience.

Other comments

Position Description

Position title: Functional Lead of Marketing - Investor Relations
Position code: Aon.EXE.CA030.6
Level: 6

Responsible for

Maintaining relationships and upholding the organisation's reputation with investors and other important stakeholders via proactive communication and outreach programs.

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

- Developing and maintaining relationships and communication with the investment community including security analysts, portfolio managers, financial media, and shareholders.
- Preparing and developing reports and investor communication materials to create a favourable image of the organisation in the financial community.
- Working with various function and departments heads to draft appropriate messaging with respect to past, present, and prospective events
- Ensuring that investors and shareholders are accurately informed of all relevant facts and figures from time to time as required

Key skills

- Communications management
- People management

Internal contacts

Chief Executive Officer, Heads of functions, Heads of relevant departments

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

15+ years of experience in communications with at least 10+ years in investor relations management

Other comments

Position Description

Position title: Investor Relations Manager
Position code: Aon.MKT.21415.5
Level: 5

Responsible for

Preparing, developing and implementing investor relations strategies, disseminating key messages to multiple stakeholders and compiling media and investor communications to build a positive relationship with investors and the media.

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

Investor Relations team.

Main activities

- Preparing and coordinating due diligence of distributions including, but not limited to: setting timetables for internal and external stakeholders (Senior Management, internal & external Accountants regarding tax statements), determining stationery requirements in liaison with mailing house, coordinating information to be included in mail outs and checking calculations relating to different unit types.
- Developing key communications for business areas, including ASX announcements, Q&A's and management briefing notes.
- Preparing investor tour information and co-ordinate investor activities.
- Assisting in production and co-ordination of key results pack inclusions.
- Project managing annual report generation and dissemination.
- Assisting in content management for websites, including due diligence processes.
- Managing registry and co-ordination of responses to retail investor queries.
- Managing updates to wholesale investor and associated party information.

Key skills

- Superior administration skills.
- Strong organisation and prioritisation skills.
- Strong problem solving skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to work with confidential and sensitive information.
- Ability to work under pressure.
- Proactive and autonomous working style.

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

7+ years experience in investor relations and/or corporate communications, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Investor Relations Consultant
Position code: Aon.MKT.21415.3
Level: 3

Responsible for

Communicating and participating in an integrated investor relations plan based on the organisation's marketing strategy and Public Relations objectives.

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

No supervisory responsibilities

Main activities

- Preparing and coordinating due diligence of distributions.
- Assisting in developing key communications for business areas, including ASX announcements, Q&A's and management briefing notes.
- Assisting in production and co-ordination of key results pack inclusions, seminars and shows- including liaison with external service organisation.
- Assisting in content management for websites, including due diligence processes.

Key skills

- Excellent oral and written communication skills.
- Ability to liaise at all levels inside and outside the organisation.
- Adaptability to changing environment and work loads.
- Ability to act on initiative.
- Strong problem solving skills.

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

3+ years experience in investor relations and/or corporate communications, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Chief Financial Officer
Position code: MCA_00811
Level: 7

Responsible for

This position is the highest level of financial and accounting expertise in the organisation and is responsible for maintaining the financial stability of the company.

Report to

Chief Executive Officer / Managing Director.

Supervises

Treasury Manager, Taxation Manager, Audit Manager, Financial Controller, & Accounting Managers in the corporate team.

Main activities

- setting accounting policy and standards for the organisation;
- overseeing accounting practices and performance against plan in other parts of the Company;
- preparation of consolidated reports - capital and expenditure;
- preparation of group accounts and tax returns;
- provision of functional advice to accounting staff;
- supervision of the treasury function and the provision of advice in respect of raising funds; and,
- ensuring personnel are competent in their roles by overseeing training and mentoring programs.
- The role of the position is frequently considerably broader with responsibilities for information systems (IS) supply and human resources.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in accounting and approximately 20+ years' business experience.

Other comments

Position Description

Position title: Financial Controller
Position code: MCA_00813
Level: 5

Responsible for

This position is responsible for the development and implementation of accounting and control systems.

Report to

Chief Financial Officer.

Supervises

Senior Accountants, Experienced Accountants, Accounting Supervisors /Officers and clerical staff in the Corporate office May supervise Payroll functions.

Main activities

- ensuring the correct classification and authorisation of expenditure;
- ensuring accounts meet all accounting standards;
- preparing regular reports e.g. costs against budget, balance sheets;
- liaison with external agencies (e.g. auditors);
- supervising the accounts payable function (may include accounting professionals and/or experienced clerical personnel); and,
- supervising the payroll function.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has extensive (10 – 15 years) practical experience.

Other comments

This is the most senior financial accounting position in the organisation.

Position Description

Position title: Group Treasurer/Head of Treasury
Position code: Aon.FIN.30018.6
Level: 6

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

- Managing the overall treasury function of the Group/Company, legal documentation and the development of the treasury team to ensure the team's continuous ability to deliver business performance.
- Ensuring effective sourcing of debt domestically and offshore to meet the working requirement of the company.
- Determining treasury strategies in relation to debt capital management and financial risk management, and recommending all treasury decisions to senior management and the board.
- Managing all unsecured and secured loan and debt capital market facilities, interest rate risk and foreign exchange rate profile, and developing risk management strategies.
- Ensuring treasury staff manage treasury operations.
- Managing execution of interest rate and foreign exchange transactions
- Developing, training, coaching and mentoring the team to ensure they are able to deliver results in line with meeting company's objectives and business performance.
- Working with the CFO to deliver projects assigned from time to time in accordance with agreed budgets, schedules and specifications.
- Ensuring adherence and compliance to the company's policies and procedures in relation to treasury functions.

Key skills

- Sound understanding of developments and trends in the property and/or funds management industry.
- Strong writing and business case development skills.
- Strong business acumen and project management skills.
- Leadership skills and proven track record in managing and motivating staff.
- Experience in management of change and organisational transformation, in corporate environments.
- Demonstrated ability to communicate effectively at all levels both verbal and written.

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

CA/CPA qualified with tertiary degree qualification in Accounting / Finance complimented with a post-graduate qualification (e.g. Masters of Applied Finance & Investments). Minimum of 12 - 15 years working experience with strong exposure to financial markets, property or funds management.

Other comments

Position Description

Position title: Treasury Manager
Position code: MCA_00812
Level: 5

Responsible for

This position is responsible for the management of the Company's financial risks and liabilities.

Report to

Chief Financial Officer.

Supervises

May supervise Senior Accountants in the corporate office.

Main activities

- ensuring an adequate and secure supply of liquid funds to meet operating requirements
- maximising the return on excess funds by effectively managing the funds within acceptable levels of risk exposure
- minimising the cost of borrowing, the cost of foreign currency and the cost of adverse movements in commodity prices by developing, implementing and managing effective hedging strategies;
- maintaining current information on financial markets and trends in bullion and commodity prices, foreign exchange and interest rates;
- buying and selling foreign currency;
- monitoring forward sales, spot sales and options on bullion and other commodities;
- fundraising taking into account interest rates, taxation liabilities, etc;
- managing day to day cash requirements;
- forecasting cash needs; maintaining positive relationships with bankers and lending institutions; identifying and selecting the best available methods for long term financing requirements; and, liaison with financial accounting personnel on liquidity mana

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and economics with extensive (10 – 15 years) treasury or banking experience.

Other comments

Position Description

Position title: Senior Treasury Analyst
Position code: Aon.FIN.30018.4
Level: 4

Responsible for

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties

Report to

Assistant Treasurer

Supervises

No direct reports

Main activities

- Updating cash flow requirements including committed / uncommitted capital expenditure requirements
- Reviewing daily cash balance reports for the company
- Reviewing drawdown of loans, rollover and repayment notices
- Preparing market interest rates and foreign exchange rates for distribution
- Reviewing Hedge amounts and dates in order to match to debt amounts and maturity dates
- Assisting with analysis of interest rate and foreign exchange risk profile for the company
- Assisting with development of the Treasury System
- Assisting with preparation of board reports, capital markets committee report, and surveillance reporting

Key skills

- Sound understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury
- Strong written and verbal communication, and negotiation skills
- Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous

Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team

External contacts

Credit rating agencies

Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services

Other comments

Position Description

Position title: Treasury Analyst
Position code: Aon.FIN.30018.3
Level: 3

Responsible for

Supporting the Assistant Treasurer in carrying out a broad range of treasury duties.

Report to

Assistant Treasurer.

Supervises

No supervisory responsibilities.

Main activities

- Updating cash flow requirements including committed/uncommitted capital expenditure requirements.
- Reviewing daily cash balance reports for the company.
- Reviewing drawdown of loans, rollover and repayment notices.
- Preparing market interest rates and foreign exchange rates for distribution.
- Reviewing hedge amounts and dates in order to match to debt amounts and maturity dates.
- Assisting with analysis of interest rate and foreign exchange risk profile for the company.
- Assisting with development of the Treasury System.
- Assisting with preparation of board reports, capital markets committee report, and surveillance reporting.

Key skills

- Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.
- Strong written and verbal communication, and negotiation skills.
- Experience using a treasury system and ability to price interest rate and foreign exchange derivatives highly advantageous.

Internal contacts

Business Analysts, Financial Accountants, Treasury Operations in the Finance team.

External contacts

Credit rating agencies.

Typical experience

Tertiary degree qualification in Accounting & Finance and a minimum of 3 years experience in a similar role in property industry or general financial services.

Other comments

Position Description

Position title: Head of Internal Audit
Position code: Aon.EXE.FI040.6
Level: 6

Responsible for

Preparing and implementing a risk-based audit plan to assess, report and make suggestions for improving the company's key activities and internal controls

Report to

Chief Financial Officer

Supervises

Team of finance professionals with an Audit expertise

Main activities

- Creating an audit plan for the organisation and working with external auditors to achieve it
- Direct, conduct and supervise the planned internal audits for the divisions and facilities
- Managing internal audit to ensure that all procedures are carried out to legal and financial standards/requirements.
- Ensuring adequacy and compliance of systems and processes
- Drive compliance with regulations and accounting policies

Key skills

- Financial audit
- Project management
- People management
- Stakeholder management

Internal contacts

Chief Financial Officer, CEO, Function heads, Business Unit heads

External contacts

External Auditors, Regulators and government authorities

Typical experience

12+ years of experience in the finance function with at least 8+ years in internal audit

Other comments

Position Description

Position title: Audit Manager
Position code: MCA_00858
Level: 5

Responsible for

The principal role of the position is to evaluate the effectiveness of the risk management framework and the control and governance processes of the organisation.

Report to

Chief Financial Officer (Corporate).

Supervises

Auditors (if applicable).

Main activities

- providing recommendations in respect of finance and contracting policies, processes & systems (including Tax, Treasury, Supply Chain & Information Systems);
- developing, implementing and monitoring annual audit plans;
- contributing to Audit Committee Reports;
- coordinating Group Financial Reporting & Fraud Risk Assessments;
- identifying areas of weak internal control; and,
- providing senior management with assurance on the accuracy of the reporting information and ensure that company policies and procedures are understood and properly implemented.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold professional accounting or auditing qualification (CA, ACCA, CPA, CIA etc.). A strong Audit background in either Public Practice or Industry is essential with 10 – 15 years' professional experience.

Other comments

Position Description

Position title: Senior Internal Auditor
Position code: Aon.FIN.30002.4
Level: 4

Responsible for

Performing compliance and value audits of operations and assisting in planning, scheduling and monitoring portions of the Audit Program.

Report to

Internal Audit Manager.

Supervises

May supervise casual resources and lead a team of Auditors on specific audit tasks.

Main activities

- Conducting audits in accordance with accepted review standards.
- Evaluating compliance with Acts, Policies and Procedures.
- Reviewing reliability and integrity of financial, operating and management information.
- Reviewing the means of safeguarding assets.
- Evaluating the economy, efficiency and effectiveness of operations.
- Forming opinions and assisting management on the adequacy of management, financial and operational controls.
- Assisting the manager plan, schedule and monitor performance against the Audit Program.
- Participating in computer based auditing of operations.
- Participating in an advisory capacity on projects and systems.
- Leading a team of Auditors.

Key skills

- Strong written and oral communication skills.
- Well developed analytical skills.
- Knowledge of the organisation's operating activities, financial systems, controls and audit techniques.

Internal contacts

Internal Audit staff, Operational staff.

External contacts

External Auditors, Supervisory bodies and Legal Advisors.

Typical experience

At least 3 - 5 years of experience in Auditing or a related field, coupled with appropriate tertiary qualifications and membership with a professional body.

Other comments

Position Description

Position title: Internal Auditor
Position code: Aon.FIN.30002.3
Level: 3

Responsible for

Evaluating compliance with legislative provisions, policies and procedures. Assessing the adequacy of systems of internal control and reviewing the efficiency and effectiveness of computing operations.

Report to

Internal Audit Manager.

Supervises

Typically no supervisory responsibilities.

Main activities

- Planning and executing audits in accordance with accepted review standards.
- Evaluating compliance with Acts, Policies and Procedures.
- Reviewing reliability and integrity of financial, operating and management information.
- Ensuring that risk management, control and governance processes are appropriately maintained.
- Evaluating the efficiency and effectiveness of operations.
- Assisting the Manager to plan, schedule and monitor performance against the Audit Program.
- Participating in computer based auditing of operations.

Key skills

- Knowledge of the organisation's operating activities, financial systems, controls and computer based audit techniques.
- Strong written and oral communication skills.
- Well developed analytical skills.

Internal contacts

Internal Audit Staff, Operational Staff.

External contacts

External Auditors, Legal Advisers.

Typical experience

Will have 3 - 5 years experience coupled with appropriate tertiary qualifications.

Other comments

Position Description

Position title: Finance Manager
Position code: Aon.FIN.30012.5
Level: 5

Responsible for

Controlling the organisation's Finance operations to ensure effective reporting and control of funds, import expenditures, capital expenditure, investments and assets.

Report to

General Manager, National Finance Manager, Divisional Manager Finance, Finance Director/Chief Financial Officer.

Supervises

Finance and Accounting Staff.

Main activities

- Organising and supervising finance systems in order to ensure timely and accurate production of accounts and reports.
- Providing analysis and commentary regarding accounts and financial reports.
- Providing regular reports, recommendations and interpretations to Senior Management on financial and operating data and variances in the budget.
- Preparing and submitting statutory returns.
- Establishing and continually modifying general accounting procedures and systems.
- Collating corporate budgets, monitoring and reporting on performance.
- Organising credit control.
- Leading and coordinating a team of finance staff.

Key skills

- Strong Financial Management ability.
- Analysis and interpretation skills.
- Knowledge of import/export operations and foreign exchange.
- Excellent communication skills and the ability to interact at a Senior Management level.
- Leadership and mentoring skills.

Internal contacts

Divisional Managers, Internal Auditors, Sales & Marketing Staff, Legal Officers.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

Will have 7 - 10 years experience coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

Position Description

Position title: Accounting Manager (Corp)
Position code: MCA_00814
Level: 5

Responsible for

This position is responsible for a major accounting function. The incumbent could be primarily employed as an independent contributor (e.g. Assistant Treasurer) or primarily in a managerial role (e.g. Manager of Management Accounting).

Report to

Treasurer, Financial Controller or Chief Financial Officer.

Supervises

May supervise Senior & Experienced Accountants in the Corporate office.

Main activities

- managing or coordinating overall financial analyses of major proposals and projects;
- evaluating funding options or major corporate activities to optimise tax obligations;
- researching, analysing and implementing financing and hedging strategies;
- preparing business performance and accounting reports;
- reviewing and negotiating loan agreements, letters of credit, major contracts etc; and,
- consolidating corporate accounts in respect of several operating divisions or subsidiaries.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, has achieved CPA or ACA accreditation, and has 10 – 15 years' professional experience.

Other comments

May be responsible for other qualified and experienced Accountants. May specialise in a specific area of accounting such as treasury or taxation.

Position Description

Position title: Senior Accountant (Corp)
Position code: MCA_00851
Level: 4

Responsible for

Normally this position assists the Controller or Chief Financial Officer in fulfilling company accounting requirements & monitoring business performance.

Report to

Controller or Chief Financial Officer.

Supervises

Accounting Supervisor / Officer (Corporate). May be responsible for other qualified & experienced accountants.

Main activities

- conducting & supervising overall financial analyses of major proposals & projects;
- preparing & updating annual profit plans, income & budget forecasts;
- facilitating & coordinating the preparation of annual budgets, specific financial plans, a range of budgets & financial projections;
- preparing business performance & accounting reports;
- monitoring accounts to ensure compliance with company accounting standards;
- analysing accounts & investigating variances from budget expenditure; and,
- consolidating accounts in respect of one or more operating sites or subsidiaries.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, & has achieved (or nearly completed) CPA or ACA accreditation. 8 to 10 years' professional experience.

Other comments

May specialise in a specific area of accounting such as taxation, capital, costing, management or financial.

Position Description

Position title: Experienced Accountant (Corp)
Position code: MCA_00852
Level: 3

Responsible for

Normally this position assists the Senior Accountant or Controller in fulfilling company accounting requirements, or carries out a defined part of the accounting function.

Report to

Senior Accountant (Corporate) or Financial Controller.

Supervises

May supervise Graduate Accountants & other Accounting Clerks in the Corporate Office.

Main activities

- conducting specific financial analyses for proposals & projects;
- facilitating & coordinating the preparation of annual budgets;
- preparing business performance & accounting reports;
- monitoring accounts to ensure compliance with company accounting standards;
- analysing accounts & investigating variances from budget expenditure; and,
- consolidating accounts in respect of one or more operating sites or subsidiaries.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, & has achieved or is working towards CPA or ACA accreditation. 4 to 7 years' professional experience

Other comments

Position Description

Position title: Assistant Accountant
Position code: Aon.FIN.30012.2
Level: 2

Responsible for

Supervising the processing, analysis and reporting of financial transactions and information and/or supervising the coordination of budgeting processes and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Chief Accountant or Financial Controller.

Supervises

No supervisory responsibilities.

Main activities

- Performing activities associated with organisational financial planning and/or management accounting reports.
- Providing analyses and commentary to accounts and financial/management reports.
- Maintaining the financial/management accounts and general ledger systems (at least to trial balance stage) to ensure the maintenance of a common information base.
- Assisting with various budget processes and assisting with the preparation of various management reports, mostly on a monthly, quarterly and annual basis.
- Assisting with the reporting on, and monitoring of, cash flow and liquidity.
- Ensuring requirements relating to both internal financial/management and external regulatory information are catered for by computerised information systems.
- Assisting with the preparation and submission of statutory returns as required.
- Assisting with special investigations/projects concerning a wide-range of commercial accounting issues as required.
- Providing or supervising the clerical activities involved in such activities as reconciling the inter-organisational information required for management reporting purposes.

Key skills

- Ability to analyse and communicate financial information.
- Sound knowledge of organisational accounting procedures.
- Developing skills within financial/management accounting principles.
- Computer literacy - with a sound knowledge of accounting software and spreadsheet programmes.

Internal contacts

Divisional Managers, Internal Audit, IT Staff, Sales & Marketing Staff, Legal Staff.

External contacts

External Auditors, Government Officials, Bank Officials, Customers and Suppliers.

Typical experience

At least 2 - 4 years of relevant accounting experience - including exposure to such activities as general accounting, financial analysis and reports. Will possess (or be working towards to the completion of) recognised professional qualifications

Other comments

A developmental role within the organisation's accounting area.

Position Description

Position title: Graduate Accountant (Corp) (>1 year)
Position code: MCA_00853
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Finance & Accounting

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically 1 to 3 years experience , with a Finance & Admin tertiary qualification.

Other comments

Position Description

Position title: Graduate Accountant (Corp) (<1 year)
Position code: MCA_09997
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Accountant (Corporate) or Experienced Accountant (Corporate).

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Finance & Admin tertiary qualification.

Other comments

Position Description

Position title: Accounts Team Leader (Corp)
Position code: MCA_00821
Level: 2

Responsible for

The incumbent provides expertise in the transactional aspects of accounting processes through the application of greater knowledge and experience or the supervision of less experienced personnel. This role may specialise in payroll, accounts receivable, contracts, or shipping documentation.

Report to

Financial Controller or Senior Accountant (Corporate).

Supervises

May supervise Accounting Clerks in the Corporate office.

Main activities

- paying and recording invoices (or similar);
- preparing and distributing shipping documentation;
- processing employee payrolls, including reconciliation of salaries and wages, deductions and payments to third parties;
- investigating and resolving creditor or debtor queries;
- contributing to improvements in accounting processing practices;
- assisting more senior accounting personnel in special projects; and
- providing guidance & direction to, and allocating and monitoring the work of subordinate clerical staff.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent normally has 5 or more years of relevant experience and usually holds either HSC (or equivalent), TAFE qualifications in general office skills and / or accounting, or is studying to achieve professional qualifications.

Other comments

May be a specialised officer working alone or may supervise more junior staff.

Position Description

Position title: Senior Accounts Officer
Position code: Aon.FIN.30112.3
Level: 3

Responsible for

Performing the Accounts Payable and/or Accounts Receivable functions and general Accounting duties of moderate difficulty in relation to depth of analysis and use of judgment.

Report to

Financial Accountant, Office Manager.

Supervises

May mentor more junior Accounts Officers.

Main activities

- Processing more complicated functions related to Accounts Payable and/or Accounts Receivable and general Accounting duties, including invoicing, preparation and processing of cheques, payment advice, performing bank reconciliations, compiling debtor statements and statutory returns, performing petty cash reconciliations and preparing related routine documentation and correspondence.
- Making journal or data entries and extracting statistical data and reports from records for analysis.
- Performing month end accounting procedures and producing weekly, fortnightly, monthly and quarterly reports as required.
- Maintaining records of documents processed for ready access and for producing various reports according to operating procedures.
- Preparing debtor lists, contacting clients in order to procure outstanding payments and escalating long standing/delinquent debtors to more Senior staff.
- Obtaining authorisation for payment from appropriate personnel, allocating expenditure to the correct budget account and arranging for the drawing of cheques and other forms of payment.
- Calculating the costs of proposed expenditure, wages and standard costs.

Key skills

- Sound knowledge of organisation's Accounting procedures related to work performed.
- Understanding of spreadsheets, data analysis and reconciliation procedures.
- Strong administrative and procedural skills.
- Excellent attention to detail.
- Initiative and integrity.
- Team player.

Internal contacts

Sales, Marketing, Warehouse & Distribution, Customer Support departments of the organisation.

External contacts

Clients, Debt Collecting Agencies.

Typical experience

At least 5 years related experience and may have, or be undertaking, a formal qualification in Accounting.

Other comments

Alternative Title: Senior Accounts Clerk, Senior Accounts Payable Officer, Senior Accounts Receivable Officer. If the primary focus of this role is Accounts Receivable, employees may be involved in Credit Control activities.

Position Description

Position title: Accounting Clerk (Corp)
Position code: MCA_00862
Level: 1

Responsible for

The incumbent processes the payment of invoices, maintains appropriate records and accounts.

Report to

Accounting Supervisor / Officer (Corporate) or Experienced Accountant (Corporate)

Supervises

Main activities

- verifying, preparing and paying invoices (or similar); receiving payments, issuing receipts and maintaining records balancing and reconciling accounts;
- following-up on queries arising from reconciliation work;
- performing payroll activities including reconciliation of payroll deductions and preparation of payments to third parties;
- processing shipping documentation such as manifests, payments, receipts and associated reports and reconciliations;
- processing Workers' Compensation claims; and
- routine typing and clerical work.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds either HSC (or equivalent) or TAFE qualifications in general office skills and / or accounting.

Other comments

Alternative Titles: Accounts Payable Clerk.

Position Description

Position title: Taxation Manager
Position code: MCA_00855
Level: 5

Responsible for

The principle role of the position is to ensure the correct fulfilment of tax reporting and compliance is carried out by the organisation in an accurate and timely manner.

Report to

Chief Financial Officer (Corporate).

Supervises

Senior Taxation Accountant Experienced Taxation Accountant.

Main activities

- providing technical expertise necessary for the organisation to maintain compliance with all current regulatory requirements, legislation and policy;
- planning of timetables of deliverables within the Tax team;
- identifying changes to be made in current processes as a result of changes to the tax legislation;
- identifying improvements to be made from a systems and technical viewpoint, including the implementation of the improvements;
- preparing submissions to, and seeking rulings from, the Taxation Office;
- conducting procedural reviews and updates, including presentations and Tax legislation updates; and,
- maintaining awareness of financial market securities and fund products which you provide taxation services to the organisation.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent usually holds a tertiary degree in accounting, & has achieved CPA or ACA accreditation, with 10 – 15 years' professional experience and significant tax practice experience.

Other comments

Experience and knowledge of tax compliance is essential.

Position Description

Position title: Senior Taxation Accountant
Position code: MCA_00856
Level: 4

Responsible for

This position is responsible for the development and implementation processes covering the entire tax accounting process for the organisation.

Report to

Taxation Manager.

Supervises

Experienced Taxation Accountants.

Main activities

- creating and reviewing tax provisions in the general ledger;
- providing tax calculations to the relevant business units;
- providing financial data to key stakeholders for various tax initiatives;
- preparing submissions to, and seeking rulings from, the Taxation Office;
- conducting procedural Tax legislation reviews and updates; and,
- providing in-house training on tax issues, such as changes to legislation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, & has achieved CPA or ACA accreditation, with 8 to 10 years' professional experience and relevant tax practice experience.

Other comments

Position Description

Position title: Experienced Taxation Accountant
Position code: MCA_00857
Level: 3

Responsible for

This position is responsible for developing and implementing processes covering the entire tax accounting process for the organisation.

Report to

Senior Taxation Accountant, Taxation Manager.

Supervises

Junior accountants when applicable.

Main activities

- creating and reviewing tax provisions in the general ledger;
- providing tax calculations to the relevant business units;
- assisting with the provision of financial data to key stakeholders for various tax initiatives;
- reviewing Tax legislation updates; and,
- providing in-house training on tax issues, such as changes to legislation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, & has achieved (or nearly completed) CPA, with 4 to 7 years' professional experience and relevant tax practice experience

Other comments

Position Description

Position title: Head of Payroll (Corp)
Position code: MCA_00815
Level: 3

Responsible for

This position is responsible for the regular, timely and accurate running of the payroll.

Report to

Financial Controller or a subordinate Financial Accountant.

Supervises

Payroll or Accounting Clerks in the Corporate office.

Main activities

- ensuring correct authorisation of new personnel on the payroll and comprehensive (tax) documentation is prepared;
- checking weekly, fortnightly or monthly timesheets are completed correctly and calculating extended hours (if applicable);
- ensuring the correct payment of wages, salaries and allowances;
- calculating payments for leave;
- ensuring correct remittance of tax and other employee deductions;
- reconciling payroll runs and reporting on results;
- liaising with external payroll agency (if applicable); and
- supervising other payroll personnel (if applicable).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents in this position may possess a post - secondary accounting qualification and have extensive practical experience.

Other comments

Position Description

Position title: Senior Payroll Officer (Corp)
Position code: MCA_08531
Level: 3

Responsible for

Supervising and participating in the processing of all manual and automated payments to staff while ensuring compliance with all related legislation.

Report to

Payroll Manager, Human Resource Administration Manager of Chief Accountant.

Supervises

May supervise a small team of Payroll Officers.

Main activities

- Ensuring salaries and wages are distributed accurately and on time as per EBA, Award, Employment Contracts and other legislative requirements
- Interpreting awards/agreements/contracts
- Preparing, balancing and reconciling the following: payroll tax, PAYG tax and FBT, superannuation, annual group certificates
- Maintaining leave, sickness and accident records
- Maintaining overtime reports
- Preparing management reports based upon information within the payroll system
- Undertaking required statutory reporting
- Assisting Payroll Officer/s and conducting training of junior payroll staff as required
- Resolving/answering queries relating to payroll across the organisation

Key skills

- Understanding of computerised payroll systems and Human Resource Information Systems (HRIS)
- Developing knowledge of related legislation relating to Industrial Awards/Enterprise Agreements, PAYG, FBT, payroll tax and EEO principles
- Good understanding of the organisation's policies as they relate to payroll
- Excellent communication and interpersonal skills
- Ability to explain policies and procedures
- Tact, diplomacy and assertiveness in applying policy

Internal contacts

Payroll staff, IT Department, Human Resources.

External contacts

Payroll Services/Data Processing Bureau, Industry and Employer organisations, relevant government departments such as the Department of Industrial Relations, various Trade Union officials.

Typical experience

Around 3 - 5 years of practical experience in Payroll. May have tertiary qualifications in Finance or Accounting.

Other comments

Alternative Title: Payroll Supervisor/Team Leader.

Position Description

Position title: Payroll Officer (Corp)
Position code: MCA_00854
Level: 2

Responsible for

Administering and processing all manual and automated payments to staff.

Report to

Head of Payroll or a Senior Financial Accountant or Human Resources Manager [830].

Supervises

Typically has no supervisory responsibility.

Main activities

- ensuring correct authorisation of new personnel on the payroll and comprehensive (tax) documentation is prepared;
- checking weekly, fortnightly or monthly timesheets are completed correctly and calculating extended hours (if applicable);
- calculating the correct payment of wages, salaries and allowances;
- calculating payments for leave and final payments on termination;
- ensuring correct remittance of tax and other employee deductions;
- reconciling payroll runs and reporting on results; and
- liaison with external payroll agency (if applicable).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents in this position are not likely to hold professional qualifications but will have considerable practical experience.

Other comments

Position Description

Position title: Head of Health & Safety (Corp)
Position code: MCA_00807
Level: 6

Responsible for

To initiate, develop & implement OH&S policies that meet legislative requirements and contribute to the health, safety & well-being of all employees.

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises

Main activities

- This position is the most senior occupational health & safety policy expert in the company and is responsible for ensuring compliance with OHS requirements through:
- development of company policies, strategies, and programs for OHS issues;
- monitoring of legislative standards;
- liaison with government departments and agencies, the community and other agencies;
- development of strategies for monitoring and the provision of advice to management;
- co-ordination of studies and research into OHS programs or other projects; and
- representation of the company in OHS matters.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally possesses a tertiary degree and has extensive relevant experience.

Other comments

Alternative Titles: Occupational Health & Safety Manager.

Position Description

Position title: Head of Health, Safety & Environment (Corp)
Position code: MCA_00808
Level: 6

Responsible for

To develop & implement OHSE policies that meet both OHS and Environmental legislative requirements and contribute to the health, safety & well-being of all employees.

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises

Main activities

- This position is the most senior occupational health, safety & environment policy expert in the company and is responsible for ensuring compliance with all OHSE requirements through:
- development of company policies, strategies, and programs for OHSE issues;
- monitoring of legislative standards;
- liaison with government departments and agencies, the community and other agencies;
- development of procedures for monitoring, rehabilitation and the provision of advice to management;
- co-ordination of studies and research into OHSE programs or other projects; and
- representation of the company in all OHS & E matters.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally possesses a tertiary degree and has extensive relevant experience.

Other comments

Alternative Titles: Occupational Health & Safety Manager, OHSE Manager.

Position Description

Position title: Health & Safety Manager (Corp)
Position code: MCA_00865
Level: 5

Responsible for

To develop & implement Health & Safety policies which meet legislative requirements and manage the implementation of these policies throughout the organisation.

Report to

Head of Health, Safety & Security.

Supervises

Senior Safety & Health Adviser (Corporate), Safety & Health Advisor (Corporate).

Main activities

- Key activities can include:
- implementing H&S management plans to support the organisations H&S goals;
- reporting on corporate health & safety performance;
- disseminating H & S information throughout the organisation ;
- planning solutions to H&S issues;
- developing safety audit standards;
- preparing H&S reports & other documentation for management;
- develop and deliver safety training programs; and,
- ensuring field teams operate in a safe & healthy manner (if required).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent will normally hold a tertiary H & S qualification. 10 – 15 years' relevant professional experience

Other comments

Position Description

Position title: Senior Health & Safety Adviser (Corp)
Position code: MCA_00866
Level: 4

Responsible for

To provide advice & services to line management in the application of H&S practices. May provide specialised advice in a technical area of H&S.

Report to

Safety & Health Manager (Corporate) or Head of Health, Safety & Security (Corporate).

Supervises

Experienced Safety & Health Advisers (Corporate) & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;
- identifying corporate safety training needs;
- contributing to work procedures, especially in new activities;
- monitoring & identifying trends in Health & Safety;
- conducting accident & incident investigations & proposing new systems of work or equipment;
- maintaining Workers' Compensation claim records;
- conducting accident investigations when required; and,
- ensuring field teams operate in a safe & healthy manner (if required).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent will normally hold a tertiary H&S qualification or equivalent. 8 to 10 years' relevant professional experience.

Other comments

Position Description

Position title: Experienced Health & Safety Advisor (Corp)
Position code: MCA_00867
Level: 3

Responsible for

To provide advice & services to line management in the application of H&S practices. May provide specialised advice in a technical area of H&S.

Report to

Senior Health & Safety Advisers.

Supervises

May supervise external training providers.

Main activities

- designing, developing, preparing & conducting safety training;
- ensuring safety training courses meet defined competency standards & regulatory requirements;
- preparation of data on safety performance, identification of trends & opportunities for improvement;
- conducting safety audits;
- undertaking or assisting in accident & incident investigations;
- processing Workers' Compensation claims; and,
- conducting accident investigations when required.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent will normally hold a tertiary H&S qualification or equivalent. 4 to 7 years' of relevant professional experience.

Other comments

Position Description

Position title: Entry Level Health & Safety Advisor - (Corp)
Position code: MCA_008671
Level: 2

Responsible for

This role is responsible for providing support to the HSE function and line management in the administration and application of H&S practices

Report to

Senior Health & Safety Advisers.

Supervises

No supervisory responsibilities.

Main activities

- Assist in the design, development & conduct and tracking of safety training;
- provision of HSES statistics on safety performance, identification of trends & opportunities for improvement;
- administer the HSES incident database and assisting in accident & incident investigations including;
- administer the HSES tracking register and maintaining HSE alerts;
- assist in the processing of Workers' Compensation claims

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent will normally hold a tertiary H&S qualification or equivalent. This is an entry level position

Other comments

Position Description

Position title: Head of Human Resources (Corp)
Position code: MCA_00901
Level: 6

Responsible for

This is the highest level of Human Resources management expertise in the company and is responsible for the provision of advice; the development of policy and strategy; and its implementation and management.

Report to

Chief Executive Officer or Chief Financial Officer.

Supervises

May supervise heads of functional disciplines (e.g. training & development; EEO; employee relations; & remuneration).

Main activities

- recruitment and selection;
- training and development;
- remuneration strategy and policy;
- occupational health and safety;
- industrial relations matters;
- legal responsibilities in relation to the management of people (e.g. EEO legislation); and,
- ensuring personnel are competent in their roles by overseeing training and mentoring programs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in the behavioural sciences, economics or management and have extensive practical experience (20+ years').

Other comments

Alternative Titles: Human Resources Manager or Personnel & Industrial Relations Manager. The position provides advice to executive and line management and guidance to site-based Human Resources practitioners.

Position Description

Position title: Manager Human Resources (Corp)
Position code: MCA_00830
Level: 5

Responsible for

Normally this position is responsible for a major human resources management function providing services to the whole organisation or developing HR strategies and policies for organisation wide application. The incumbent could be employed primarily as an

Report to

Head of Human Resources (Corporate), Chief Financial Officer or other senior manager

Supervises

Senior, Experienced and or Graduate Human Resources Advisers and may have a "dotted line" relationship with site based HR

Main activities

- leading teams of specialist staff providing recruiting, training and development, payroll and other HR services;
- representing the organisation in agreement negotiations;
- designing and managing organisation development programs;
- undertaking research on HR issues & preparing policies and reports;
- managing remuneration, benefits & superannuation activities;
- providing HR reports to management;
- developing and maintaining computer based systems to meet HR management and administrative requirements; and,
- providing support and advice on policy issues to site based HR staff (when applicable).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a degree in HR Management, commerce, behavioural sciences or economics and have extensive (10 – 15 years) professional experience in a range of HR or ER matters.

Other comments

The incumbent may have recognised expertise in a specialist field (e.g. employee relations, organisational development, remuneration).

Position Description

Position title: Industrial Relations Manager (Corp)
Position code: MCA_00836
Level: 5

Responsible for

The incumbent implements industrial relations strategies, policies & procedures and monitors industrial relations activities at company locations.

Report to

Head of Human Resources (Corporate).

Supervises

Senior and Experienced Employee Relations staff

Main activities

- developing, recommending & implementing industrial relations strategies, policies & procedures;
- co-ordinating industrial relations activities at company sites;
- ensuring correct & consistent interpretation & application of industrial agreements and legislative requirements are applied throughout the Company;
- providing training & support to Employee Relations staff at operations and to line management as appropriate;
- planning, preparing materials for, and representing the Company at union negotiations and arbitration hearings;
- identifying, and advising management of, industrial relations issues which may impact Company operations;
- representing the Company in employer & industry associations & advocacy groups;
- undertaking tender evaluations in regard to contractor capability in management of IR; and
- contributing to the development of IR strategy for the transition from construction to operations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold tertiary qualifications in law or commerce and have substantial experience in industrial relations activities at operations and Corporate level.

Other comments

Position Description

Position title: Senior Human Resources Adviser (Corp)
Position code: MCA_00831
Level: 4

Responsible for

To provide HR & ER services & advice on the application & implementation of HR policy and strategy in the corporate offices. The position also provides advice to management and guidance to site-based Human Resources practitioners (when applicable).

Report to

Manager Human Resources (Corporate).

Supervises

May supervise Experienced and Graduate Human Resources Advisors.

Main activities

- Activities include supervising the application of or research into specialised policy development in respect of some or all of the following:
- recruiting, terminating & transferring personnel;
- managing and / or conducting training & development programs;
- undertaking research on HR issues & preparation of reports;
- administering salary, benefits & superannuation;
- inducting new employees; and,
- HR reporting to management.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A degree or diploma in HR or an appropriate area and have extensive (8 to 10 years') practical experience in HR or ER matters.

Other comments

The incumbent may have recognised expertise in a particular field (e.g. employee relations or training).

Position Description

Position title: Experienced Human Resources Adviser (Corp)
Position code: MCA_00832
Level: 3

Responsible for

Incumbents are typically members of teams providing HR services to the corporate office or organisation (e.g. recruiting or remuneration and benefits administration) or assisting with research into HR issues and the development and implementation of policy.

Report to

Human Resources Manager, Senior Human Resources Adviser (Corporate).

Supervises

Nil.

Main activities

- recruiting, terminating & transferring personnel;
- co-ordinating and / or conducting training programs;
- administering personnel records (e.g. leave & payroll);
- administering salary & superannuation;
- inducting new employees;
- undertaking research & investigations under general supervision; and,
- preparing HR reports for management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma HR or in an appropriate area & 4 to 7 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in employee relations or human resources practice.

Other comments

Position Description

Position title: Graduate Human Resources Adviser (Corp) (>1 year)
Position code: MCA_00833
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Human Resources

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically 1 to 3 years experience , with a Human Resources tertiary qualification.

Other comments

Position Description

Position title: Graduate Human Resources Adviser (Corp) (<1 year)
Position code: MCA_08331
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Human Resources Manager, Senior Human Resources Adviser or Experienced Human Resources Adviser.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Human Resources tertiary qualification.

Other comments

Position Description

Position title: Human Resources Manager - Recruitment
Position code: Aon.HRS.50305.5
Level: 5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Recruitment functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Recruitment Functional Lead within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Recruitment Consultants, Recruitment Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement recruitment solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of recruitment including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
- Providing interpretation and counsel to Executive/Strategic Management regarding recruitment policies, programs and practices.
- Researching issues and developing solutions to resolve strategic recruitment business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of recruitment best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies.

Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Recruitment
Position code: Aon.HRS.50306.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on a range of recruitment policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Recruitment or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement recruitment solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of recruitment, including organisational resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and/or other recruitment services.
- Providing interpretation and counsel to Line Management regarding recruitment policies, programs and practices.
- Researching issues and developing recruitment solutions to resolve business issues.
- Developing and implementing new recruitment policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Strong interviewing and role analysis skills.
- Understanding of recruitment best practices.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies

Typical experience

5+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Recruitment position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Recruitment Adviser (Corp)
Position code: MCA_00834
Level: 3

Responsible for

To ensure the availability of suitably qualified and experienced candidates to fill vacancies in the organisation and to assist hiring managers in selection of the most appropriate candidates.

Report to

Human Resources Manager.

Supervises

Experienced Human Resources Adviser.

Main activities

- defining hiring managers' requirements;
- making appropriate advertising arrangements either directly or through agencies;
- screening applications against position criteria;
- facilitating reference checking;
- arranging interviews for, and assisting hiring managers with, the selection of suitable candidates;
- arranging required medical and other pre-employment checks;
- ensuring letters of offer and contracts are prepared, delivered and acknowledged;
- facilitating travel and accommodation arrangements for candidates and appointees as required;
- developing recruitment advertising material for individual vacancies or recruiting campaigns such as Graduate and Apprentice intakes; and ensuring candidates receive appropriate communications about their applications.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents typically would hold tertiary qualifications in Human Resources, Psychology or Business and additional formal training in selection techniques, together with industry specific recruiting experience.

Other comments

Position Description

Position title: Human Resources Officer (Corp)
Position code: MCA_00835
Level: 2

Responsible for

Timely and accurate processing of employee documentation and the maintenance of human resources records utilising manual and computer based systems.

Report to

Senior or Experienced Human Resources Adviser (Corporate). May report through a Human Resources / Accounting shared services

Supervises

Nil

Main activities

- preparing or initiating and distributing letters of appointment, promotion, transfer and associated documentation;
- processing new employee documentation relating to superannuation fund membership and payroll requirements;
- maintaining, updating and distributing employee work roster details;
- administering relocation arrangements to head office for new employees, and for employees relocating between head office and operating sites & projects;
- processing employee termination arrangements including liaison with payroll personnel;
- providing regular and ad hoc head office and corporate employee statistics and reports;
- processing employee exit interview documentation; and
- utilising computer based systems to create and maintain accurate employee records.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally have relevant experience with Human Resource systems such as SAP, CHRIS and Microsoft applications, will have strong customer service skills and may have experience in a centralised HR or shared services function.

Other comments

Position Description

Position title:	Human Resources Manager - Remuneration & Benefits
Position code:	Aon.HRS.50105.5
Level:	5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Compensation & Benefits functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Compensation & Benefits within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Compensation & Benefits Consultants, Compensation & Benefits Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement Compensation & Benefits solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, or other services.
- Identifying areas of long-term strategic development within the Compensation & Benefits environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.
- Researching issues and developing Compensation & Benefits solutions to resolve strategic business issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of Human Resource organisational policies and practices.
- Expert knowledge of Compensation & Benefits best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

8+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior HR Advisor - Remuneration & Benefits (Corp)
Position code: MCA_08311
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on Remuneration & Benefit policies, programs and practices.

Report to

Head of Human Resources, Functional Lead of Remuneration & Benefits or Human Resource Manager

Supervises

May supervise Human Resource staff

Main activities

- Working with Line Management groups to build and implement Remuneration & Benefits solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of Remuneration & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Providing interpretation and counsel to Line Management regarding Remuneration & Benefits policies, programs and practices.
- Researching issues and developing solutions to resolve business issues.
- Developing and implementing new Remuneration & Benefits policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of organisational policies and practices.
- Strong knowledge of Remuneration & Benefits best practice.
- Advanced numeracy, analysis and spreadsheet skills.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations

Typical experience

5+ years of experience in Human Resources, coupled with relevant tertiary qualification.

Other comments

Depending on the organisational structure, this role may be a stand-alone position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a Human Resources team structure containing senior Human Resource strategic lead roles.

Position Description

Position title: Human Resources Consultant - Remuneration & Benefits
Position code: Aon.HRS.50102.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Compensation & Benefits policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.
- Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.
- Researching Compensation & Benefits issues and developing recommendations to resolve Line Management issues.
- Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Advanced numeracy, analysis and spreadsheet skills.
- In-depth knowledge of Compensation & Benefits best practice.
- Knowledge of Human Resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Industry Associations.

Typical experience

3+ years of experience in Human Resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Human Resources Manager - Learning & Development
Position code: Aon.HRS.50205.5
Level: 5

Responsible for

Providing business partnering to an organisation and/or business unit, and owning Learning & Development functional responsibility.

Report to

Depending on organisational size and structure, Head of Human Resources or Functional Lead of Learning & Development within large organisations.

Supervises

Depending on organisational size and structure, may supervise a combination of Senior Learning & Development Consultants, Learning & Development Consultants, Human Resources Associates and/or Human Resources Administration staff, or may be an individual contributor role ('stand-alone' role).

Main activities

- Working with Executive/Strategic Management to build and implement Learning & Development solutions in line with business strategy.
- Managing the delivery of recommendations and solutions covering specific areas of Learning & Development including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Identifying areas of long-term strategic development within the Learning & Development environment.
- Providing interpretation and counsel to Executive/Strategic Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing solutions to resolve strategic Learning & Development business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Executive/Strategic Management needs.

Key skills

- Management, leadership, team building, consulting, negotiation and facilitation skills.
- Expert knowledge of human resource organisational policies and practices.
- Expert knowledge of Learning & Development best practice.
- Strategic business knowledge and understanding.
- Strong relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.
- Ability to interact at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes.

Typical experience

8+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Senior Human Resources Consultant - Learning & Development
Position code: Aon.HRS.50206.4
Level: 4

Responsible for

Providing business partnering to an organisation, and/or business unit on a range of Learning & Development policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Learning & Development or Human Resources Manager.

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

- Working with Line Management groups to build and implement Learning & Development solutions in line with business needs.
- Providing recommendations and solutions covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.
- Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
- Researching issues and developing Learning & Development solutions to resolve business issues.
- Developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Strong consulting, negotiation and facilitation skills.
- In-depth knowledge of Human Resource organisational policies and practices.
- Strong knowledge of adult learning principles and the ability to develop and deliver Learning & Development programs.
- Business knowledge and understanding.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.
- Business partnering capability.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/ Training Consultancies, Vendors, Educational and Training Institutes

Typical experience

5+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Depending on organisational structure, this role may be a stand-alone Learning & Development position that combines strategic and operational tasks and is responsible for aligning activities with the business plan. Alternatively, this role may be part of a human resources team structure containing senior human resource strategic lead roles (e.g. Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager).

Position Description

Position title: Human Resources Consultant - Learning & Development
Position code: Aon.HRS.50202.3
Level: 3

Responsible for

Providing assistance and guidance to Line Management, using technical and professional skills/knowledge, on a range of Learning & Development policies, programs and practices.

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Human Resources or Human Resources Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and other services.
- Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
- Researching Learning & Development issues and developing recommendations to resolve Line Management issues.
- Identifying, developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.

Key skills

- Consulting and negotiation skills.
- Knowledge of adult learning principles and the ability to deliver training programs.
- In-depth knowledge of Learning & Development best practice.
- Knowledge of human resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation and 'Employer of Choice' practices.

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources/Training Consultancies, Vendors, Educational & Training Institutes.

Typical experience

3+ years of experience in human resources, coupled with a relevant tertiary qualification.

Other comments

Position Description

Position title: Trainer/Training Facilitator - Learning & Development (Corp)
Position code: MCA_08321
Level: 3

Responsible for

Consult with stakeholders, research, analyse, identify, develop and maintain learning programs for business units, management and staff. Provide learning advice, support and assistance to the Business units. Participate in program evaluation, give and receive feedback and improvement recommendations to Business Unit Managers in relation to staff and business operations.

Report to

Technical Training Manager or Human Resource Manager

Supervises

No supervisory responsibilities.

Main activities

- Providing services covering specific areas of Learning & Development, including training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and other services.
- Providing interpretation and counsel to Line Management regarding Learning & Development policies, programs and practices.
- Researching Learning & Development issues and developing recommendations to resolve Line Management issues.
- Identifying, developing and implementing new Learning & Development policies, practices and programs to meet organisational and Line Management needs.
- Develop and maintain effective relationships with all stakeholders including instructional designers and subject matter experts.

Key skills

- Consulting and negotiation skills.
- Knowledge of adult learning principles and the ability to deliver training programs.
- In-depth knowledge of Learning & Development best practice.
- Knowledge of human resource organisational policies and practices.
- Relationship management and influencing skills.
- Excellent communication skills and highly service orientated.
- Knowledge of current employment legislation

Internal contacts

Close contact at all levels of the organisation

External contacts

Human Resources/Training consultancies, Vendors, Educational & Training Institutes

Typical experience

3+ years of experience in human resources, couple with a relevant tertiary qualification.

Other comments

Position Description

Position title: Head of Information Technology
Position code: MCA_00910
Level: 6

Responsible for

To provide the highest level of information technology (IT) expertise in the organisation; developing & maintaining relevant IT operations & systems throughout the company's operations & sites.

Report to

Chief Executive Officer / Managing Director or Chief Financial Officer.

Supervises

IT Manager. May supervise a team of in-house specialists and / or external consultants.

Main activities

- This position is responsible for the development & implementation of IT strategy through:
- selection, development & maintenance of information systems & communications software to support commercial & technical applications;
- selection, configuration & operation of computing & communications infrastructure to meet company needs;
- development of plans for the future & ongoing effectiveness of software, hardware & communications;
- development & management of databases across the organisation; and,
- maintenance of the integrity & security of all aspects of information systems & hardware.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree in information technology or substantial technical education. The incumbent will normally have 20+ years' extensive commercial, computing & project management experience.

Other comments

Alternative Titles: Manager Information Systems or IT Manager.

Position Description

Position title: Information Technology Manager (Corp)
Position code: MCA_00824
Level: 5

Responsible for

To assist in the development and manage the implementation of IT strategy in the organisation.

Report to

Head of Information Technology or Chief Financial Officer.

Supervises

May supervise a team of systems analysts and technical support personnel.

Main activities

- assisting with the selection of, and developing and maintaining information systems & communications software to support commercial & technical applications;
- managing the selection, configuration and operation of computing & communications infrastructure to meet company needs;
- developing plans for the future and ongoing effectiveness of software, hardware & communications;
- developing and managing databases across the organisation;
- maintaining the integrity and security of all aspects of information systems and hardware; and
- ensuring the appointment and development of staff to meet department requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds a degree in information technology and has extensive experience in the implementation and operation of organisation wide information and communications systems.

Other comments

Position Description

Position title: IT Project Manager (Corp)
Position code: MCA_08241
Level: 5

Responsible for

This position is responsible for leading and managing project teams in delivering Project Systems.

Report to

Head of Information Technology.

Supervises

May supervise IT Business Analyst

Main activities

- accurately determine, assign, track and manage project task, activity, documentation in line with internal standards;
- ensuring projects have sufficient capacity and capability to deliver initiatives on time and budget;
- creating strategies for risk mitigation and contingency planning;
- ensuring and coordinating compliance with other IT frameworks and best practices is in place;
- assisting the technical teams with IT audit compliance;
- identifying and communicating project risks and issues, and developing risk mitigation strategies; and
- developing & communicating multiple project plans, schedules and resource allocation with Development Managers, project team members and other groups within IT as required.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have BSc. or MSc. qualifications in a technical or related field together with more than five years of relevant experience, including managing large IT projects.

Other comments

Position Description

Position title: IT Business Analyst
Position code: MCA_08242
Level: 3

Responsible for

This position is responsible for the application of appropriate business analysis tools and methods to support new and existing applications in order to ensure enhancements and modifications chosen, meet business objectives.

Report to

Head of Information & Technology or IT Project Manager.

Supervises

Main activities

- reviewing existing infrastructure and systems in place and make appropriate recommendations for enhancements;
- delivering technical solutions to meet business requirements;
- working closely with business stakeholders to gather and model business data and processes;
- managing and highlighting risks and issues;
- working with other IT disciplines to define and plan the introduction of new systems or changes to existing systems - identifying costs and requirements and ensuring plans are in place; and
- ensuring compliance with all relevant internal standards and external regulatory requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business or IT discipline with at least five years of relevant experience. Must be competent in IT research, analysis and communicating at the business level with the customer.

Other comments

Position Description

Position title: Desktop Support Manager
Position code: Aon.ITC.45068.5
Level: 5

Responsible for

Managing and coordinating all aspects of Desktop Support (2nd level) to end users.

Report to

IT Support Manager, General Manager - IT Services/Infrastructure.

Supervises

Desktop/Network Support Analysts.

Main activities

- Providing a rapid and efficient resolution service to users with escalated Desktop technical issues.
- Ensuring faults are either rectified within a specified timeframe or escalated to Network Engineers.
- Ensuring escalation procedures from Helpdesk are communicated and followed.
- Ensuring that desktop performance and reliability is maintained within agreed service levels.
- Managing the resources of the Desktop Support group.
- Managing the recruitment of new employees and the professional development of existing employees.
- Fostering and implementing process improvement methodologies to continually enhance desktop support performance.

Key skills

- Well developed management skills in planning and scheduling, together with the ability to lead and motivate a team of specialist staff.
- Experienced in all aspects of IT Support.
- Strong knowledge of the organisation's existing IT infrastructure, operating systems and software.
- Knowledge of proposed changes to existing technical environment.
- Experience in process improvement methodologies.
- Exceptional customer service focus.

Internal contacts

Users, Helpdesk, Network Engineers

External contacts

Suppliers and Vendors.

Typical experience

7+ years of experience in IT, with 3 - 5 years of IT Management experience, preferably in a large corporate environment coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Senior Desktop Support Analyst
Position code: Aon.ITC.45068.3
Level: 3

Responsible for

Providing Desktop support to users associated with operating installed hardware and software according to Service Level Agreements.

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing telephone and face to face technical support to users regarding Desktop issues.
- Following agreed procedures, respond to requests for assistance by providing information to enable users to resolve their problems.
- Maintaining accurate log entries of fault with resolution and contact details.
- Ensuring all hardware/software installations and routine upgrades are implemented according to Service Level Agreements.
- Providing the business with a professional service by ensuring requests are regularly updated and realistic resolution times are provided.
- Working on most assigned tasks without referral back to Team Leader.
- Providing an effective interface between users and service providers supplying all necessary diagnostic information according to procedures.
- Ensuring technical queries not progressing are escalated to Network Engineers according to established procedures.
- Participating in ongoing team training.

Key skills

- Strong technical knowledge of Desktop hardware and software.
- Strong analytical and problem solving skills.
- Good time management and communication skills.
- Ability to manage multiple problems at once and prioritise issues.
- Strong customer service focus.
- Strong knowledge of the organisation's Standard Operating Environment (SOE).

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

3 - 5 years of relevant IT Support experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Desktop Support Analyst
Position code: MCA_008251
Level: 2

Responsible for

Providing second level Desktop support to users associated with operating installed hardware and software.

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing telephone and face to face technical support to users regarding Desktop issues.
- Following agreed procedures, respond to requests for assistance by providing information to enable users to resolve their problems.
- Maintaining accurate log entries of fault with resolution and contact details.
- Ensuring all hardware/software installations and routine upgrades are implemented according to Service Level Agreements.
- Providing the business with a professional service by ensuring requests are regularly updated and realistic resolution times are provided.
- Working on tasks as assigned by Team Leader.
- Providing an effective interface between users and service providers supplying all necessary diagnostic information according to procedures.
- Ensuring technical queries not progressing are escalated to Network Engineers according to established procedures.
- Participating in ongoing team training.

Key skills

- Sound technical knowledge of Desktop hardware and both standard and customised (in-house) software.
- Sound analytical and problem solving skills.
- Good time management and communication skills.
- Ability to manage multiple problems at once and prioritise issues.
- Strong customer service focus.
- Sound knowledge of the organisation's Standard Operating Environment (SOE).

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

At least 2 - 3 years of relevant IT Support experience coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Helpdesk Team Leader
Position code: Aon.ITC.45168.3
Level: 3

Responsible for

Leading a team in providing courteous and efficient first level support to all users of IT systems.

Report to

Helpdesk Manager, IT Support Manager.

Supervises

A team of Helpdesk Operators.

Main activities

- Providing technical advice to other Helpdesk operators.
- Resolving client problems, queries and complaints in an effective and timely manner.
- Monitoring all problems reported to the Helpdesk.
- Ensuring all users have a current status of their individual problems.
- Liaising with equipment maintainers regarding the progress of their action on assigned problems.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner.
- Logging and keeping current all problems via a problem management system.
- Developing the technical and service skills of Helpdesk Team

Key skills

- Detailed understanding of Helpdesk/Customer Support process.
- Demonstrated leadership skills.
- Demonstrated commitment to the provision of excellent customer support.
- Ability to work within targets and deadlines and with minimum supervision.
- Ability to display customer empathy.
- Good oral and written communication skills.
- People management within a shift environment.
- Ability to identify and report ongoing opportunities for service improvement.

Internal contacts

Individual Users, Desktop/LAN Support.

External contacts

Suppliers of third level support.

Typical experience

3+ years experience in an IT Support environment coupled with relevant IT qualifications.

Other comments

Position Description

Position title: Senior Helpdesk Operator
Position code: Aon.ITC.45168.2
Level: 2

Responsible for

Providing friendly and efficient first level support to all users of IT systems.

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

May mentor Helpdesk Operators.

Main activities

- Providing technical advice to other Helpdesk Operators and may help supervise staff.
- Resolving client problems, queries and complaints in an effective and timely manner. Monitoring all problems reported to the Helpdesk.
- Ensuring all users know the current status of their individual problems.
- Monitoring all problems reported to the Helpdesk.
- Liaising effectively with Suppliers.
- Logging and keeping current all problems via a Problem Management System.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner and monitoring call volumes to avert potential escalation problems.
- Liaising with operators regarding potential problems and with Equipment Maintainers regarding the progress of their action on assigned problems.
- Coordinating and updating the Helpdesk Manual.

Key skills

- Ability to work as a member of a team.
- Ability to work without supervision.
- Good oral and written communication skills.
- Good skills in personal work organisation.

Internal contacts

Individual Users.

External contacts

Suppliers of third level support.

Typical experience

2+ years experience in IT Support coupled with relevant IT qualifications.

Other comments

Alternative Title: Senior Helpdesk Officer.

Position Description

Position title: Helpdesk Operator
Position code: Aon.ITC.45068.1
Level: 1

Responsible for

Providing friendly and efficient first level support to all users of IT systems.

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

No supervisory responsibilities.

Main activities

- Providing first level technical advice to users on personal computer hardware and software.
- Resolving client problems and queries in an effective and timely manner.
- Ensuring all users know the current status of their individual problems.
- Monitoring all problems reported to the Helpdesk.
- Liaising effectively with Suppliers.
- Logging and keeping current all problems via a Problem Management System.
- Producing records reflecting Helpdesk and job stream statistics in a timely manner and monitoring call volumes to avert potential escalation problems.
- Liaising with Network Engineers regarding the progress of their action on assigned problems.
- Coordinating and updating the Helpdesk Manual.
- Keeping Management aware of potential areas for product enhancement and educational requirements. Liaising with Managers/Supervisors regarding potential problems.

Key skills

- Ability to work as a member of a team.
- Ability to work without supervision.
- Good oral and written communication skills.
- Good organisational skills.

Internal contacts

Individual Users.

External contacts

Typically None.

Typical experience

Represents an entry level position in IT Support, employee will have or be working towards relevant technical qualifications.

Other comments

Position Description

Position title: Network Administrator (Corp)
Position code: MCA_00826
Level: 3

Responsible for

To manage and support the efficient operation of the company's computer and communication networks.

Report to

Head of Information Technology (Corporate) or Information Technology Manager.

Supervises

IT "Help Desk" personnel.

Main activities

- installing, configuring and maintaining PCs, networking equipment and network operating systems;
- maintaining the company's intranet and website;
- monitoring and configuring networks to ensure optimum performance;
- setting up new PCs and laptops and user accounts for staff;
- identifying and resolving staff IT issues;
- establishing and controlling security levels and systems access;
- planning, implementing and coordinating systems maintenance and back-ups;
- undertaking recovery action in the event of systems failure;
- developing and maintaining relevant documentation and procedures;
- providing training and support for systems software users; and allocating work to, and monitoring the performance of, team members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in computing studies such as Bachelor Degree in Engineering (Electronics or Computing) or Computer Science.

Vendor certification (e.g., Microsoft Certified Systems Engineer).

Experience in programming, systems analysis and network administration supporting a multi - site environment.

Other comments

Position Description

Position title: IT Administrator (Corp)
Position code: MCA_00825
Level: 2

Responsible for

Provides support to the Head of Information Technology to ensure the standards and control of IT infrastructure, including servers and personal hardware, are maintained.

Report to

Head of Information Technology (Corporate) or Information Technology Manager.

Supervises

Main activities

- coordinating the procurement of hardware;
- managing the licences for Company's use of proprietary software;
- managing service agreements with third party providers;
- developing and maintaining IT asset register;
- coordinating the relocation of hardware; and
- liaison with "Help Desk" personnel on user issues.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have tertiary qualifications in computer science. May hold Vendor certification (e.g., Microsoft Certified Systems Engineer). A good understanding of PCs, operating systems, networking and applications.

Other comments

Position Description

Position title: Company Secretary
Position code: MCA_00003
Level: 6

Responsible for

To ensure the correct administration of the Company's activities with respect to its shareholders, stock exchange and government agencies.

Report to

Chief Executive Officer on a daily basis – to the Board.

Supervises

Main activities

- Key activities can include:
- arranging Board & Shareholder meetings (including agenda, notices);
- acting as Secretary to the meetings & keeping minutes;
- acting as custodian of the Company seal, deed, books etc;
- ASX announcements and continuous disclosure;
- managing corporate governance matters;
- arranging and running of annual general meetings;
- management of board committees; and,
- ensuring the annual report is compiled and distributed to shareholders.
- Frequently the role of this position is considerably broader & activities are carried out in respect of personnel (salaries administration & contracts of employment), liaison with statutory authorities & other essential areas where resources are not available).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in accounting or law. Substantial business experience.

Other comments

Position Description

Position title: General Counsel
Position code: MCA_00004
Level: 6

Responsible for

Normally this is the highest level of legal expertise within the organisation and is responsible for ensuring the Company is legally protected in all activities.

Report to

Chief Executive Officer

Supervises

May supervise legal staff.

Main activities

- Duties include:
- providing advice to the company on legal responsibilities and compliance
- reviewing legal documents to protect the Company's position
- identifying, briefing and engaging specialist legal advice (where required); and,
- reviewing major contractual commitments and interpretation of rights and obligations.
- may act as Company Secretary

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents hold a tertiary degree in law and have substantial business experience.

Other comments

Alternative Titles: General Counsel & Company Secretary.

Position Description

Position title: Head of Risk & Compliance
Position code: MCA_00055
Level: 6

Responsible for

Normally this is the highest level of risk management expertise in the company and is responsible for the development and implementation of effective risk management and compliance policies and systems.

Report to

Chief Executive Officer, Chief Financial Officer.

Supervises

Risk Assessment and Insurance personnel.

Main activities

- designing processes, policies and procedures to identify and manage threats to the achievement of business objectives;
- establishing and maintaining the Company's risk management and compliance policies and documentation;
- managing corporate governance with respect to business risks, including compliance with all relevant legislative provisions;
- monitoring and reporting on compliance with risk management policies and procedures;
- designing and implementing policies and procedures to ensure the security of the company's physical and intellectual property, including corporate and operations' facilities;
- maintaining awareness of, and assessing, risk management and compliance processes and systems; and
- directing appropriate training in risk management and compliance across the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in finance, insurance, or business administration. Substantial experience at a senior level in risk management & compliance and corporate governance.

Other comments

Position Description

Position title: Senior Legal Counsel
Position code: MCA_00845
Level: 4

Responsible for

Normally this is a senior level position providing strategic and ongoing legal and regulatory advice across the business to company management, executives and the board as required. The role also involves oversight of compliance and legal risk management

Report to

General Counsel; Chief Executive Officer.

Supervises

May supervise legal staff.

Main activities

- participating in major commercial negotiations;
- providing advice to the company on legal responsibilities and compliance with legal and commercial obligations;
- overseeing the drafting of contracts and agreements;
- reviewing legal documents to protect the Company's position;
- identifying, briefing and engaging specialist external legal services as required;
- reviewing major contractual commitments and interpretation of rights and obligations; and
- supervising and providing technical guidance to legal staff.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents hold a tertiary degree in law and have substantial business experience in corporate and general law.

Other comments

This is a manager level position.

Position Description

Position title: Legal Counsel
Position code: MCA_00846
Level: 3

Responsible for

Normally this role provides ongoing legal and regulatory advice across the business to company management, executives and the board as required. The role also involves oversight of compliance and legal risk management in the execution of commitments and the advisory of senior management on their individual and corporate legal obligations and rights so as to protect the company's interests

Report to

General Counsel; Chief Executive Officer, Senior Legal Counsel.

Supervises

May supervise legal staff.

Main activities

- contributing legal advice on major projects and transactions;
- assisting in the provision of advice to the company on legal responsibilities and compliance;
- drafting legal documents that protect the Company's position and presenting them for review by senior counsel;
- assisting specialist external legal services (where engaged); and
- assisting in the review of major contractual commitments and interpretation of rights and obligations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents hold a tertiary degree in law and have at least five years business experience in corporate and general law.

Other comments

Position Description

Position title: Entry Level Lawyer (Graduate)
Position code: MCA_08461
Level: 2

Responsible for

Assists lawyers/legal counsel with the preparation of documents necessary to comply with federal, state and local regulations in the conduct of business activities.

Report to

Lawyer, Legal Counsel, General Counsel.

Supervises

No supervisory responsibilities.

Main activities

- Researching and reporting on legislation and its effect across all parts of the business. Coordinate the gathering of information from various departments in the preparation of contracts and other legal documents;• Drafting court documents ;• Assists lawyers in the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships;• Ensuring the organisation is informed of new or proposed legislation and policy;• Analysing the organisation's legal and corporate risk and offering alternatives and recommendations as required;• Review certain contracts and other legal documents to ensure necessary provisions are contained therein.

Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law;• Exposure to corporate mergers, acquisitions and general transactions; • Knowledge of general legal terminology and legal principles;• Good written and verbal communication skills;• Attention to detail;• Ability to analyse and review contracts and other legal documents;• Ability to negotiate effectively.

Internal contacts

Management, Legal Counsel, Lawyers.

External contacts

Solicitors/Lawyers.

Typical experience

At least 2 - 5 years experience working with a Corporate Lawyer coupled with a Bachelor of Laws and Business,Accounting or Economics Degree. Completing the process of being admitted as a lawyer.

Other comments

Position Description

Position title: Chief Risk Officer
Position code: Aon.EXE.45001.7
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are maintained.
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Head of Risk
Position code: Aon.EXE.RM010.6
Level: 6

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts

Typical experience

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Senior Risk Manager
Position code: Aon.RSK.31101.6
Level: 6

Responsible for

Supporting the Chief Risk Officer in accountability for the risk function across the organisation.

Report to

Chief Risk Officer

Supervises

Risk Manager

Main activities

- Enhancing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice.
- Providing independent reports to Senior Executives and Program Coordinators with respect to the overall progress of Risk Management in the organisation.
- Ensuring senior staff are suitably equipped to cope with the growing complexity of Risk across the organisation's operations.
- Assessing and evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Supervising the documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Serving as an advocate and reference point to all functional heads on risk management.
- Maintaining updated knowledge of the political, cultural, and economic environment the organisation is operating in, with particular regard to identifying risk and potential risk.

Key skills

- Ability to work closely with and communicate with senior executives.
- Ability to remain abreast with the constantly changing environment, often in numerous unique locations.
- Excellent analytical skills, particularly in identifying potential issues and scenarios.

Internal contacts

Heads of all function units.

External contacts**Typical experience**

8+ years internal audit or risk management coupled with relevant tertiary qualifications. A consulting background would be an advantage.

Other comments

Position Description

Position title: Risk Management Manager
Position code: Aon.RFN.85401.5
Level: 5

Responsible for

Coordinating, monitoring and driving the Risk Management process.

Report to

Head of Financial Services. May report directly to the CEO

Supervises

Risk Management Analysts, Team Leaders and Managers within Risk Management.

Main activities

- Developing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice and organisational strategy.
- Liaising with the Board of Directors and Senior Management to ensure that they meet their Risk Management responsibilities and obligations under ASX listing rules and RBA requirements.
- Providing independent reports to the Board Audit Committee and Risk Management Committee with respect to the overall progress of Risk Management in the organisation.
- Evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Facilitating and coordinating business unit documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Serving as a reference point to managers on Risk Management issues.

Key skills

- Ability to work closely with department managers, senior leaders and the board.

Internal contacts

All departments throughout the organisation, Risk Management Committee.

External contacts

Consultants.

Typical experience

10+ years understanding organisation risk. An audit background is an advantage. Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business.

Other comments

Position Description

Position title: Risk Management Team Leader
Position code: Aon.RFN.85401.4
Level: 4

Responsible for

Assisting in the coordination, monitoring and driving the Risk Management process.

Report to

Head of Financial Services or Director of Risk Management.

Supervises

Risk Management Analysts.

Main activities

- Developing the Risk Management framework, charter, policy statements and methodology, ensuring it is aligned with best practice.
- Establishing focus groups to drive the awareness and management of significant Risks in the organisation.
- Assessing and evaluating operational policies and procedures to achieve the identified Risk Management objectives and recommend improvements where necessary.
- Introducing new technology, improved Risk Management techniques and approaches to assist risk identification, measurement and control.
- Facilitating business unit documentation of operational policies and procedures.
- Monitoring the progress of risk management processes on existing and new projects/activities undertaken by the organisation.
- Advising managers on Risk Management issues.

Key skills

- Ability to work closely with team leaders and managers within the organisation.

Internal contacts

All departments throughout the bank, Risk Management Committee.

External contacts

Consultants.

Typical experience

5-10 years understanding organisation risk. An audit background is an advantage. Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business.

Other comments

Position Description

Position title: Risk Management Senior Analyst
Position code: Aon.RFN.85401.3
Level: 3

Responsible for

Analysing, monitoring and reporting on the Consumer and Commercial portfolio, recommending credit policy changes, and identifying opportunities for risk containment and revenue enhancement.

Report to

Divisional Manager/National Credit Quality Manager.

Supervises

May supervise more junior Risk Management Analysts.

Main activities

- Monitoring quality and profitability for major portfolio segments, quantifying and recommending opportunities to senior management for enhancing revenue and/or containing risk.
- Performing analysis using credit risk tools available, and summarising findings to senior management in a clear and concise format after determining statistically significant and insignificant patterns.
- Assisting the National Credit Quality Manager in the planning, development and execution of credit risk policies and procedures.
- Participating in both long term and short term projects as assigned with responsibilities including project definition, design, data assembly, analysis, interpretation and presentation of results including recommendations.
- Driving the ongoing credit policy review of a function, tracking results of risk management strategies and recommending policy changes based on analysis of profitability, risk and operational impact.

Key skills

- Strong analytical skills.
- Superior interpersonal communication and writing skills.
- Ability to operate simultaneously at the micro and macro levels.
- High level proficiency in various software and programming packages.

Internal contacts

Lending staff, Legal department.

External contacts

Limited external contact.

Typical experience

Tertiary qualifications or equivalent (mathematics, operations research, statistics or business), coupled with a minimum of 3-5 years prior experience in an operational credit area and some supervisory experience.

Other comments

Alternative Title: Senior Credit Risk Analyst.

Position Description

Position title: Head of Risk Management
Position code: Aon.EXE.RM010.7
Level: 7

Responsible for

Overseeing the execution of the risk management systems within the organisation. Managing and effectively executing a balance between risk and commercial regulatory requirements, commercial reward, advice and independent regulatory obligations.

Report to

Chief Executive Officer/Managing Director

Supervises**Main activities**

- To translate the overall business strategy into a business plan and to deliver the financial, regulatory and technical objectives to achieve approved business plan.
- Provide advice to Executives on the management of regulatory changes within the Industry.
- Initiate, research and sponsor business improvement activities that promote superior service delivery and optimal resource allocation across distribution and support business units.
- Identify relevant change requirements within and across the business units and ensure execution of change is successful with consideration to legislation, people impacts and business requirements.
- Responsible for the overall maintenance of standards, policies and procedures which ensure regulatory compliance.
- Provide strong governance across functions such as Product, Actuarial, Risk & Business Analytics, Reinsurance, and Legal, Customer Relations, Fraud, Compliance & Governance functions to ensure legislative responsibilities are met, and internal controls are
- Manage statutory and Board reporting requirements to rigorously monitor and measure the Company's position, and support Executive decision making process.
- Responsible for the overall management of all functions supporting the office of the CRO.

Key skills

- Strong communication, influencing and negotiation skills.
- Ability to build effective relationships with senior managers and other key stakeholders.
- High impact presentation skills, demonstrated leadership skills and the ability to think strategically.

Internal contacts

Product, Actuarial, Risk & Business Analytics, Reinsurance, Legal, Customer Relations, Fraud, Compliance & Governance,

External contacts**Typical experience**

At least 10 years insurance operations experience, with audit, accountancy or actuarial experience coupled with a relevant tertiary education.

Other comments

Position Description

Position title: Risk Management Analyst
Position code: Aon.RFN.85401.2
Level: 2

Responsible for

Analysing, monitoring and reporting the Consumer and Commercial portfolios in order to identify opportunities and recommend changes in Risk Management.

Report to

Manager - Risk Management, Senior Risk Management Analyst.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring major portfolio segments using credit risk tools, with the purpose of presenting findings and recommendations enabling Senior Management to contain risk, improve processes and enhance revenue.
- Performing monthly analysis of various processes including: lending, collections, marketing and behavioural scoring models and summarising findings to Senior Management in a clear and concise format after determining statistically significant patterns.
- Participating in both long term and short term projects as assigned with responsibilities including project definition, design, data assembly, analysis, interpretation and presentation of results including recommendations.
- Monitoring and developing behavioural scoring strategies.
- Assisting in the development/refinement of credit risk tools, profitability and forecasting models.
- Performing other projects or special assignments as required.

Key skills

- Good analytical skills.
- Excellent interpersonal and communication skills.

Internal contacts

Lending staff, Legal Department.

External contacts

Limited external contact.

Typical experience

Tertiary qualifications or equivalent in Mathematics, Operations Research, Statistics or Business, coupled with 1+ years experience in an Operational Credit area.

Other comments

Alternative Title: Credit Risk Analyst.

Position Description

Position title: Chief Operating Officer
Position code: Aon.EXE.GM020.7
Level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Report to

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal contacts

Functional and divisional managers and all subordinate staff, Board of Directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

Other comments

Position Description

Position title: Head of Ops (Corp)
Position code: MCA_00903
Level: 7

Responsible for

Responsible for setting and delivering production targets for the company on budget while protecting health, safety and environmental targets, meeting sustainable business targets and protecting the integrity of the company's assets by application of operating and maintenance standards.

Report to

In larger organisations this position may report into the Chief Operating Officer, Chief Executive Officer / Managing Director.

Supervises

Asset General Managers.

Main activities

- Normally this is the highest level of operational expertise in the organisation and is responsible for:
- setting operational and maintenance standards;
- ensuring technical integrity of the operating assets;
- co-ordination of activities across production, sales and projects ;
- setting & managing the budget of the business unit;
- ensuring profitable operations are achieved with due regard to other organisation values & priorities (H&S, environment, sustainable business objectives);
- fostering the culture of the business unit and ensuring human resources are managed appropriately;
- liaison with governments in regard to operations legislation and regulation; and,
- ensuring personnel are competent in their roles by overseeing training and mentoring programs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a very experienced professional engineer (20 years + experience) with extensive supervisory and management experience of operating assets and demonstrated business acumen plus (preferably) post-graduate business or financial qualifications.

Other comments

Alternative Titles: Director or General Manager – Operations, Divisional General Manager; This is a HEAD or NATIONAL OFFICE position. In very large organisations the incumbent may be responsible for the performance of a business unit that may deliver services on a geographical (e.g. Region) or on a market / product basis (e.g. Rail & Infrastructure, Mining)

Position Description

Position title: Head of Single Profit Centre
Position code: Aon.EXE.GM040.7
Level: 7

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - if required.

Key skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

Position Description

Position title: Head of Supply Chain
Position code: MCA_00911
Level: 6

Responsible for

To develop & manage the Company's purchasing & distribution policies & practices to minimise expenditure consistent with maintaining production schedules & meeting supply obligations.

Report to

Chief Executive Officer / Managing Director or Chief Financial Officer or other Senior Executive position.

Supervises

Contracts Manager, Procurement Manager and Logistics Manager.

Main activities

- leading, planning, organising and directing the supply chain personnel;
- identifying short & long term supply & distribution strategies to meet the Company's business objectives;
- developing & maintaining productive relationships with key suppliers of materials critical to production;
- developing & managing transportation & distribution policies & practices;
- establishing & maintaining appropriate contractual arrangements with suppliers
- ensuring liaison with marketing & sales personnel on sales forecasts, production & product delivery schedules; and,
- ensuring personnel are competent in their roles by overseeing training and mentoring programs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. 20+ years' experience at a senior level in purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

Alternative Titles: Supply Chain Manager, Supply & Distribution Manager, Purchasing & Logistics Manager.

Position Description

Position title: Head of Strategy
Position code: Aon.EXE.ST010.7
Level: 7

Responsible for

Developing, directing and controlling the corporate strategic planning activities of the business. Providing direction and driving delivery of a strategic plan through an inclusive strategic planning process.

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Independently reviewing and assessing business unit initiatives of a strategic nature impacting the business.
- Identifying opportunities/threats impacting the business. Analysing and recommending actions, and where appropriate implementing recommendations.
- Developing and maintaining an independent view of all markets in which the business operates in the short, medium and long-term for business planning, business development and other significant market transactions.

Key skills

- Understanding and appreciation of the financial implications of decisions and their impact.
- Ability to use the dynamics and value drivers of the business strategy to make decisions about the impact of changes.
- Ability to work within long-term time frames and anticipate and act on opportunities or problems that are likely to arise.
- Strong analytical capabilities.
- Ability to communicate at all levels of the organisation.
- Proven ability to develop corporate infrastructure, including policies procedures and systems.
- Proven ability in managing a large budget.
- Strong influencing and leadership skills.

Internal contacts

Senior Management, finance and administration, functional and divisional managers, and all subordinate staff.

External contacts

Industry associations, major customers/clients, shareholders and major suppliers.

Typical experience

10+ years experience in a senior management or general management role in a commercial environment. Tertiary qualification in economics, engineering or other quantitative field.

Other comments

Position Description

Position title: Functional Lead of Strategy - Strategy & Projects
Position code: Aon.EXE.ST030.6
Level: 6

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

Chief Strategy Officer/Chief Executive Officer/Chief Financial Officer/Chief Operations Officer

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

- Project managing complex and multidisciplinary projects from design to implementation ensuring completion to timescales and budgets
- Identifying opportunities for process improvements and providing suggestions to senior management for undertaking projects to improve process efficiency
- Coordinating with different business heads / function heads for initiating and monitoring progress of ongoing projects and report on project parameters and milestones to senior management

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

Chief Strategy Officer, Senior management, Business Unit heads, Function Heads, Department Heads, Strategy team

External contacts

External consultants, Suppliers,

Typical experience

12+ years of experience in the strategy function and at least 8+ years in managing complex projects

Other comments

Position Description

Position title: Strategy Manager
Position code: Aon.STR.10000.5
Level: 5

Responsible for

Providing strategic insights via the use of predictive models to drive segmentation and support various divisions.

Report to

Head of Strategy.

Supervises

Strategy Analysts.

Main activities

- Ensuring the organisation has a solid understanding of customers and the market through the use of analytics & modelling in order to identify marketing opportunities.
- Overseeing the analysis of information using computerised statistical/data analysis techniques, and developing sophisticated models that support the marketing group's requirements.
- Ensuring that market and customer insights are effectively utilised to drive the translation of customer and segment knowledge into strategic and tactical recommendations for product development, customer acquisition and retention.
- Facilitating the timely and accurate delivery of campaign data to support marketing campaigns.
- Understanding the needs of the marketing group, recommending solutions, forecasting the capital costs and benefits and managing the delivery of these initiatives.
- Strategic development of the data warehouse platform to provide effective management, predictive models, business intelligence layers, reporting cubes and data capture.
- Leading and developing a team of analysts to build organisational capabilities in the use of data mining tools and ensuring a high level of accuracy and productivity within the team.

Key skills

- Excellent planning and organisational skills.
- Superior written and verbal communication and presentation skills.
- Strong reporting and analytical skills.
- Ability to communicate effectively with a wide range of stakeholders and articulate technical issues in business language to non technical audiences.
- Skilled in financial assessment and business case development.
- Ability to work in a fast paced environment and manage a number of projects simultaneously and to tight deadlines.
- Leadership and people management skills.
- Ability to liaise confidently and effectively at all levels both internally and with external vendors.

Internal contacts

Business Managers, Sales & Marketing Team, Strategy, Commercial and IT.

External contacts**Typical experience**

At least 5 years professional experience in a marketing environment, including proven project management experience, coupled with a relevant tertiary qualification. Industry-specific experience and post graduate qualifications are desirable.

Other comments

Position Description

Position title: Senior Strategy Analyst
Position code: Aon.STR.10000.4
Level: 4

Responsible for

Provides input into business decisions through financial and non- financial analysis and using specialised models. Corporate strategy development and support of any M&A activities.

Report to

Strategy Manager

Supervises

No formal supervisory responsibilities.

Main activities

- Corporate strategy development, identifying external market forces and best practice.
- Working with strategy team to implement and monitor key strategic objectives.
- Provide analytical and modelling support to the strategy team and wider business.
- Usually works as a part of a team with a minimal guidance, assisting other strategy analysts when needed.
- Uses quantitative and communication skills; strongly collaborative.

Key skills

- Advanced knowledge of Excel and other analytical software.
- Strong strategic mindset with advanced analytical, financial modelling and planning skills.
- Proactive with a strong bias toward action.
- Strong communication skills: adept at influencing and persuading others.
- Advanced communication skills: report writing, summary commentary.

Internal contacts

All divisions

External contacts

Typical experience

Bachelor's degree and may have an accounting/finance background; 5 plus years business experience.

Other comments

Position Description

Position title: Strategy Analyst
Position code: Aon.STR.10000.3
Level: 3

Responsible for

Provides input into business decisions through financial and non- financial analysis and using specialised models. Uses persuasion and recommends tactics with data analysis for business units to meet the organisations' objectives.

Report to

Strategy Manager.

Supervises

No supervisory responsibilities.

Main activities

- Provides analytic support during the strategic planning process and on internal consulting projects focused on the division's key business priorities.
- Gathers and analyses qualitative and quantitative data through interviews and research to identify trends/opportunities, develops conclusions from market information and creates compelling market analysis presentations.
- Usually works as a part of a team and can work with a moderate level of guidance.
- Formulates actionable, value-adding business solutions and participating in their implementation
- Uses quantitative and communication skills; strongly collaborative.
- Can make inferences from complex data and secondary sources.

Key skills

- Solid knowledge of Excel and PowerPoint.
- Strong strategic mindset with sound analytical, financial modelling and planning skills.
- Proactive with a strong bias toward action.
- Strong communication skills: adept at influencing and persuading others.

Internal contacts

All divisions

External contacts

Typical experience

Bachelor's degree and may have an accounting/finance background; 2-4 years analyst experience.

Other comments

Position Description

Position title: Completions & Commissioning Manager
Position code: MCA_00791
Level: 6

Responsible for

This position is responsible for the development and oversight of all aspects of the commissioning and completions systems from the front end design through to the handover of plant and facilities to operations personnel

Report to

Head of Operations (Corporate) or Senior Project Director.

Supervises

Lead Commissioning Engineer and other commissioning & completions staff & contractors.

Main activities

- ensuring the preparation detailed Commissioning Plans, to cover all aspects of commissioning, according to the project scope;
- ensuring input from client, design, vendor contractor and construction personnel is obtained;
- ensuring modifications or adjustments made to the plant during commissioning are recorded on 'as built' drawings;
- managing contracts for specialist assistance to test plant, equipment & systems as required;
- managing site commissioning teams through commissioning, start - up & hand - over of facilities;
- reviewing all problem areas encountered during commissioning in conjunction with Project & Construction Managers and ensuring solutions resulting in plant modifications do not affect the overall plant integrity;
- coordinating with other departments / agencies to resolve interface problems;
- ensuring all safety and precautionary requirements and procedures are followed during the commissioning process; and
- handing over the plant to client in line with the commissioning schedules and client requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have tertiary qualifications in an engineering discipline together with 20+ years of experience in design, construction and commissioning of facilities in the appropriate industry.

Other comments

Position Description

Position title: Lead Commissioning Engineer
Position code: MCA_00792
Level: 5

Responsible for

This position is responsible for the implementation of all aspects of the commissioning systems from the front end design through to the handover of plant and facilities to operations personnel.

Report to

Completions & Commissioning Manager.

Supervises

Commissioning Engineer & other professional staff & contractors

Main activities

- preparing, recommending & implementing detailed Commissioning Plans, to cover all aspects of commissioning, according to the project scope;
- obtaining input from client, design, vendor contractor and construction personnel;
- ensuring modifications or adjustments made to the plant during commissioning are recorded on 'as built' drawings;
- arranging contracts for specialist assistance to test plant, equipment & systems as required;
- reviewing problem areas encountered during commissioning in conjunction with Project & Construction Managers and ensuring solutions resulting in plant modifications do not affect the overall plant integrity;
- coordinating with other departments / agencies to resolve interface problems;
- managing site commissioning teams through commissioning, start - up & hand - over of facilities;
- ensuring all safety and precautionary requirements and procedures are followed during the commissioning process; and
- facilitating the handover of plant to client in line with the commissioning schedules and client requirements.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in an engineering discipline, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in design and construction projects in the relevant.

Other comments

Alternative Titles: Commissioning Lead, Principal Commissioning Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills.

Position Description

Position title: Commissioning Engineer
Position code: MCA_00794
Level: 4

Responsible for

This position is responsible for supporting, coordinating & supervising the commissioning of assigned sections of projects

Report to

Lead Commissioning Engineer.

Supervises

May supervise contractors on aspects of the project.

Main activities

- assisting in the development of detailed Commissioning Plans, to cover all aspects of commissioning, according to the project scope;
- obtaining input from client, design, vendor contractor and construction personnel;
- ensuring modifications or adjustments made to the plant during commissioning are recorded on 'as built' drawings;
- arranging contracts for specialist assistance to test plant, equipment & systems as required;
- reviewing problem areas encountered during commissioning and recommending solutions not affect the overall plant integrity;
- coordinating with other departments / agencies to resolve interface problems;
- managing site commissioning teams through commissioning, start - up & hand - over of facilities;
- ensuring all safety and precautionary requirements and procedures are followed during the commissioning process; and
- facilitating the handover of plant to client in line with the commissioning schedules and client requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary qualification in an engineering discipline and at least two years of post-graduate experience in the relevant industry.

Other comments

Please provide completed years of professional experience since graduation for each incumbent.

Position Description

Position title: Construction Manager (Offshore)
Position code: MCA_00069
Level: 6

Responsible for

This role is responsible for the development & implementation of company-wide offshore construction standards to ensure that all offshore construction projects are achieved safely and according to time & budget parameters.

Report to

Chief Executive Officer or Head of Operations (Corporate) or Project Director

Supervises

Construction team members, including service providers & sub-contractors.

Main activities

- developing & implementing offshore construction standards and offshore construction planning processes;
- promoting a working environment that is safe & healthy & protects the environment;
- establishing systems to review & manage the contractors' plans & schedules;
- establishing & implementing systems to ensure offshore construction work complies with engineering drawings, design specifications, owner's standards & statutory regulations;
- maintaining & fostering relationships and contacts & liaison with the owner's team in respect of technical issues, specifications & variations;
- establishing & implementing procedures to monitor & report on contractors' performance; and,
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent plus extensive construction management skills. Proven experience in the administration & management of contracts and contractors. Has demonstrated field leadership experience and experience in offshore construction activities.

Other comments

Alternative Titles: Senior Construction Manager (Offshore).

Position Description

Position title: Construction Manager
Position code: MCA_00969
Level: 6

Responsible for

This role is responsible for the development & implementation of company-wide construction standards to ensure that all construction projects are achieved safely and according to time & budget parameters.

Report to

Chief Executive Officer or Project Director.

Supervises

Construction team members, including service providers & sub-contractors.

Main activities

- developing & implementing construction standards and construction planning processes;
- promoting a working environment that is safe & healthy & protects the environment;
- establishing systems to review & manage the contractors' plans & schedules;
- establishing and implementing systems to ensure construction work complies with engineering drawings, design specifications, owner's standards & statutory regulations;
- maintaining & fostering relationships & contacts & liaison with the owner's team in respect of technical issues, specifications & variations ;
- establishing and implementing procedures to monitor & report on contractors' performance; and,
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent plus extensive construction management skills. Proven experience in the administration & management of contracts & contractors. Has demonstrated field leadership experience.

Other comments

Position Description

Position title: Senior Project Engineer
Position code: MCA_00936
Level: 4

Responsible for

This position provides technical support & supervision during all project phases to ensure that project designs meet operational requirements & specified engineering standards.

Report to

Project Manager or Senior Project Manager.

Supervises

Project team members & contractors, including service providers & sub- contractors.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- supervising work & ensuring it meets quality, cost & time constraints;
- monitoring progress & identifying potential problems in respect of budgets, schedules, engineering standards;
- liaison with the Project Manager, design team, operations, service providers & other contractors on an ongoing basis;
- ensuring project teams operate in a safe & healthy manner; and
- resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least seven years' professional experience in project engineering & management.

Other comments

This role has a technical bias, but includes the management of an area or section of a large project, or the management of minor projects of less than \$50 million value.

Position Description

Position title: Experienced Project Engineer
Position code: MCA_00937
Level: 3

Responsible for

This position provides technical support during all project phases to ensure that project designs meet operational requirements & specified engineering standards.

Report to

Project Manager or Senior Project Engineer.

Supervises

May supervise the work of contractors and other service providers.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements;
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- monitoring & reporting on aspects of project quality, cost & progress;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- ensuring project teams operate in a safe & healthy manner; and
- resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Typically two to seven completed years' professional experience in project engineering & management.

Other comments

Position Description

Position title: Graduate Project Engineer
Position code: MCA_00938
Level: 2

Responsible for

This position provides technical support under professional supervision to ensure that project designs meet operational requirements & specified engineering standards.

Report to

Senior Project Engineer or Experienced Project Engineer.

Supervises**Main activities**

- assisting in preparation of schedules for design work & in obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- preparing reports on aspects of project quality, cost & progress;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on particular issues; and
- referring potential problems to the Project Manager or appropriate members of the project team.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent. Incumbents will normally be a new graduates or possess up to two completed years of professional experience since graduation.

Other comments

Position Description

Position title: Project Director
Position code: MCA_00930
Level: 6

Responsible for

To control, develop, manage and coordinate the provision of project management & construction services so that results are achieved at complex, high-value projects on time & on budget, and to agreed standards of quality

Report to

Chief Executive Officer.

Supervises

Project team members & may include one or more Senior / Project Managers, including service providers & sub-contractors.

Main activities

- developing & implement project plans & monitoring progress in respect of time, costs & quality;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities across projects;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking corrective action;
- seeking "company representative" approval for changes to scope;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a highly seasoned professional engineer. Significant engineering design & consulting experience, recognised management skills & demonstrated business acumen. The incumbent is a recognised leader in the field. Typically 20-25+ years of experience.

Other comments

The Project Director is typically distinguished from the Project Manager by its focus on the management / supervision of complex, high value, multi-disciplinary projects, typically in excess of \$1 billion.

Position Description

Position title: Senior Project Manager
Position code: MCA_00931
Level: 6

Responsible for

This role is responsible for the engineering, procurement, project controls & construction of major projects, ensuring work is completed safely, according to design, on time & on budget.

Report to

Various – Chief Executive Officer, Head of Business Development or Head of Operations.

Supervises

Project team members & may include one or more Project Managers, including service providers & sub-contractors.

Main activities

- developing & implement project plans & monitoring progress in respect of time, costs & quality;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities across projects;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking corrective action
- seeking company approval for changes to scope;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with previous experience in design, construction & commissioning. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader. Typically incumbents will have 15 to 20 or more years of experience.

Other comments

The Senior Project Manager role is typically distinguished from the Project Manager by its focus on the management / supervision of multiple or large scale, multi-disciplinary projects, typically in excess of \$250 million.

Position Description

Position title: Project Manager
Position code: MCA_00932
Level: 5

Responsible for

This role is responsible for the engineering, procurement, project controls & construction of a project or projects, ensuring work is completed safely, according to design, on time & on budget. Activities may be carried out directly, or (more typically) through other senior staff or sub-contract personnel.

Report to

Senior Project Manager, Head of Business Development or Head of Operations.

Supervises

Project team members, including service providers & contractors.

Main activities

- developing & implementing the project plan & monitoring progress in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities on the project;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time & other issues & taking corrective action;
- identifying contract variations, negotiating minor variations & participating in negotiations in respect of scope changes; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent plus proven project management skills.

Proven experience in the administration & management of contracts & contractors. Has demonstrated field leadership experience. Typically incumbents will have 15 to 20 years of experience.

Other comments

Projects typically exceed \$50 million in value.

Position Description

Position title: Study Manager
Position code: MCA_00810
Level: 6

Responsible for

This role is responsible for leading and managing evaluation studies to identify and develop business case(s) for significant capital projects across the organisation. Activities may be carried out directly or through other professional staff or consultants.

Report to

Head of Business Development or Head of Operations or other senior executive position.

Supervises

Study team members, including consultants and contractors.

Main activities

- identifying, securing and managing required resources;
- planning and preparing evaluation studies and business cases;
- delivering study documents, reports, recommendations & presentations that meet study guidelines and procedures;
- optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities for the study;
- developing overall technical and business understanding of the project;
- identifying key value drivers, risks and mitigation strategies
- maintaining & fostering relationships & contacts; and
- developing the study team & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent plus proven project management skills. Proven experience in the administration & management of projects. Has demonstrated leadership experience. Typically incumbents will have 15 to 20 years of experience.

Other comments

This is a non operational role and typically based in the Head office

Position Description

Position title: Project Director – Subsea
Position code: MCA_00890
Level: 6

Responsible for

To control, develop, manage and coordinate the provision of Subsea project management & construction services so that results are achieved at complex, high-value Subsea projects on time & on budget, and to agreed standards of quality. Manage and monitor a

Report to

Chief Executive Officer

Supervises

Subsea project team members & may include one or more Subsea Senior / Project Managers, including service providers & sub-contractors.

Main activities

- developing & implementing Subsea project plans & monitoring progress in respect of time, costs & quality;
- controlling & optimising the allocation of human & physical resources in respect of Subsea engineering, supervision & procurement activities across Subsea projects;
- responsible for Subsea hardware, procurement, testing, Subsea trees, manifolds, umbilicals, flow lines, Subsea/topside interfaces, offshore field development and platform operations;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking action;
- seeking “company representative” approval for changes to scope;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Tertiary qualified in a relevant engineering discipline and a significant level of experience in a similar Subsea engineering / Subsea installation & development role. Significant Subsea engineering design & consulting experience, recognised management skills & demonstrated business acumen. The incumbent is a recognised leader in the field.

Other comments

Alternative Titles: Subsea Study Director. the Subsea Project Director is typically distinguished by the focus on the management / supervision of complex, high value, multi-disciplinary projects, typically in excess of \$500 million. Please specify the typical value of contracts under management & average number of employees supervised.

Position Description

Position title: Senior Project Manager – Subsea
Position code: MCA_00891
Level: 6

Responsible for

This role is responsible for the Subsea engineering, procurement, project controls & development of major Subsea projects, ensuring work is completed safely, according to design, on time & on budget.

Report to

Head of Operations or Subsea Project Director.

Supervises

Subsea Project team members & may include one or more Subsea Project Managers, including service providers & sub-contractors.

Main activities

- procuring subsea hardware; testing subsea trees, manifolds, umbilicals, flowlines, subsea/topside interfaces for offshore field development and platform operations;
- developing & implement Subsea project plans & monitoring progress in respect of time, costs & quality;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities across projects;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking action;
- seeking “company representative” approval for changes to scope;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing Subsea teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualified in a relevant engineering discipline and a significant level of experience in a similar Subsea engineering / Subsea installation & development role plus demonstrated leadership skills. Significant Subsea engineering design & consulting experience. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader.

Other comments

Alternative Titles: Senior Subsea Study Manager. the Senior Project Manager role is typically distinguished by its focus on the management / supervision of multiple or large scale, multi-disciplinary Subsea projects, typically in excess of \$200 million. Please specify the typical value of contracts under management & average number of employees supervised.

Position Description

Position title: Project Manager Subsea
Position code: MCA_00892
Level: 5

Responsible for

This role is responsible for the engineering, procurement, project controls & development of a Subsea project or projects, ensuring work is completed safely, according to design, on time & on budget.

Report to

Subsea Project Director or Senior Subsea Project Manager.

Supervises

Subsea-SURF Project team members, including service providers & sub-contractors.

Main activities

- procuring subsea hardware; testing subsea trees, manifolds, umbilicals, flowlines, subsea/topside interfaces for offshore field development and platform operations;
- developing & implementing the project plan & monitoring progress in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- controlling & optimising the allocation of human & physical resources in respect of Subsea engineering, supervision & procurement activities on the project;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking corrective action;
- identifying contract variations, negotiating minor variations or additional work within overall scope & participating in negotiations in respect of scope changes;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing Subsea teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent plus proven project management skills. Sound knowledge of Subsea structural fabrication and infrastructure & experience on construction vessels and associated operations. Has demonstrated field leadership experience.

Other comments

Alternative Titles: Subsea Project Leader or Study Manager. Projects typically up to \$200 million in value.

Position Description

Position title: Senior Project Engineer – Subsea
Position code: MCA_00893
Level: 4

Responsible for

This position provides technical support & supervision during all Subsea project phases to ensure that project designs meet operational requirements & specified Subsea engineering standards.

Report to

Subsea Project Manager or Senior Subsea Project Manager.

Supervises

Subsea Project team members & contractors, including service providers & sub-contractors.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements;
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- supervising work & ensuring it meets quality, cost & time constraints;
- monitoring progress & identifying potential problems in respect of budgets, schedules, Subsea engineering standards;
- liaison with the Subsea Project Manager, design team, operations, service providers & other contractors on an ongoing basis;
- ensuring Subsea project teams operate in a safe & healthy manner; and
- resolving potential issues or referring them to the Subsea Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least seven years' professional experience in Subsea project engineering & management.

Other comments

Alternative Titles: Junior Subsea Project Manager. This role has a technical bias, but includes the management of an area or section of a large project, or the management of minor projects.

Position Description

Position title: Experienced Project Engineer – Subsea
Position code: MCA_00894
Level: 3

Responsible for

This position provides technical support during all Subsea project phases to ensure that project designs meet operational requirements & specified Subsea engineering standards.

Report to

Subsea Project Manager or Senior Subsea Project Engineer.

Supervises

May supervise the work of contractors and other service providers.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements;
- performing layout and specification of Subsea equipment on all project phases; (Concept/FEED/Detailed design): connectors, valves, manifolds, ROV systems;
- preparation and communicating status reports to Senior Management and Clients;
- writing accurate and quality specifications, design technical reports, Subsea trees;
- structural design, analysis, fabrication and installation Production and drilling operations;
- interface with Subsea Controls, Pipelines, and Flow Assurance disciplines;
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- monitoring & reporting on aspects of project quality, cost & progress;
- liaison with the Subsea Project Manager, service providers & other contractors on an ongoing basis;

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent. At least two completed years' professional experience in Subsea project engineering & management.

Other comments

this is primarily a technical role. please advise completed years of professional experience since graduation for each incumbent.

Position Description

Position title: Quality Control Inspector
Position code: MCA_00984
Level: 3

Responsible for

To perform quality control checks against the appropriate standards and take corrective action as needed to meet internal & external customer requirements.

Report to

Project Manager or Construction Manager or Senior Manager.

Supervises

Main activities

- establishing inspection schedules in liaison with the contractor;
- undertaking quality checks & taking corrective actions as necessary;
- ensuring that identified defects in the construction and systems are reported to the project team;
- inspecting work in progress and completed work for its adherence to internal and external standards;
- checking personnel are suitably certified to complete tasks to the required standards;
- inspecting required documentation and procedures to ensure the applicable standards have been met; and
- establishing and maintaining quality inspection procedures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have post trade qualifications or may have a tertiary qualification with substantial construction industry experience.

Other comments

Position Description

Position title: Site or Area Manager
Position code: MCA_00935
Level: 5

Responsible for

This role is responsible for the development & implementation of the construction plan to ensure that design, technical, and quality standards are achieved safely and according to time & budget parameters.

Report to

Construction Manager, Senior Project Manager or Project Director.

Supervises

Construction team members, including service providers & sub-contractors.

Main activities

- developing & implementing the construction plan & monitoring progress in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- reviewing & appraising the contractors' plans & schedules;
- monitoring construction work for compliance with engineering drawings, design specifications, owner's standards & statutory regulations;
- maintaining & fostering relationships & contacts & liaison with the owner's team in respect of technical issues, specifications & variations;
- monitoring & reporting on contractors' performance;
- identifying contract variations, negotiating minor variations or additional work within overall scope & participating in negotiations in respect of scope changes;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent plus proven construction management skills.

Proven experience in the administration & management of contracts & contractors. Has demonstrated field leadership experience. Typically incumbents will have 15 to 20 years of experience.

Other comments

Projects typically exceed \$100 million in value.

Position Description

Position title: Site/Construction Superintendent
Position code: MCA_00939
Level: 4

Responsible for

This role is responsible for the supervision of contractor & sub-contractor groups to ensure that design, technical, and quality standards are achieved safely and according to time & budget parameters.

Report to

Site or Area Manager, Project Manager or Construction Manager.

Supervises

Construction team members, including service providers & sub-contractors. May supervise across multiple disciplines or contracts or single discipline on large projects.

Main activities

- implementing the construction plan & monitoring progress in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- reviewing contractors' plans & schedules;
- monitoring construction work for compliance with engineering drawings, design specifications, owner's standards & statutory regulations;
- maintaining & fostering relationships & contacts, & liaison with the owner's team in respect of technical issues, specifications & variations;
- monitoring & reporting on contractors' performance;
- identifying contract variations, negotiating minor variations or additional work within overall scope & participating in negotiations in respect of scope changes;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Usually an Engineering degree or equivalent plus proven construction management skills. Proven experience in the administration & management of contracts & contractors. Has demonstrated field leadership experience. Typically incumbents have 10 to 15 years experience approximately with 5 years of supervisory experience.

Other comments

Position Description

Position title: Site/Construction Supervisor
Position code: MCA_00940
Level: 3

Responsible for

This role is responsible for the day-to-day on-site supervision of contractor & sub-contractor groups to ensure that design, technical, and quality standards are achieved safely and according to time & budget parameters.

Report to

Site or Area Manager or Site or Area Superintendent.

Supervises

Service providers & sub-contractors.

Main activities

- carrying out the construction plan & monitoring progress on a daily basis in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- reviewing contractors' plans & daily work schedules;
- monitoring construction work for compliance with engineering drawings, design specifications, owner's standards & statutory regulations;
- maintaining & fostering relationships & contacts, & liaison with the owner's team in respect of technical issues, specifications & variations;
- monitoring & reporting on contractors' daily performance;
- identifying contract variations & participating in negotiations in respect of scope changes;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Usually holds post-trade qualifications in construction related discipline & has proven supervisory skills. Proven experience in the administration & supervision of contracts & contractors. Has demonstrated field leadership experience.

Other comments

Position Description

Position title: Admin Supervisor (Ops)
Position code: MCA_01631
Level: 3

Responsible for

This position is responsible for establishing and maintaining office facilities and services and overseeing the administrative staff at a site or operation

Report to

Head of Human Resources (Ops), Head of Finance and Admin,

Supervises

Supervises more junior secretarial staff.

Main activities

- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- managing office reception, and switchboard services;
- administering contracts for office services including leases, cleaning contracts, office equipment leases & servicing, telephone and data transmission facilities;
- purchasing and control of office requisites such as stationery, printing, computer consumables;
- arranging for the purchase of office equipment such as workstations, chairs, cupboards & bookshelves and filing cabinets;
- managing the collection, distribution & security of incoming and outgoing mail; and
- maintaining document control & retrieval systems for confidential and other information.

Key skills

Nil.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience.

Other comments

Alternative Titles: Head Secretary, Office Administrator, Administration Coordinator. This is an operational role

Position Description

Position title: Department Administrator - Senior (Ops)
Position code: MCA_01632
Level: 3

Responsible for

Acting as a lead person in an administrative unit or performing varied functions in a particular operational administrative area.

Report to

Administration Supervisor

Supervises

May supervise day-to-day operations of Administration Officers.

Main activities

- Supervising a group of staff within an administrative department, following and determining priority of assigned work.
- Maintaining all accounts payable, accounts receivable, ledgers, import/export transactions.
- Managing stock control, processing orders, processing freight changes, insuring maintenance of statistical records/returns.
- Cashiering and banking, carrying out foreign exchange transactions and insurance claims.
- Ensuring satisfactory completion of all necessary documentation before final processing.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for policies and procedures.

Key skills

- Excellent interpersonal and communication skills.
- Advanced MS Office skills.
- Ability to prioritise individual work load with that of the Team.
- Developing supervisory skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers and Clients, External Auditors.

Typical experience

At least 5 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

This is an operational role

Position Description

Position title: Departmental Clerk / Administrator (Ops)
Position code: MCA_00163
Level: 2

Responsible for

Responsible for providing general administrative support to a specific department.

Report to

Department Manager or Deputy Manager.

Supervises

Nil

Main activities

- Specific duties include:
- collating statistics and data for reports;
- record management;
- maintaining safety and other databases for the particular department;
- arranging site inductions for visitors to the specific area;
- monthly reporting;
- flights arrangements and / or roster maintenance for departmental personnel; and
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be a familiar with computers and have basic to intermediate clerical skills.

Other comments

Alternative Titles: Mill / Mine/ Maintenance / Admin Clerk, Administrative Assistant. This is an operational role.

Position Description

Position title: Department Administrator - Entry (Ops)
Position code: MCA_01633
Level: 1

Responsible for

Providing administrative support for the organisation and internal Departments/Teams at a basic level.

Report to

Administration Supervisor

Supervises

No supervisory responsibilities.

Main activities

- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Opening and distributing mail.
- Typing of correspondence and data entry.
- Preparing invoices and processing orders.
- Ordering stationery and equipment supplies.
- Performing messenger duties and/or collections and arranging couriers.
- Maintaining general tidiness of conference/meeting rooms and their booking register.

Key skills

- Good interpersonal and communication skills.
- Sound MS Office skills.
- Organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

High school qualifications or equivalent with course work in business curriculum an advantage although not necessary.

Other comments

This is an operational role

Position Description

Position title: Site Administrator (Contract Mining)
Position code: MCA_00611
Level: 2

Responsible for

To provide a range of administrative and secretarial functions to support the Project Managers, Site Supervisors and other staff associated with the project.

Report to

Project Manager (Contract Mining).

Supervises**Main activities**

- managing site entry requests and accommodation requirements;
- typing and distributing site specific correspondence;
- preparing and distributing minutes of meetings;
- maintaining site work rosters;
- maintaining electronic and hard copy filing systems;
- maintaining various site registers including fuel, personal protective equipment, accommodation and project hours;
- collating time sheets and arranging authorisation; and
- maintaining local office facilities, services and supplies.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may qualify for this position through experience in Mine Administration, or as a result of, demonstrated competence in one or more of the major functional areas; e.g. Accounting, Human Resources or Purchasing and Supply. Incumbents need to have good verbal and written communication skills and be proficient in the use of appropriate computer software, e.g. Microsoft Office, Sharepoint.

Other comments

The incumbent is engaged by the contractor. This is an operational role

Position Description

Position title: Personal Assistant (Ops)
Position code: MCA_00161
Level: 2

Responsible for

Responsible for providing an administrative service to the Head of Mine Site and other senior staff.

Report to

Head of Mine Site

Supervises

Main activities

- Specific duties include:
- assist in the analysis of technical data through the design of spreadsheets & other computer based techniques;
- maintaining a filing system for confidential and other important information;
- typing letters, memos and reports; and
- a range of clerical functions which may include accounts payable work.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be proficient typists with computer and clerical skills and may be proficient in shorthand

Other comments

Alternative Titles: Secretary. This is an operational role.

Position Description

Position title: Project Secretary
Position code: MCA_00612
Level: 2

Responsible for

The main focus of the position is to provide administration services to the Project.

Report to

Project Services Manager

Supervises

Travel Administrator & other clerical / secretarial functions

Main activities

- providing an administrative service to the Project Services Manager and other senior staff.
- preparing letters memos and reports;
- ensuring compliance with standards in the areas of accounting, travel, records management, expenses and other administrative documentation;
- co-ordinating meetings, conferences and other training requirements for the work group;
- maintaining filing systems for confidential and other information; and
- planning and co-ordinating business appointments, meetings and social functions.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have post secondary education and secretarial qualifications or a diploma in office administration. A minimum of 10 years' secretarial experience with exposure to engineering/ technical terminology and records management / document control.

Other comments

Alternative Titles: Office Manager, Senior Administration Co-ordinator.

Position Description

Position title: Personnel Logistics Coordinator
Position code: MCA_00613
Level: 2

Responsible for

This role is responsible for the booking and tracking of all flights, roster rotations, mobilisation & demobilisation of work teams, accommodation and car bookings for the project.

Report to

Project Secretary, Senior Administration Co-ordinator or Office Manager.

Supervises

Main activities

- booking all travel including the preparation of itineraries and issue of documentation (including visas and other travel documentation);
- being on call 24/7 for emergency after hours bookings;
- establishing owners and contractors profile and liaison with the relevant airline to make bookings and reconciliation of monthly invoice;
- booking all international travel for staff including flights, accommodation, car hire, arranging medicals and notifying travellers of relevant consular advice;
- co-ordinating end of month invoice reconciliations, updating and authorising for payment; and
- addressing all costing issues, frequent flyer memberships, charter bookings and invoice reconciliation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Minimum Year 10 education with a TAFE Certificate in Business (Office Administration) or Business College course equivalent. Proven experience in providing administrative and secretarial support with specific experience in travel bookings and logistics.

Other comments

Alternative Titles: Travel Officer, Travel Co-ordinator, Travel Administrator.

Position Description

Position title: Manager Document Control
Position code: MCA_00928
Level: 4

Responsible for

This position is responsible for developing, implementing & managing document control systems & procedures within the general standards of the company.

Report to

Head of Engineering or Project Services Manager.

Supervises

Senior Document Controller & Document Controller.

Main activities

- developing document control procedures that meet company & specific project standards;
- liaison with various stakeholders (e.g. design & project groups) to ensure systems meet user needs;
- providing advice on control system improvements & training to project team members on the use of the system;
- monitoring all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc; and
- establishing systems to ensure that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Extensive experienced in establishing, maintaining & reviewing document control systems. Proven leadership experience.

Other comments

Position Description

Position title: Lead Document Controller
Position code: MCA_09281
Level: 3

Responsible for

This role ensures that project requirements for document control are met in accordance with project schedule.

Report to

Manager Document Control and/or Design Manager.

Supervises

Project Document Control Team, including Senior Document Controller, Document Controller and Document Control Clerk.

Main activities

- working with the Design Manager to ensure adequate resources in document control to meet project requirements;
- developing, reviewing and maintaining, document control systems and procedures within the general standards of the company and specific project standards;
- providing training, supervision and instructing to document control personnel;
- monitoring project registers and information systems in respect of correspondence; and
- establishing systems to ensure information complies with specified format and standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required.

Seven years extensive experience in supervising, establishing, reviewing and maintaining document control systems.

Other comments

Position Description

Position title: Senior Document Controller
Position code: MCA_00929
Level: 3

Responsible for

This position is responsible for establishing & maintaining document control systems & procedures within the general standards of the company.

Report to

Manager Document Control or Project Services Manager.

Supervises

Document Controller & Document Control Clerk.

Main activities

- establishing document control procedures that meet company & specific project standards;
- liaison with various stakeholders (e.g. design & project groups) to ensure correct information is available in a timely & accurate manner;
- providing advice on control system improvements & training to project team members on the use of the system;
- administering all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;
- issuing & receiving controlled copies of information; and
- checking that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Extensive experienced in establishing, maintaining & reviewing document control systems.

Other comments

Position Description

Position title: Document Controller
Position code: MCA_00949
Level: 2

Responsible for

This position maintains up-to-date records of all information, correspondence and documentation and ensures it is available in a timely and comprehensive manner to the project team.

Report to

Senior Document Controller or Project Manager.

Supervises

Main activities

- maintaining the currency & security of all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;
- issuing & receiving controlled copies of information;
- checking that all information complies with specified format & standards;
- liaison with various stakeholders (e.g. design & project groups) to ensure correct information is available;
- providing training to other team members on correct project documentation procedures & standards; and
- providing advice on procedures & recommendations for improvement.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Experienced in various software packages for document registration & control & practical experience in document control systems on engineering & construction projects.

Other comments

Position Description

Position title: Document Control Clerk
Position code: MCA_00959
Level: 1

Responsible for

This position maintains up-to-date records of all information, correspondence & documentation and ensures it is accessible in accordance with project systems & standards.

Report to

Document Controller or Project Manager.

Supervises

Main activities

- entering & checking information on all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;
- issuing & receiving controlled copies of information; and
- checking that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Experienced in various software packages for document registration & control & practical experience in document control entry & procedures on engineering & construction projects.

Other comments

Position Description

Position title: Estimating Manager
Position code: MCA_00970
Level: 5

Responsible for

This role is responsible for developing systems & procedures & taking the lead in preparing estimates and tenders.

Report to

Variable.

Supervises

Lead Estimating Engineers and / or estimators and technical officers.

Main activities

- developing policies & systems for the estimating of tenders & proposals;
- coordinating, overseeing and preparing tenders & proposals;
- identifying contract / cost options for profitable and sustainable tenders;
- participating in contract negotiations as an adviser on contract / cost options;
- coordinating post-submission responses to client for the clarification of matters;
- identifying, evaluating and recommending potential contractual opportunities; and
- reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist estimating expertise. Has demonstrated leadership in the area of estimation.

Other comments

Position Description

Position title: Lead Estimating Engineer
Position code: MCA_00974
Level: 4

Responsible for

This role is responsible for managing estimates and tenders associated with project opportunities.

Report to

Estimating Manager.

Supervises

Experienced Estimating Engineers or technical officers.

Main activities

- managing and improving policies & systems for the estimating of tenders & proposals;
- analysing spreadsheets for costing labour & materials in meeting tender requirements;
- preparing tenders & proposals;
- research and identification of contract / cost options for profitable and sustainable tenders;
- representing the company in contract negotiations as an adviser on contract / cost options;
- managing post-submission responses to client for the clarification of matters;
- identifying, evaluating and recommending potential contractual opportunities; and
- reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist estimating expertise & mastery of software tools for costing inputs.

Other comments

Position Description

Position title: Senior Estimating Engineer
Position code: MCA_00971
Level: 4

Responsible for

This role is responsible for preparing estimates and tenders associated with project opportunities.

Report to

Lead Estimating Engineer or Senior / Project Manager or Project Services Manager.

Supervises

Experienced Estimating Engineers or technical officers.

Main activities

- providing input into improving policies & systems for the estimating of tenders & proposals;
- developing spreadsheets for costing labour & materials in meeting tender requirements;
- preparing tenders & proposals;
- identifying contract / cost options for profitable and sustainable tenders;
- participating in contract negotiations as an adviser on contract / cost options;
- preparing post-submission responses to client for the clarification of matters;
- identifying, evaluating and recommending potential contractual opportunities; and
- reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist estimating expertise & mastery of software tools for costing inputs.

Other comments

Position Description

Position title: Experienced Estimating Engineer
Position code: MCA_00972
Level: 3

Responsible for

This role is responsible for preparing estimates and tenders associated with project opportunities.

Report to

Project Manager or Senior Estimating Engineer.

Supervises

Main activities

- costing labour & materials components in meeting tender requirements;
- assisting in the preparation of tenders & proposals;
- identifying contract / cost options for profitable and sustainable tenders;
- preparing post-submission responses to client for the clarification of matters; and
- reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. Has experience in project engineering & management with a working knowledge of appropriate costing software & experience in the engineering & construction industry.

Other comments

Position Description

Position title: Entry level Estimator (Associate)
Position code: MCA_009721
Level: 2

Responsible for

This role is responsible for providing support in the preparation of estimates and tenders associated with project opportunities

Report to

Senior Estimating Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Preparation of costing of labour & materials components in meeting tender requirements;
- assisting in the preparation of documents for tenders & proposals;
- provision of reports and initial identification of contract / cost options for profitable and sustainable tenders;
- preparation of initial post-submission responses to client for the clarification of matters; and;
- preparation of reports in the preliminary review of contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. May have experience in project engineering with a working knowledge of appropriate costing software This is an entry level position

Other comments

Position Description

Position title: Quantity Surveyor
Position code: MCA_00979
Level: 3

Responsible for

This role is required to estimate and monitor construction costs, from project commencement through to the completion of the construction period. They may also assist in the preparation or assessment of tenders & proposals. After construction they may be involved with tax depreciation schedules, replacement cost estimation for insurance purposes and, if necessary, mediation and arbitration.

Report to

Senior Project Manager or Project Services Manager.

Supervises

Technical officers.

Main activities

- advising on the most economical way of achieving project requirements;
- preparing detailed cost plans and estimates as tools for budgetary control;
- preparing a Bill of Quantities on completion of design and drawings;
- fairly value progress payments at regular intervals during construction;
- producing depreciation schedules of the various project components and advising on insurance replacement costs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Degree in Quantity Surveying / Construction Management or may hold post trade qualifications. Has experience in project engineering with a working knowledge of appropriate costing software & experience in the engineering & construction industry.

Other comments

May be office or site-based.

Position Description

Position title: Project Surveyor
Position code: MCA_09842
Level: 3

Responsible for

This role is required to provide daily surveying requirements, preparing monthly volume reconciliations, ensuring survey compliance to design drawings and all aspects of the project are set within the design plan.

Report to

Site or Area Superintendent or Survey Manager.

Supervises

Civil Surveyors.

Main activities

- liaison with key stakeholders including, the Lead Surveyor, Survey Manager, Project Manager and Engineers;
- checking geometry and dimensions of design;
- undertaking the daily surveying requirements including set out, calculations, data processing and management;
- following established data management procedures;
- accurately maintaining all survey information and records in accordance with project instructions;
- maintaining survey calibration and equipment registers;
- following survey procedures to ensure an accurate, effective models are produced; and
- ensuring measure-ups and the necessary documentation are compiled efficiently

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Diploma or Degree in surveying. 5 years minimum experience in surveying, with three years' minimum experience working on site in the Construction or Resources sector. Experience leading a small team of surveyors, with a broad range of surveying equipment and software, including 12D and or civil 3D technology.

Other comments

Position Description

Position title: Senior Civil Surveyor
Position code: MCA_09841
Level: 4

Responsible for

This role is required to oversee survey systems and processes, management and training of staff ensuring all survey work complies with requirements of relevant legislation and tolerances.

Report to

Site or Area Superintendent.

Supervises

Civil Surveyors.

Main activities

- Normally responsible for:
- overseeing the maintenance and calibration of all survey equipment;
- liaison with key stakeholders including, Project Manager, Survey Manager, Engineers and other senior professional and operations personnel;
- promoting company environmental, health, safety and operational policies and procedures;
- undertaking the daily surveying requirements including set out, calculations, data processing and management; and
- accurately maintaining all survey information and records.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Diploma or Degree in Civil surveying

Five years minimum experience in surveying, with three years' minimum experience working on site in the Construction or Resources sector.

Experience with a broad range of surveying equipment and software, including civil 3D technology.

Other comments

Position Description

Position title: Superintendent – Accounting (Ops)
Position code: MCA_00650
Level: 4

Responsible for

To manage accounting and other related administrative functions at the site.

Report to

Head of Administration & Accounting.

Supervises

Senior Accountant (Operations), Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- establishing policies and practices, within corporate guidelines, for site finance and accounting activities;
- managing the preparation of annual operating budgets and capital expenditure programs;
- analysing and reporting on variances in actual vs budget expenditure;
- advising and assisting operations personnel with the preparation of capital expenditure applications and cost allocations;
- developing reporting packages and systems to track site operating performance
- managing the preparation of, and approving, financial reports for head office;
- managing local petty cash, accounts payable and payroll activities; and
- managing contracts for goods and services, e.g. communications, catering, transport.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has more than 10 years of relevant professional experience.

Other comments

This is an operational role

Position Description

Position title: Senior Accountant (Ops)
Position code: MCA_00651
Level: 4

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling on site and or company accounting requirements and business performance.

Report to

Superintendent – Accounting (Operations) or Head of Administration & Accounting.

Supervises

Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- facilitation and co-ordination of the preparation of annual budgets
- analysis of variance in actual vs budget expenditure
- development of reporting packages and systems to track business performance

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has 7 to 10 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: Experienced Accountant (Ops)
Position code: MCA_00652
Level: 3

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling accounting requirements and may assist in the supervision of other administrative activities.

Report to

Head of Administration & Accounting or Senior Accountant.

Supervises

Accounting Supervisor / Officer (Operations).

Main activities

- preparation of monthly reports;
- preparation of annual and monthly budgets;
- conducting specific financial analyses for proposals and projects;
- preparing business unit performance and accounting reports;
- monitoring accounts to ensure compliance with company accounting standards; and
- analysing accounts and investigating variances from budget expenditure.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent usually holds a tertiary degree in accounting, has achieved or is working towards CPA or ACA accreditation, and has 2 to 7 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: OH&S Manager (Ops)
Position code: MCA_00689
Level: 5

Responsible for

To develop & implement OH&S policies which contribute to the health, safety & well-being of employees, contractors & visitors on the project. May also have Environment &/or Security &/or Community responsibilities.

Report to

Senior Project Manager

Supervises

Lead (Principal) OH&S Advisers & other specialists as required.

Main activities

- compliance with statutory obligations & company / client OH&S policy;
- behavioural, incentive and educational programs for the induction & training of personnel in safe work practices;
- development of safe work practices in all operational activities (including sub-contractors);
- the development & implementation of various monitoring programs & key performance indicators;
- accident & incident investigations & initiating changes in procedures & equipment;
- procedures to ensure the supply of appropriate safety equipment;
- research into improving OH&S on the project;
- liaison with relevant government departments & other external organisations on OH&S matters;
- reporting on project health & safety performance;
- management of the project's Workers' Compensation practice;
- pre-qualification activities for the selection of contract companies and workers; and
- development of competency-based training and testing.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents will usually hold a tertiary degree or have extensive practical experience (typically 10 or more years) as well as completion of a specialised program in occupational health & safety. Extensive field / construction experience and/or plant operational experience would be expected.

Other comments

Incumbents may be employed at a state or branch level to provide support to field or project-based OH&S Advisers or allocated to a major project.

Position Description

Position title: Lead Health & Safety Adviser (Ops)
Position code: MCA_06901
Level: 4

Responsible for

Implementation and provision of OH&S systems, services & advice on their application. May provide technical expertise in the area of OH&S on a corporate level. May also have Environment &/or Security &/or Community responsibilities.

Report to

Occupational Health & Safety Manager or Project Manager.

Supervises

May supervise more junior OH&S Advisers & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;
- identifying safety training needs on a project & researching appropriate solutions;
- analysing trends in OH&S;
- setting and agreeing lead and lag KPIs;
- embedding site and camp emergency and evacuation procedures;
- managing drug and alcohol testing regimes;
- managing and conducting accident & incident investigations;
- investigating & analysing improved procedures &/ or systems, of work or equipment;
- representing the company in OH&S and Workers' Compensation matters;
- monitoring legislative requirements; and
- reporting on OH&S matters (and other key responsibilities).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A degree or diploma in an appropriate discipline or extensive relevant experience.

More than seven years' professional experience with recognised expertise. Construction and/or operational plant based experience with an understanding of behavioural-based HSE management programs and application.

Other comments

The incumbent may supervise other OH&S practitioners or may have recognised expertise in a field (e.g. occupational hygiene or training). May be the senior practitioner on a project or construction site.

Position Description

Position title: Senior Health & Safety Adviser (Ops)
Position code: MCA_00691
Level: 4

Responsible for

To provide health and safety services & advice on their application on sites or assets. May provide specialised advice in a technical area of health and safety.

Report to

Head of Health, Safety & Security (Operations) or Head of Human Resources (Operations). May report to the head of an operating department.

Supervises

May supervise more junior H&S Advisers & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate solutions;
- ensuring safety training courses meet defined competency standards & regulatory requirements;
- monitoring & identifying trends in Health & Safety;
- conducting accident & incident investigations & proposing new systems of work or equipment; and,
- maintaining Workers' Compensation claim records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree in an appropriate discipline 8 to 10 years' professional experience with recognised expertise.

Other comments

Alternative Titles: Senior Occupational Health & Safety Scientist or Engineer; OH&S Superintendent, Senior Occupational Hygienist. Operational role

Position Description

Position title: Experienced Health & Safety Adviser (Ops)
Position code: MCA_00692
Level: 3

Responsible for

To provide advice & services to line management in the application of H&S practices. May provide specialised advice in a technical area of H&S.

Report to

Senior Health & Safety Adviser (Operations) or may report through an operating department.

Supervises

May supervise external training providers.

Main activities

- assisting in designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate training solutions;
- preparing data on safety performance, identifying trends & opportunities for improvement;
- conducting safety audits;
- undertaking or assisting in accident & incident investigations; and,
- processing Workers' Compensation claims.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area & 4 to 7 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in H&S practice.

Other comments

Alternative Titles: Occupational Health & Safety Scientist or Engineer; Occupational Hygienist; Safety Training Adviser. May report through an operating department providing induction & safety training to workers. This is an operational role

Position Description

Position title: Industrial Relations Manager – Projects
Position code: MCA_00993
Level: 5

Responsible for

The incumbent implements industrial relations strategies, policies & procedures and monitors industrial relations activities in relation to project and contractor activities at company locations.

Report to

Project Services Manager or Head of Human Resources (Corporate).

Supervises

Senior and Experienced Employee Relations staff

Main activities

- developing, recommending & implementing industrial relations strategies, policies & procedures;
- coordinating industrial relations activities at company sites;
- ensuring correct & consistent interpretation & application of industrial agreements and legislative requirements are applied throughout the Company;
- providing training & support to Employee Relations staff at operations and to line management as appropriate;
- planning, preparing materials for, and representing the Company at union negotiations and arbitration hearings;
- identifying, and advising management of, industrial relations issues which may impact Company operations;
- representing the Company in employer & industry associations & advocacy groups;
- undertaking tender evaluations in regard to contractor capability in management of IR; and
- contributing to the development of IR strategy for the transition from construction to operations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold tertiary qualifications in law or commerce and have substantial experience in industrial relations activities at operations and corporate level.

Other comments

The focus of this position is on managing the industrial relations of Company and Contractor employees to minimise disruption to operations and ensure timely progress of construction activities.

Position Description

Position title: Superintendent – Human Resources (Ops)
Position code: MCA_00680
Level: 4

Responsible for

To develop and implement site based Human Resources systems and services; to implement corporate Human Resources policies and procedures on site; and, to advise on their application.

Report to

Head of Human Resources.

Supervises

May supervise Senior Human Resources Adviser, Experienced Human Resources Adviser, Graduate Human Resources Adviser and Human resources Officer.

Main activities

- managing site recruiting, activities;
- managing the transfer and reclassification of employees to, from and within the site;
- managing and / or conducting training & development programs;
- undertaking research on HR and ER issues & preparing reports and recommendations;
- representing the organisation in site employee relations issues;
- administering salary, benefits & superannuation;
- inducting new employees;
- reporting to line management and corporate HR;
- liaison with peer HR / ER personnel at other Company sites; and, contributing to the development of corporate HR / ER policy and practice.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be expected to hold appropriate tertiary qualifications and have more than 10 years of relevant experience.

Other comments

Alternative Titles: Employee Relations Superintendent. Operational role

Position Description

Position title: Senior Human Resources Adviser (Ops)
Position code: MCA_00681
Level: 4

Responsible for

To provide HR & ER services & advice on the application of policy on site.

Report to

Superintendent – Human Resources (Operations), Head of Human Resources or Head of Administration/Accounting or may be part of an operating department.

Supervises

May supervise more junior HR & ER practitioners.

Main activities

- Duties include supervising the application of or research into specialised policy development in respect of some or all of the following:
- recruiting, terminating & transferring personnel;
- managing and / or conducting training & development programs;
- undertaking research on HR issues & preparation of reports;
- administering salary, benefits & superannuation;
- inducting new employees; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area. Extensive practical experience in HR or ER matters.

Other comments

Alternative Titles: Employee Relations Superintendent. The incumbent may supervise other HR practitioners This is an operational role

Position Description

Position title: Experienced Human Resources Adviser (Ops)
Position code: MCA_00682
Level: 3

Responsible for

To assist in ensuring that approved HR & employee relations policies & programs are implemented.

Report to

Senior Human Resources Adviser or may report through an operating department.

Supervises

Main activities

- duties include assisting with some or all of the following:
- recruiting, terminating & transferring personnel;
- co-ordinating and / or conducting training programs;
- administering personnel records (e.g. leave & payroll);
- administering salary & superannuation;
- inducting new employees;
- undertaking research & investigations under general supervision; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area & 2 to 5 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in employee relations or human resources practice.

Other comments

Alternative Titles: Employee Relations Advisor. This is an operational role

Position Description

Position title: Human Resources Officer (Ops)
Position code: MCA_00685
Level: 2

Responsible for

Timely and accurate processing of employee documentation and the maintenance of human resources records utilising manual and computer based systems.

Report to

Production Manager. May report through Corporate Human Resources group

Supervises

Nil

Main activities

- preparing or initiating and distributing letters of appointment, promotion, transfer and associated documentation;
- processing new employee documentation relating to superannuation fund membership, payroll arrangements, site accommodation or FIFO arrangements as appropriate;
- maintaining, updating and distributing employee work roster details;
- administering relocation arrangements to site for new employees, and for employees relocating to or from site;
- processing employee termination arrangements including liaison with payroll personnel;
- providing regular and ad hoc site employee statistics and reports;
- processing employee exit interview documentation; and
- utilising computer based systems to create and maintain accurate employee records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have substantial experience with Human Resource systems such as SAP, CHRIS and Microsoft applications, will have strong customer service skills and may have experience in a centralised HR or shared services function.

Other comments

Alternative Titles: Human Resources Coordinator. This is an operational role

Position Description

Position title: Project Controls / Scheduling Manager
Position code: MCA_00975
Level: 5

Responsible for

This role is responsible for ensuring that all Project Controls systems, including information systems, are properly & effectively designed, documented & implemented according to company standards.

Report to

Senior / Project Manager or Head of Procurement & Logistics.

Supervises

Lead Planning / Scheduling Engineer, Lead Project Cost Controls Engineer, scheduling or planning engineers or technical officers.

Main activities

- Duties may include:
- liaison with operations, engineering, project & service providers' personnel to ensure appropriate project controls systems are established;
- sourcing, testing, evaluating & implementing software that provides optimal project controls data;
- establishing key performance indicators to benchmark project performance;
- identifying opportunities for reductions in overall project cost and schedules including consideration of time, resource implications;
- managing & administering project control aspects of major construction contracts;
- analysing construction industry demands for impacts on resources & contributing to management strategy;
- assessing, reviewing & advising Senior / Project Managers in respect of contractor claims for variations & extensions;
- providing the Senior / Project Managers with updates on contractor performance & assisting in the resolution of contract disputes;
- preparing all required project reports including forecast cost and schedule, progress and variance to plan in respect of costs, time & resources; and
- resolving potential scheduling & planning issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist project controls expertise. Has demonstrated leadership in the area of project controls.

Other comments

Position Description

Position title: Lead Project Planning / Scheduling Engineer
Position code: MCA_00978
Level: 4

Responsible for

This position provides technical expertise and/or leadership and is responsible for the management of Project Planning and Scheduling systems including information systems according to company standards to support individual projects and overall program planning.

Report to

Project Controls / Scheduling Manager or Project Manager.

Supervises

Senior Project Planning / Scheduling Engineer.

Main activities

- managing the planning & scheduling to ensure projects comply with company standards;
- managing, testing and implementing proprietary software (e.g. Primavera) to document scheduling & planning of all projects & service providers;
- establishing and measuring key performance indicators to benchmark individual & collective project performance;
- identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- monitoring variance reports in respect of progress, costs, time & resources against plan and schedule;
- resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least ten years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Position Description

Position title: Senior Project Planning / Scheduling Engineer
Position code: MCA_00976
Level: 4

Responsible for

This position is responsible for the development & implementation of planning, scheduling and information systems in supporting individual projects and overall program planning.

Report to

Lead Project Planning / Scheduling Engineer.

Supervises

Project scheduling or planning engineers or technical officers.

Main activities

- Duties may include:
- ensuring planning & scheduling for projects comply with company standards;
- using proprietary software (e.g. Primavera) to document scheduling & planning of all projects & service providers;
- establishing key performance indicators to benchmark individual & collective project performance;
- identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- initiating variance reports in respect of progress, costs, time & resources; and
- resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least seven years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Position Description

Position title: Experienced Project Planning /Scheduling Engineer
Position code: MCA_00977
Level: 3

Responsible for

This position is responsible for undertaking planning, scheduling and information systems in supporting individual projects and contributing to overall program planning.

Report to

Lead Project Planning / Scheduling Engineer or Senior Project Planning / Scheduling Engineer.

Supervises

May supervise technical officers.

Main activities

- ensuring planning & scheduling for projects comply with company standards;
- using proprietary software (e.g. Primavera) to document scheduling & planning of projects & service providers;
- identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- initiating variance reports in respect of progress, costs, time & resources; and
- resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least two completed years' professional experience in project engineering & management with project controls exposure.

Other comments

Position Description

Position title: Entry Level Project Planning / Scheduling Engineer
Position code: MCA_009771
Level: 2

Responsible for

Assist in the administration of planning, scheduling and information systems in supporting individual projects and contributing to overall program planning.

Report to

Lead Project Planning / Scheduling Engineer or Senior Project Planning / Scheduling Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Assist in planning & scheduling for projects comply with company standards;
- use proprietary software (e.g. Primavera) to document scheduling & planning of projects & service providers;
- provision of reports and initial identification of contract / cost options for profitable and sustainable tenders;
- provision of variance reports in respect of progress, costs, time & resources

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. May have experience in project engineering with a working knowledge of appropriate costing software This is an entry level position

Other comments

Position Description

Position title: Procurement Manager
Position code: MCA_00985
Level: 5

Responsible for

To develop & manage the Company's procurement of materials and equipment to minimise expenditure consistent with maintaining production schedules & meeting supply obligations in accordance with company policy.

Report to

Head of Supply Chain.

Supervises

Senior Procurement Officers, Procurement Officers and procurement administration personnel.

Main activities

- leading all procurement activities to support company operations and onshore and offshore schedules;
- coordinating all material strategies to meet organisational commitments and goals;
- identifying, communicating and evaluating material availability gaps;
- managing supplier delivery performance;
- analysing and negotiating price;
- identifying short & long term supply & distribution strategies to meet the Company's business objectives;
- developing & maintaining productive relationships with key suppliers of materials critical to production;
- establishing & maintaining appropriate contractual arrangements with suppliers; and,
- managing and developing systems to support the purchasing process

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. 15 + years' experience at a senior level in purchasing & contract administration. Proven negotiation skills.

Other comments

Alternative knowledge and application of supply chain methodologies, strategic analysis and implementation including risk analysis.

Position Description

Position title: Supply Superintendent (Ops)
Position code: MCA_06211
Level: 4

Responsible for

To provide a procurement, supply and logistics service to the operating site, or at larger sites, to coordinate one or more aspects of this function for example supply systems, compliance or projects.

Report to

Head of Supply or Head of Administration & Accounting.

Supervises

Supply Supervisor, Purchasing Officer and / or Storeperson

Main activities

- develop and maintain inventory control systems, processes and procedures (receiving & issues and expediting & returns) to ensure adequate supplies
- ensure storage systems are effective
- plan and implement an efficient warehouse layout and ensure the warehouse facility operates safely
- be the primary point of contact for all Supply governance and compliance issues and requests including facilitation of internal and external audits

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold tertiary qualifications in supply management, and / or have extensive warehouse experience.

Other comments

This is an operational role

Position Description

Position title: Senior Procurement Officer
Position code: MCA_00986
Level: 4

Responsible for

Responsible for the procurement and expediting delivery of equipment and material in a timely and cost effective manner and in accordance with company policy.

Report to

Procurement Manager or Head of Supply Chain.

Supervises

Procurement Officers. May supervise procurement administration personnel.

Main activities

- preparing and issuing tender documentation, enquiries and purchase orders for high value/high risk items;
- arranging for the commercial and technical evaluation of bids, and ensuring that purchase orders comply with appropriate specifications;
- identifying and recommending appropriate procurement strategies to minimise costs without compromising service levels;
- developing a sound knowledge of the supplier base to maximize their contribution to the business in compliance with the company's local market development policy;
- ensuring timely purchasing commitments to meet customer requirements;
- attending material status meetings with customers, and keeping them updated on the progress of all outstanding orders/requisitions;
- developing detailed levels of material knowledge for a varied range of different product types; and,
- monitoring work in progress to ensure that all activities are adequately addressed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Experience (8 to 10 years') in purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

May interface with production and maintenance teams and logistics.

Position Description

Position title: Procurement Officer
Position code: MCA_00987
Level: 2

Responsible for

Responsible for the procurement and expediting delivery of equipment and material in a timely and cost effective manner and in accordance with company policy.

Report to

Senior Procurement Officer.

Supervises

May supervise procurement administration personnel.

Main activities

- preparing and issuing tender documentation, enquiries and purchase orders for low value/low risk items;
- arranging for the commercial and technical evaluation of bids, and ensuring that purchase orders comply with appropriate specifications;
- developing a sound knowledge of the supplier base to maximize their contribution to the business in compliance with the company's local market development policy;
- assisting with the registration of new sources of supply, including vendor visits where appropriate;
- ensuring timely purchasing commitments to meet customer requirements;
- attending material status meetings with customers, and keeping them updated of the progress of all outstanding orders/requisitions;
- developing detailed levels of material knowledge for a varied range of different product types; and,
- monitoring work in progress to ensure that all activities are adequately addressed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Experience (4 to 7 years') in purchasing, supply, logistics & contract administration. Potential graduate position.

Other comments

May interface with production and maintenance teams and logistic team members.

Position Description

Position title: Contracts Manager
Position code: MCA_00990
Level: 6

Responsible for

To develop and manage the Company's service contracts and agreements to ensure requisite services are obtained at minimum cost consistent with specified standards to facilitate company objectives.

Report to

Head of Procurement & Logistics OR Head of Business Development.

Supervises

Senior Contracts Officer, Contract Officer.

Main activities

- Responsibilities include:
- establishing and monitoring standards for negotiations and contract documentation;
- liaison with internal customers and senior procurement personnel with respect to specifying required services;
- managing the preparation of contract documentation;
- ensuring the proper commercial and technical evaluation of tenders;
- conducting and coordinating commercial and legal negotiations with contractors;
- liaison with company legal, risk management and audit personnel;
- ensuring the registration and safe custody of contract documentation;
- managing contractor claims for variations, progress claims and extensions;
- regularly evaluating the quality and performance of contractors; managing business relationships with key internal customer groups ;and
- developing and maintaining sound business relationships with actual and potential contractors.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in commerce, engineering or law. Substantial experience (10-15 years) at a senior level establishing and managing high-value long-term service contracts.

Other comments

Position Description

Position title: Senior Contracts Advisor (Corp)
Position code: MCA_00991
Level: 4

Responsible for

Responsible for ensuring all contractual matters are properly and effectively negotiated, documented and implemented according to company standards.

Report to

Contracts Manager.

Supervises

Contracts Advisors. May supervise contracts administration personnel.

Main activities

- contributing to and reviewing the scopes of work and contract conditions;
- preparing contractual documents;
- administering, tendering, evaluation and award of contracts;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- providing the Senior/Project Managers with updates on contractor performance and assisting in the resolution of contracts disputes;
- ensuring all commercial requirements of the contracts are satisfied; and,
- developing and maintaining sound professional relationships with key suppliers.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in a business discipline.

Substantial experience (7+ years) at a senior level in contracts / supply and contract administration.

Other comments

Interface with production and maintenance and logistics team members.

Position Description

Position title: Contracts Advisor
Position code: MCA_00992
Level: 3

Responsible for

Responsible for ensuring all contractual matters are properly and effectively negotiated, documented and implemented according to company standards.

Report to

Senior Contracts Advisors.

Supervises

May supervise contracts administration personnel.

Main activities

- Key activities can include:
- contributing to and reviewing the scopes of work and contract conditions;
- preparing contractual documents;
- administering, tendering, evaluation and award of contracts;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- providing the Senior/Project Managers with updates on contractor performance and assisting in the resolution of contracts disputes;
- ensuring all commercial requirements of the contracts are satisfied; and,
- developing and maintaining sound professional relationships with key suppliers.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Undergraduate degree or equivalent required (QS/Technical/Economic of Business related). Desired – Professional Supply Chain or Procurement qualification (CIPS/CPM). Experience (4 to 7 years') in contracts/supply and contract administration.

Other comments

Interface with production and maintenance and logistics teams

Position Description

Position title: Lead Contracts Engineer
Position code: MCA_09901
Level: 4

Responsible for

This role is responsible for the management of the site contracts team. In conjunction with the Project Manager sets the site contracts team strategies, deliverables and implements performance measurement, processes, procedures and tools. Responsible for the provision of contract letting, evaluation of contractor's claims, contract administration and contract closeout services for the Project.

Report to

Contracts Manager.

Supervises

Project Contracts team

Main activities

- ensuring the project's established and agreed contract terms and conditions are adhered to for site works and for any new contracts, ensuring the most appropriate terms and conditions are used that suit the specific scope of work;
- complying with procedures, standards and policies and ensuring that specific contract management activities are conducted in accordance these standards;
- ensuring there is compliance with the project contracting, contract management plans, schedules, and budgets with deliverables achieved on time to a consistently high standard;
- providing specialist advice in designated areas of expertise;
- taking the lead role in resolution of claims, pending matters or disputes with contractors to ensure timely and effective closure of all contracts;
- managing the site contracts team personnel from an operational perspective;
- liaison with key stakeholders including with the Project Manager and Project Director on all HR issues related to the site contracts team;
- convening and chairing site contracts team meetings; and
- representing the site based EPCM team in all contracts related issues.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in engineering, commerce, business or related areas desirable. Minimum of seven years' experience in the contracts area.

Other comments

Position Description

Position title: Contracts Administrator
Position code: MCA_00090
Level: 3

Responsible for

This role ensures all contractual matters are properly and effectively administered according to company standards.

Report to

Contracts Engineer / Officer

Supervises

May supervise clerical personnel.

Main activities

- contributing to the scopes of work and contract conditions;
- assisting with the preparation of contractual documents;
- administering the tendering process and assisting with the evaluation of tenders;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- assisting with assessing contractor performance and assisting in the resolution of contracts disputes;
- assisting with ensuring all commercial requirements of the contracts are satisfied;
- developing and maintaining sound professional relationships with key suppliers; and
- recording, filing and securing contract documentation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Experience (up to 5 years) in contracts / supply and contract administration.

Other comments

Position Description

Position title: Expediter
Position code: MCA_09871
Level: 2

Responsible for

This role is responsible for expediting delivery and flow of equipment & materials to site ensuring all procedures are undertaken according to company policy.

Report to

Senior / Project Manager or Senior Purchasing Officer.

Supervises

Main activities

- Ensuring logistic and transportation of materials ordered to site within specified time frames.
- Inspection and receipting of goods upon delivery to ensure the level of quality and quantity, and to ensure adherence to specifications.
- Liaison with vendors directly to make sure accurate and on time delivery of goods to appropriate locations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may hold post-secondary qualifications in supply management however skills will generally result from substantial experience in the engineering & construction industry.

Other comments

Position Description

Position title: Lead Project Cost Controls Engineer
Position code: MCA_00078
Level: 4

Responsible for

This position provides leadership and is responsible for the management of Project Control and Costing systems, including information systems, according to company standards to support individual projects and overall project control

Report to

Project Controls / Scheduling Manager or Project Manager

Supervises

Senior Project Cost Controls Engineer.

Main activities

- Duties include:
- managing the controls to ensure projects comply with company standards;
- managing and implementing project control systems and procedures to ensure cost, progress and scope control on projects;
- establishing and measuring key performance indicators to benchmark individual & collective project performance;
- identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- monitoring variance reports in respect of costs, time & resources against plan; and
- resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least ten years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Alternative Titles: Senior Costing or Senior Cost Control Engineer.

Position Description

Position title: Senior Project Cost Controls Engineer
Position code: MCA_00076
Level: 4

Responsible for

This position is responsible for the development & implementation of Project Control and Costing systems, including information systems, according to company standards to support individual projects, overall project and project control.

Report to

Lead Project Cost Controls Engineer

Supervises

Project scheduling or planning engineers or technical officers.

Main activities

- ensuring controls for projects comply with company standards;
- using project control systems and procedures to ensure cost, progress and scope control on projects;
- establishing key performance indicators to benchmark individual & collective project performance;
- identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- initiating variance reports in respect of costs, time & resources; and
- resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent. At least seven years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Alternative Titles: Senior Costing or Senior Cost Control Engineer

Position Description

Position title: Experienced Project Cost Controls Engineer
Position code: MCA_00077
Level: 3

Responsible for

This position is responsible for undertaking project control and costing, supporting individual projects and contributing to the overall project control.

Report to

Lead Project Cost Control Engineer or Senior Project Cost Control Engineer

Supervises

May supervise technical officers.

Main activities

- ensuring controls for projects comply with company standards;
- using project control systems and procedures to ensure cost, progress and scope control on projects;
- identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- initiating variance reports in respect of costs, time & resources; and
- resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least two completed years' professional experience in project engineering & management with project controls exposure.

Other comments

Alternative Titles: Cost or Cost Control Engineer.

Position Description

Position title: Entry Level Cost Controls Engineer
Position code: MCA_00079
Level: 2

Responsible for

Administration of project control and costing, supporting individual projects and contributing to the overall project control.

Report to

Lead Project Cost Control Engineer or Senior Project Cost Control Engineer

Supervises

No supervisory responsibilities.

Main activities

- Assist in implementation of standards and regulatory codes as appropriate to meet the project's needs;
- assist in using project control systems and procedures to ensure cost progress and scope control on projects;
- run reports to identify opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;
- provision of variance reports in respect of costs, time & resources;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary Engineering degree or equivalent. This is an entry level position

Other comments

Position Description

Position title: Cost Controller
Position code: MCA_09921
Level: 3

Responsible for

To plan, monitor and report the status of man-hours, indirect costs and capital costs by applying the Company's cost management methodology, procedures and systems. To assist in the day to day support of Project Management systems.

Report to

Project Controls / Scheduling Manager.

Supervises**Main activities**

- maintaining the Project Management System applications including timesheet entry, weekly reports and general client requirements;
- developing work / cost breakdown structure for minor projects and studies;
- entering and maintaining budgets and forecasts for projects and studies;
- implementing change control process for studies and projects;
- preparing up to date cost reports showing approved budgets, commitments, expenditures; forecasts, paid to date and amount outstanding;
- assisting project / study managers in preparing monthly reports with various costs reports;
- assisting with man-hours and expenditure reports, invoices, profit and margin reports;
- liaise with procurement and contracts and providing budget allocations for packages of work; and
- reconcile progress invoices, data entry, preparation of progress payment certificate and carry out changes to commitments as required.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Desirable but not essential Commercial / Finance or Quantity Surveying Qualification. Minimum of three years' experience in cost control of projects / studies.

Other comments

Position Description

Position title: Project Services Manager
Position code: MCA_00973
Level: 5

Responsible for

To manage commercial services to ensure projects are undertaken in a commercially responsible & cost-effective manner and that compliance & other areas of risk are identified & managed.

Report to

Construction Manager or Head of Operations (Corporate) or Project Director.

Supervises

On large projects, the incumbent is responsible for managing the project commercial team including procurement, logistics, contracts, project controls, estimating and HR / ER functions.

Main activities

- implementing & monitoring systems & policies to ensure that projects are undertaken cost-effectively & in compliance with company policies & statutory obligations;
- developing & maintaining productive relationships with key suppliers of materials & services and with key customer groups;
- developing, appraising & deploying appropriately skilled personnel to provide technical support to the project team(s);
- supervising the processes for letting tenders to sub-contractors that ensure materials & services are provided cost-effectively & on-time;
- supervising the processes for planning projects & identifying costs, time & quality issues so that they can be addressed, if necessary; and
- ongoing liaison with other members of the project team, suppliers & clients to identify opportunities for developing & implementing more effective systems & policies.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business or engineering discipline. Substantial experience at a senior level in project planning & controls, estimating, purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

Depending on project size, incumbents may be allocated to provide services to one or more projects.

Position Description

Position title: Site Services Superintendent
Position code: MCA_00103
Level: 4

Responsible for

Overseeing and providing services on site, typically including some or all of the following: Supply Chain, WHS, Environment, Camp, Administration, IT, HR.

Report to

Head of Mine Site, Head of Administration & Accounting; Project Services Manager, or Site / Area Manager

Supervises

Will supervisor head of the subfunction they oversee

Main activities

- Responsible for provision of site services, including some or all of the following:
- administration of contracts, including catering;
- purchasing and warehousing;
- develop and maintain inventory control systems, processes and procedures (receiving & issues and expediting & returns);
- ensure storage systems are effective;
- be the primary point of contact for all Supply governance and compliance issues and requests including facilitation of internal and external audits;
- manage camp facilities and personnel logistics;
- planning, implementing, developing & maintaining IT & communications systems on site;
- develop, implement & maintain WHS & Environmental policies & programs to meet company policies & legislative requirements;
- develop and implement site based Human Resources systems and services.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may qualify for this position through extensive experience in services functions on operational sites or through the possession of formal business administration/logistics qualifications.

Other comments

Alternative Titles: Site Services Manager. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Technical Writer
Position code: MCA_00989
Level: 3

Responsible for

This position is responsible for researching and preparing technical documentation for the project on matters that require explanation and / or communication particular audiences.

Report to

Projects Services Manager

Supervises**Main activities**

- Duties may include:
- preparing procedures, maintenance guides, quick reference guides, manuals, engineering specifications, research papers, reference works, reports, contract documents, work scopes and other project related documentation;
- editing and/or proof reading and correcting documentation prepared by others;
- conducting research to gather information from subject matter experts and/or external contributors where required;
- determining content specifications, key messages and document structure to best convey clear and concise information to the target audience;
- managing the preparation, collation, quality, format, presentation, production and submission of written information from external stakeholders and consultants; and
- determining the appropriate means of distribution and making arrangements accordingly including the use of hard copy and electronic media.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may hold a relevant technical certificate or degree and/or qualifications in communication or journalism. Must have excellent written and verbal communication skills. Must have experience in computer based text, graphics, and publishing packages.

Other comments

Position Description

Position title: Technical Writer
Position code: MCA_09891
Level: 3

Responsible for

To research and write technical materials, operating manuals, instructions and/or supporting documentation on matters requiring explanation and / or communication to particular audiences.

Report to**Supervises****Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

- technical writers may hold a relevant Technical certificate or degree and/or qualifications in communications or journalism as well as knowledge in a specialised field, such as engineering or computer science. Web design experience is helpful because of the growing use of online Technical documentation. Must have excellent written and verbal communication skills. Must have experience in computer based text, graphics, and publishing packages.

Other comments

Position Description

Position title: Quality Assurance Manager
Position code: MCA_00944
Level: 5

Responsible for

To establish, maintain & improve quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Senior Project Manager.

Supervises

Senior QA Advisers & other specialists as required.

Main activities

- developing & implementing formal standards & regulatory codes appropriate to the project's needs;
- maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;
- liaison with third party certification bodies to ensure audits & corrective actions are implemented;
- ensuring that quality performance indicators are identified & reported to the project team;
- liaison with suppliers to ensure quality of goods & services provided;
- liaison with customers to identify & monitor quality requirements & perceptions;
- identifying & implementing appropriate statistical methodologies and quality tools to monitor & improve business performance; and
- ensuring the development & implementation of training related to quality assurance and business improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

Position Description

Position title: Senior Quality Assurance Adviser
Position code: MCA_00954
Level: 4

Responsible for

To develop & implement quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Project Manager.

Supervises

Experienced QA Advisers & other specialists as required.

Main activities

- developing & implementing formal standards & regulatory codes appropriate to the project's needs;
- maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;
- liaison with third party certification bodies to ensure audits & corrective actions are implemented;
- ensuring that quality performance indicators are identified & reported to the project team;
- liaison with suppliers to ensure quality of goods & services provided;
- liaison with customers to identify & monitor quality requirements & perceptions;
- identifying & implementing appropriate quality tools to monitor & improve project performance; and
- ensuring the development & implementation of training related to quality assurance & project improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

Incumbents may be employed at a state or branch level to provide support to field or project-based Quality Assurance Advisers, or allocated to a major project.

Position Description

Position title: Experienced Quality Assurance Adviser
Position code: MCA_00964
Level: 3

Responsible for

To implement quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Project Manager.

Supervises**Main activities**

- implementing formal standards & regulatory codes appropriate to the project's needs;
- maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;
- liaison with third party certification bodies to ensure audits & corrective actions are implemented;
- ensuring that quality performance indicators are identified & reported to the project team;
- liaison with suppliers to ensure quality of goods & services provided;
- liaison with customers to identify & monitor quality requirements & perceptions;
- identifying & implementing appropriate quality tools to monitor & improve project performance; and
- ensuring the implementation of training related to quality assurance & project improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

Incumbents may be employed on major project or support smaller projects.

Position Description

Position title: Entry level Quality Advisor
Position code: MCA_009641
Level: 2

Responsible for

Administer quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards. (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental)

Report to

Senior Quality Assurance Advisers.

Supervises

No supervisory responsibilities.

Main activities

- Assist in the implementation of formal standards & regulatory codes appropriate to the project's needs;
- maintaining quality assurance & environmental management systems and registers across the project(s) to meet appropriate standards;
- liaison with third party certification bodies to organise audits & follow-up of corrective actions;
- provision of reports identifying quality performance indicators are identified & reported to the project team;
- liaison with suppliers to ensure quality of goods & services provided;
- co-ordination of training related to quality assurance & project improvement initiatives & programs for project team members;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies. This is an entry level position

Other comments

Position Description

Position title: Head of Engineering
Position code: MCA_00914
Level: 7

Responsible for

To control, develop, manage and coordinate the provision of engineering services so that results are achieved on time & on budget, and to agreed standards of quality

Report to

Chief Executive Officer.

Supervises

Chief Engineers, Senior Project Managers & Project Managers.

Main activities

- developing business strategy to promote the organisation's recognised engineering competence & market advantage;
- selecting, developing, & deploying engineering expertise to ensure projects are completed in accordance with budgetary & quality requirements;
- developing engineering standards & policy within the organisation;
- developing & controlling departmental budgets;
- liaison with other members of the organisation, with project teams & with clients to promote the company's market position; and
- management of the engineering function in a professional & profitable manner.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional engineer. Significant engineering design & consulting experience, recognised management skills & demonstrated business acumen.

Other comments

Alternative Titles: General Manager – Engineering, State (General) Manager, Divisional Product General Manager (e.g. Oil & Gas or Power), Director of Engineering. This position is matched in the survey as a day work position at a Head Office location. The incumbent may be responsible for functional control of the engineering group or for the performance of a business unit that could deliver services on a geographical basis (e.g. State or Region) or on a market / product basis (e.g. Rail & Infrastructure, Mining).

Position Description

Position title: Chief Civil / Structural Engineer
Position code: MCA_00945
Level: 6

Responsible for

This role is responsible for all aspects of design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Head of Engineering.

Supervises

Civil / structural engineering team.

Main activities

- developing systems and procedures to ensure all civil and structural engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all civil and structural engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all civil and structural engineering projects are completed on time and within budget;
- ensuring all civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the civil / structural engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience plus demonstrated management skills.

The incumbent is usually a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of civil / structural engineering projects.

Other comments

Position Description

Position title: Lead Civil / Structural Engineer
Position code: MCA_00916
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the civil / structural engineering area.

Report to

Chief Civil / Structural Engineer.

Supervises

Civil / structural engineering project team.

Main activities

- developing systems and procedures to ensure civil and structural engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing civil and structural engineering teams on specific projects;
- ensuring civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- providing input to the civil / structural engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of civil / structural engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Civil / Structural Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills.

Position Description

Position title: Senior Civil / Structural Engineer
Position code: MCA_00946
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Chief Civil / Structural Engineer or Lead Civil / Structural Engineer.

Supervises

Experienced Civil / Structural Engineers & technical / drafting staff.

Main activities

- ensuring all civil and structural engineering civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing schedules for design work and allocating physical and human resources to enable civil and structural engineering projects to be completed on time and within budget;
- monitoring progress and initiating remedial action where required to ensure civil and structural engineering projects are completed on time and within budget;
- providing high level technical support for all civil and structural engineering project work as required;
- supervising preparation of preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work and ensuring project work complies with conditions and parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects;
- liaison with other department engineers and draftspersons to ensure project goals are met; and
- providing input to the civil / structural engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Civil Engineering. Incumbents normally have at least 7 years' professional experience in civil / structural engineering projects.

Other comments

Position Description

Position title: Experienced Civil / Structural Engineer
Position code: MCA_00947
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Senior Civil / Structural Engineer.

Supervises

Graduate Civil / Structural Engineer & technical / drafting staff.

Main activities

- ensuring all civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work and ensuring project work complies with conditions and parameters set out in project scope of works;
- ensuring all civil and structural engineering project work is completed on time and within budget;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects;
- liaison with other department engineers and draftspersons to ensure project goals are met; and,
- assisting with the preparation of the civil / structural engineering budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally have a tertiary degree in Civil Engineering. Incumbents normally have 2 to 7 completed years' professional experience in civil / structural engineering projects.

Other comments

Position Description

Position title: Graduate Civil / Structural Engineer (>1 year)
Position code: MCA_00948
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Senior Civil / Structural Engineer or Experienced Civil / Structural Engineer.

Supervises

Main activities

- providing assistance to ensure all civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure all civil and structural engineering project work is completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects; and
- liaison with other department engineers and draftspersons to ensure civil and structural engineering project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering. Incumbents will normally be a new graduate or up to two completed years' professional experience since graduation.

Other comments

Position Description

Position title: Graduate Civil / Structural Engineer (<1 year)
Position code: MCA_09481
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Civil / Structural Engineer or Experienced Civil / Structural Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Civil Engineering tertiary qualification.

Other comments

Position Description

Position title: Chief Draftsperson
Position code: MCA_00980
Level: 5

Responsible for

This role is responsible for all aspects of design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Head of Engineering.

Supervises

Drafting team.

Main activities

- developing systems and procedures to ensure all design drawings for engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all design drawings for engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all design drawings for engineering projects are completed on time and within budget;
- ensuring all drafting staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with engineering staff to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the drafting budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma plus proven supervisory skills. The incumbent usually has 10+ years' experience in design for engineering projects.

Other comments

Position Description

Position title: Lead Draftsperson
Position code: MCA_00994
Level: 4

Responsible for

This position provides technical expertise or discipline leadership in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Chief Draftsperson.

Supervises

Senior Draftspersons & (contract) drafting staff.

Main activities

- managing the design of drawings for engineering project work, ensuring compliance with statutory and regulatory requirements and company policies and practices;
- preparing schedules and allocating physical and human resources to enable design drawings for engineering projects to be completed on time and within budget;
- liaison with draftspersons and engineering staff to ensure overall project goals are met;
- managing progress and initiating remedial action where required to ensure design drawings for engineering projects are completed on time and within budget;
- providing high level technical expertise and support for all design drawings as required; and
- leadership and input into the preparation of preliminary and detailed designs drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma certificate plus proven CAD skills. Incumbents normally have least five to ten years of experience in project engineering drafting.

Other comments

Position Description

Position title: Senior Draftsperson
Position code: MCA_00981
Level: 3

Responsible for

This position provides high level technical support and supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Lead Draftsperson.

Supervises

Experienced Draftspersons & contract drafting staff.

Main activities

- ensuring all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;
- preparing schedules and allocating physical and human resources to enable design drawings for engineering projects to be completed on time and within budget;
- liaison with department engineers to establish design criteria and ensuring project goals are met;
- monitoring progress and initiating remedial action where required to ensure design drawings for engineering projects are completed on time and within budget;
- providing high level technical support for all design drawings for engineering project work as required; and
- supervising preparation of preliminary and detailed designs drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma certificate plus proven CAD skills. Incumbents normally have at least five years' experience in project engineering drafting.

Other comments

Position Description

Position title: Experienced Draftsperson
Position code: MCA_00982
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Senior Draftsperson.

Supervises

Trainee Draftsperson.

Main activities

- ensuring all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;
- liaison with department engineers to establish design criteria and ensuring project goals are met;
- ensuring design drawings for engineering projects are completed on time and within budget; and
- preparing preliminary and detailed design drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma / certificate plus proven CAD skills. Incumbents typically have 2 to 7 completed years of experience in project engineering drafting.

Other comments

Position Description

Position title: Trainee Draftsperson
Position code: MCA_00983
Level: 1

Responsible for

This position provides technical support under professional supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Senior Draftsperson or Experienced Draftsperson.

Supervises

Main activities

- providing assistance to ensure all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure design drawings for engineering projects are completed on time and within budget; and
- assisting with the preparation of preliminary and detailed design drawings for engineering projects.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Currently studying for, or possesses a drafting diploma / certificate. Up to two years' experience.

Other comments

Position Description

Position title: Chief Electrical / Instrumentation Engineer
Position code: MCA_00965
Level: 6

Responsible for

This role is responsible for all aspects of design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Head of Engineering.

Supervises

Electrical / Instrumentation team.

Main activities

- developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all electrical and instrumentation engineering projects are completed on time and within budget;
- ensuring all electrical and instrumentation staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of electrical and instrumentation engineering project

Other comments

Position Description

Position title: Lead Electrical / Instrumentation Engineer
Position code: MCA_00919
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the electrical / instrumentation engineering area.

Report to

Chief Electrical / Instrumentation Engineer.

Supervises

Electrical / instrumentation engineering project team.

Main activities

- developing systems and procedures to ensure electrical / instrumentation engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing electrical / instrumentation engineering teams on specific projects;
- ensuring electrical / instrumentation engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- providing input to the electrical / instrumentation engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical / Instrumentation Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of electrical / instru

Other comments

Alternative Titles: Principal or Superintendent Electrical / Instrumentation Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise OR their supervisory skills.

Position Description

Position title: Senior Electrical /Instrumentation Engineer
Position code: MCA_00966
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Chief Electrical / Instrumentation Engineer or Lead Electrical / Instrumentation Engineer.

Supervises

Experienced Electrical / Instrumentation Engineer & technical / drafting staff.

Main activities

- ensuring all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing schedules for design work and allocating physical and human resources to enable electrical and instrumentation engineering projects to be completed on time and within budget;
- monitoring progress and initiating remedial action where required to ensure electrical and instrumentation engineering projects are completed on time and within budget;
- providing high level technical support for all electrical and instrumentation engineering project work as required;
- supervising preparation of preliminary and detailed designs of electrical and instrumentation engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;
- supervising preparation of maintenance planning for all electrical and instrumentation engineering projects;
- liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met; and
- providing input to the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Electrical Engineering. Incumbents normally have at least seven years' professional experience in electrical / instrumentation engineering.

Other comments

Position Description

Position title: Experienced Electrical / Instrumentation Engineer
Position code: MCA_00967
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Senior Electrical / Instrumentation Engineer.

Supervises

Graduate Electrical / Instrumentation Engineer & technical / drafting staff.

Main activities

- ensuring all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;
- ensuring all electrical and instrumentation engineering project work is completed on time and within budget;
- preparing preliminary and detailed designs of electrical and instrumentation engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;
- preparing maintenance planning for all electrical and instrumentation engineering projects;
- liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met; and
- assisting with the preparation of the electrical and instrumentation engineering budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Electrical Engineering. Incumbents normally have at least two completed years' professional experience in electrical / instrumentation engineering.

Other comments

Position Description

Position title: Graduate Electrical / Instrumentation Engineer (>1 year)
Position code: MCA_00968
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Senior Electrical / Instrumentation Engineer or Experienced Electrical / Instrumentation Engineer.

Supervises

Main activities

- providing assistance to ensure all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure all electrical and instrumentation engineering project work is completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs of electrical and instrumentation engineering projects;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;
- assisting with the preparation of maintenance planning for all electrical and instrumentation engineering projects; and
- liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering. Incumbents will normally be a new graduate or possess up to two completed 5 years' professional experience since graduation.

Other comments

Position Description

Position title: Graduate Electrical / Instrumentation Engineer (<1 year)
Position code: MCA_09681
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Electrical / Instrumentation Engineer or Experienced Electrical / Instrumentation Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Electrical Engineering tertiary qualification.

Other comments

Position Description

Position title: Chief Mechanical / Piping Engineer
Position code: MCA_00955
Level: 6

Responsible for

This role is responsible for all aspects of design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Head of Engineering.

Supervises

Mechanical / Piping Engineering team.

Main activities

- developing systems and procedures to ensure all mechanical and piping engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all mechanical and piping engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all mechanical and piping engineering projects are completed on time and within budget;
- ensuring all mechanical and piping engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
- liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the mechanical and piping engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Piping Engineering plus proven project management skills.

The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mechanical and piping engineering projects.

Other comments

Position Description

Position title: Lead Mechanical / Piping Engineer
Position code: MCA_00917
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the mechanical / piping engineering area.

Report to

Chief Mechanical / Piping Engineer.

Supervises

Mechanical / piping engineering project team.

Main activities

- developing systems and procedures to ensure mechanical / piping engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing mechanical / piping engineering teams on specific projects;
- ensuring mechanical / piping engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- providing input to the mechanical / piping engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mechanical / piping engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Mechanical / Piping Engineering or Supervising Engineer. incumbents may be appointed by reason of their technical expertise or their supervisory skills.

Position Description

Position title: Senior Mechanical / Piping Engineer
Position code: MCA_00956
Level: 4

Responsible for

This position provides high level technical support & supervision in relation to design & engineering services for mechanical & piping engineering projects including fixed & mobile plant, pipe works & pumps and infrastructure.

Report to

Chief Mechanical / Piping Engineer or Lead Mechanical / Piping Engineer.

Supervises

Experienced Mechanical / Piping Engineers & technical / drafting staff.

Main activities

- ensuring all mechanical & piping engineering project work complies with statutory & regulatory requirements & company policies & practices;
- preparing schedules for design work & allocating physical & human resources to enable mechanical & piping engineering projects to be completed on time & within budget;
- monitoring progress & initiating remedial action where required to ensure mechanical & piping engineering projects are completed on time & within budget;
- providing high level technical support for all mechanical & piping engineering project work as required;
- supervising preparation of preliminary & detailed designs of mechanical & piping engineering projects & ensuring project work complies with conditions & parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices & monitoring regimes in respect of work on or around mechanical & piping engineering projects;
- supervising preparation of maintenance planning for all mechanical & piping engineering projects;
- liaison with other department engineers & draftspersons to ensure mechanical & piping project goals are met; and
- participating in the preparation of the mechanical & piping engineering budget & addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Piping Engineering. Incumbents normally have at least seven years' professional experience in mechanical / piping engineering.

Other comments

Position Description

Position title: Experienced Mechanical / Piping Engineer
Position code: MCA_00957
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Senior Mechanical/ Piping Engineer.

Supervises

Graduate Mechanical / Piping Engineer & technical / drafting staff.

Main activities

- ensuring all mechanical and piping engineering project work complies with statutory and regulatory requirements and company policies and practices;
- ensuring mechanical and piping engineering project work is completed on time and within budget;
- preparing preliminary and detailed designs of mechanical and piping engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around mechanical and piping engineering projects;
- preparing maintenance planning for all project fixed and mobile plant, pipe works and pumps and infrastructure;
- liaison with other department engineers and draftspersons to ensure mechanical and piping project goals are met; and
- assisting with the preparation of the mechanical and piping engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Piping Engineering. At least two completed years' professional experience in mechanical / piping engineering.

Other comments

Position Description

Position title: Graduate Mechanical / Piping Engineer (>1 year)
Position code: MCA_00958
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Senior Mechanical / Piping Engineer or Experienced Mechanical / Piping Engineer.

Supervises**Main activities**

- providing assistance to ensure all mechanical and piping engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure mechanical and piping engineering projects are completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs of mechanical and piping engineering projects;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around mechanical and piping engineering projects;
- assisting with the preparation of maintenance planning for all project fixed and mobile plant, pipe works and pumps and infrastructure; and
- liaison with other department engineers and draftspersons to ensure mechanical and piping project goals are met.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Piping Engineering. Incumbents will normally be a new graduate or possess up to two completed years' professional experience since graduation.

Other comments

Position Description

Position title: Graduate Mechanical / Piping Engineer (<1 year)
Position code: MCA_09581
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Mechanical / Piping Engineer or Experienced Mechanical / Piping Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Mechanical or Piping Engineering tertiary qualification.

Other comments

Position Description

Position title: Chief Mining / Geotechnical Engineer
Position code: MCA_00950
Level: 6

Responsible for

This position is responsible for all aspects of design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Head of Engineering.

Supervises

Mining engineering / geotechnical team.

Main activities

- Duties may include:
- developing systems and procedures to ensure all mining and geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all mining and geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all mining and geotechnical engineering projects are completed on time and within budget;
- ensuring all mining and geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
- liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met.
- maintaining and fostering relationships with contractors and clients; and
- preparing the mining and geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mining Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills.

The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mining and geotechnical engineering projects.

Other comments

Position Description

Position title: Lead Mining / Geotechnical Engineer
Position code: MCA_09201
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the mining / geotechnical engineering area.

Report to

Chief Mining / Geotechnical Engineer.

Supervises

Mining / Geotechnical engineering project team

Main activities

- developing systems and procedures to ensure mining and geotechnical engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing mining and geotechnical engineering teams on specific projects;
- ensuring mining and geotechnical engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients;
- providing input to the mining and geotechnical engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mining / Geotechnical Engineering, extensive relevant technical experience or demonstrated supervisory skills.

The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mining / geotechnical engineering projects.

Other comments

Incumbents may be appointed by reason of their technical expertise OR their supervisory skills.

Position Description

Position title: Senior Mining / Geotechnical Engineer
Position code: MCA_09511
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Chief Mining / Geotechnical Engineer or Lead Mining / Geotechnical Engineer.

Supervises

Experienced Mining / Geotechnical Engineers & technical / drafting staff.

Main activities

- ensuring all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing schedules for design work and allocating physical and human resources to enable mining and geotechnical engineering projects to be completed on time and within budget;
- monitoring progress and initiating remedial action where required to ensure mining and geotechnical engineering projects are completed on time and within budget;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- supervising preparation of preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules and ensuring project work complies with conditions and parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground;
- liaison with other department engineers and draftspersons to ensure project goals are met; and
- participating in the preparation of the mining and geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mining Engineering (with specialist geomechanic units). At least 7 years' professional experience in mining engineering or geotechnical engineering.

Other comments

Position Description

Position title: Experienced Mining / Geotechnical Engineer
Position code: MCA_09521
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stabilit

Report to

Senior Mining / Geotechnical Engineer.

Supervises

Graduate Mining / Geotechnical Engineers & technical / drafting staff.

Main activities

- ensuring all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;
- ensuring all mining and geotechnical engineering project work is completed on time and within budget;
- preparing preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules and ensuring project work complies with conditions and parameters set out in project scope of works;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground;
- liaison with other department engineers and draftspersons to ensure mining and geotechnical engineering project goals are met; and
- assisting with the preparation of the mining and geotechnical engineering budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mining Engineering (with specialist geomechanic units). At least two completed years of professional experience in mining engineering or geotechnical engineering.

Other comments

Position Description

Position title: Graduate Mining / Geotechnical Engineer
Position code: MCA_00953
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope sta

Report to

Senior Mining / Geotechnical Engineer or Experienced Mining / Geotechnical Engineer.

Supervises**Main activities**

- providing assistance to ensure all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure all mining and geotechnical engineering project work is completed on time and within budget;
- assisting with the preparation of preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground; and
- liaison with other department engineers and draftspersons to ensure project goals are met.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mining Engineering (with specialist geomechanic units). Incumbents will normally be a new graduate or possess up to two years' professional experience since graduation.

Other comments

Position Description

Position title: Chief Pipeline Engineer
Position code: MCA_00080
Level: 6

Responsible for

This role is responsible for all aspects of design, construction, and maintenance of equipment, facilities and structures related to pipelines. In consultation with other engineering specialists, they may be involved in pipelines in oil, gas, water, and energy industries.

Report to

Head of Engineering

Supervises

Pipeline engineering team

Main activities

- Duties include:
- designing required pipelines taking into account appropriate layouts based on mapping and surveying techniques.
- developing and approving systems and procedures to ensure all pipeline engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all pipeline engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all pipeline engineering projects are completed on time and within budget;
- ensuring all pipeline engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
- liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the pipeline engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

Alternative Titles: Manager Mechanical / Pipeline Engineering.

Position Description

Position title: Lead Pipeline Engineer
Position code: MCA_00081
Level: 4

Responsible for

This role provides technical expertise and leadership in the pipeline engineering area including the detailed design and construction stages.

Report to

Chief Pipeline Engineer

Supervises

Pipeline engineering project team

Main activities

- developing systems and procedures to ensure pipeline engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing pipeline engineering teams on specific projects;
- ensuring pipeline engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- providing input to the mechanical / pipeline engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical Engineering or Civil (structural) Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

Alternative Titles: Principal or Superintendent Mechanical / Pipeline Engineering or Supervising Engineer.

Position Description

Position title: Senior Pipeline Engineer
Position code: MCA_00082
Level: 4

Responsible for

This position provides high level technical support & supervision in relation to design & construction for pipeline engineering projects and infrastructure.

Report to

Chief Pipeline Engineer or Lead Pipeline Engineer

Supervises

Experienced Pipeline Engineers & technical / drafting staff

Main activities

- ensuring all pipeline engineering project work complies with statutory & regulatory requirements & company policies & practices;
- preparing schedules for design work & allocating physical & human resources to enable pipeline engineering projects to be completed on time & within budget;
- monitoring progress & initiating remedial action where required to ensure pipeline engineering projects are completed on time & within budget;
- providing high level technical support for all pipeline engineering project work as required;
- supervising preparation of preliminary & detailed designs pipeline engineering projects & ensuring project work complies with conditions & parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices & monitoring regimes in respect of work on or around pipeline engineering projects;
- liaison with other department engineers & draftspersons to ensure mechanical & pipeline project goals are met;
- participating in the preparation of the pipeline engineering budget & addressing any variances from budget; and
- liaison with other department engineers and field personnel in the commissioning of the works.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering. Incumbents normally have at least seven years' professional experience in mechanical / pipeline engineering and experience in conceptual and feasibility studies of major infrastructure projects.

Other comments

Position Description

Position title: Pipeline Engineer
Position code: MCA_00083
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for pipeline engineering and infrastructure projects.

Report to

Senior Pipeline Engineer

Supervises

Graduate Pipeline Engineer & technical / drafting staff & field personnel

Main activities

- ensuring all mechanical and pipeline engineering project work complies with statutory and regulatory requirements and company policies and practices;
- ensuring pipeline engineering project work is completed on time and within budget;
- preparing preliminary and detailed designs of mechanical and pipeline engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around pipeline engineering projects;
- liaison with other department engineers and draftspersons to ensure pipeline project goals are met;
- assist with pipeline engineering and infrastructure commissioning activities; and
- assisting with the preparation of pipeline engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering. At least two completed years' professional experience in mechanical / pipeline engineering.

Other comments

This position is primarily a technical role. Please advise completed years of professional experience since graduation.

Position Description

Position title: Graduate Pipeline Engineer
Position code: MCA_00084
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for pipeline engineering and infrastructure projects.

Report to

Senior Pipeline Engineer or Experienced Pipeline Engineer

Supervises**Main activities**

- providing assistance to ensure all pipeline engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure pipeline engineering projects are completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs of pipeline engineering projects;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around pipeline engineering projects; and
- liaison with other department engineers and draftspersons to ensure mechanical and pipeline project goals are met.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in Mechanical or Pipeline Engineering. Incumbents will normally be a new graduate or possess up to two completed years' professional experience since graduation.

Other comments

Alternative Titles: Junior Mechanical / Pipeline Engineer. Please advise completed years of professional experience since graduation.

Position Description

Position title: Chief Process Engineer
Position code: MCA_00960
Level: 6

Responsible for

This role is responsible for all aspects of design and engineering services for process engineering projects.

Report to

Head of Engineering.

Supervises

Process engineering team.

Main activities

- developing systems and procedures to ensure all process engineering projects comply with statutory and regulatory requirements and company policies and practices;
- developing systems and procedures to ensure all process engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all process engineering projects are completed on time and within budget including recruiting additional personnel (in conjunction with HR);
- ensuring all process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently and provide technical and peer group support;
- liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- preparing the process engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in metallurgy or chemical engineering, extensive relevant technical experience plus demonstrated management skills.

The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of process engineering projects.

Other comments

Position Description

Position title: Lead Process Engineer
Position code: MCA_00918
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the process engineering area.

Report to

Chief Process Engineer.

Supervises

Process engineering project team.

Main activities

- developing systems and procedures to ensure process engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing process engineering teams on specific projects;
- ensuring process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients; and
- providing input to the process engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Process / Chemical Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of process engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Process Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills.

Position Description

Position title: Senior Process Engineer
Position code: MCA_00961
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for process engineering projects.

Report to

Chief Process Engineer [960] or Lead Process Engineer.

Supervises

Experienced Process Engineer & technical / drafting staff.

Main activities

- ensuring all process engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing schedules for design work and allocating physical and human resources to enable process engineering projects to be completed on time and within budget;
- monitoring progress and initiating remedial action where required to ensure process engineering projects are completed on time and within budget;
- providing high level technical support for all process engineering project work as required;
- supervising preparation of preliminary and detailed designs of process engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around process engineering projects;
- supervising preparation of maintenance planning for all process engineering projects;
- liaison with other department engineers and draftspersons to ensure process engineering project goals are met; and
- providing input to the preparation of the process engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Tertiary degree in metallurgy or chemical engineering. Incumbents normally have at least seven years' professional experience in process engineering.

Other comments

Position Description

Position title: Experienced Process Engineer
Position code: MCA_00962
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for process engineering projects.

Report to

Senior Process Engineer or Lead Process Engineer.

Supervises

Graduate Process Engineers & technical / drafting staff.

Main activities

- ensuring all process engineering project work complies with statutory and regulatory requirements and company policies and practices;
- ensuring all process engineering project work is completed on time and within budget;
- preparing preliminary and detailed designs of process engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around process engineering projects;
- preparing maintenance planning for all process engineering projects;
- liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met; and
- assisting with the preparation of the process engineering budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Tertiary degree in metallurgy or chemical engineering. Incumbents normally have two to five completed years' professional experience in process engineering.

Other comments

Position Description

Position title: Graduate Process Engineer (>1 year)
Position code: MCA_00963
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for process engineering projects.

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

Main activities

- providing assistance to ensure all process engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure all process engineering project work is completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs of process engineering projects;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around process engineering projects;
- assisting with the preparation of maintenance planning for all process engineering projects; and
- liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in metallurgy or chemical engineering. Incumbents will normally be a new graduate or up to two completed years' professional experience since graduation.

Other comments

Position Description

Position title: Graduate Process Engineer (<1 year)
Position code: MCA_09631
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Metallurgy or Chemical Engineering tertiary qualification.

Other comments

Position Description

Position title: Chief Subsea Engineer
Position code: MCA_00885
Level: 6

Responsible for

This role is responsible for all aspects of design and engineering services for subsea engineering projects including Installation, Electrical & Instrument, and Control & Umbilical Engineering.

Report to

Head of Engineering.

Supervises

Subsea engineering team.

Main activities

- developing systems and procedures to ensure all subsea engineering projects comply with statutory & regulatory requirements & company policies & practices;
- developing systems and procedures to ensure all subsea engineering projects comply with conditions and parameters set out in project scopes of works;
- managing the allocation of physical and human resources to ensure all subsea engineering projects are completed on time and within budget;
- ensuring all subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients;
- preparing the Subsea engineering budget and addressing any variances from budget; and
- providing expert input for tendering and projects in support of the corporate objectives.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in Subsea engineering projects.

Other comments

Alternative Titles: Manager Subsea Engineering, Installation Manager.

Position Description

Position title: Lead Subsea Engineer
Position code: MCA_00886
Level: 4

Responsible for

This role provides technical expertise or discipline leadership in the Subsea engineering areas: Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering services.

Report to

Chief Subsea Engineer.

Supervises

Subsea engineering project team.

Main activities

- developing systems and procedures to ensure Subsea engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;
- managing Subsea engineering teams on specific projects;
- ensuring Subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
- liaison with other engineering and technical personnel to ensure overall project goals are met;
- maintaining and fostering relationships with contractors and clients;
- providing input to the Subsea engineering budget and monitoring expenditures; and
- developing and maintaining discipline “how to” guidelines and documentation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of Subsea engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Subsea Engineering or Supervising Engineer, Lead Installation Engineer.
Incumbents may be appointed by reason of their technical expertise or their supervisory skills.

Position Description

Position title: Senior Subsea Engineer
Position code: MCA_00887
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for Subsea engineering areas: Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering services.

Report to

Chief Subsea Engineer or Lead Subsea Engineer.

Supervises

Experienced Subsea Engineer & technical / drafting staff.

Main activities

- ensuring all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing schedules for design work and allocating physical and human resources to enable Subsea engineering projects to be completed on time and within budget;
- monitoring progress and initiating remedial action where required to ensure Subsea engineering projects are completed on time and within budget;
- providing high level technical support for all Subsea engineering project work as required;
- supervising preparation of preliminary and detailed designs of Subsea engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
- liaison with other department engineers and draftspersons to ensure Subsea project goals are met; and
- providing input to the Subsea engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Ocean or Mechanical Engineering. Incumbents normally have at least seven years' professional experience in Ocean or Mechanical engineering.

Other comments

Alternative Titles: Senior Installation Engineer.

Position Description

Position title: Experienced Subsea Engineer
Position code: MCA_00888
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for Subsea engineering projects including Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering.

Report to

Senior Subsea Engineer.

Supervises

Junior Engineers & technical / drafting staff.

Main activities

- ensuring all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
- preparing preliminary and detailed designs, specifications and documentation for all Subsea engineering project work and ensuring project work complies with conditions and parameters set out in project scope of works;
- ensuring all Subsea engineering project work is completed on time and within budget;
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
- liaison with other department engineers and draftspersons to ensure project goals are met; and
- assisting with the preparation of the Subsea engineering budget.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally have a tertiary degree in Engineering (preferably Ocean or Mechanical). Incumbents normally have 2 to 7 completed years' professional experience in Subsea engineering projects.

Other comments

Alternative Titles: Installation Engineer. this position is primarily a technical role. Please advise completed years of professional experience since graduation for each incumbent.

Position Description

Position title: Graduate Subsea Engineer
Position code: MCA_00889
Level: 2

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for Subsea engineering projects including Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering.

Report to

Senior or Experienced Subsea Engineers

Supervises

Main activities

- providing assistance to ensure all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
- providing assistance to ensure all Subsea engineering project work is completed on time and within budget;
- assisting with the preparation of preliminary and detailed designs of Subsea engineering projects;
- assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
- assisting with the preparation of maintenance planning for all Subsea engineering projects; and
- liaison with other department engineers and draftspersons to ensure Subsea project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have a tertiary degree in Engineering (preferably Ocean or Mechanical). Incumbents normally have up to two completed years' professional experience in Subsea engineering projects.

Other comments

Alternative Titles: Junior Installation Engineer. please provide completed years of professional experience since graduation for each incumbent.

Position Description

Position title: Principal Environmental Planner
Position code: MCA_09991
Level: 5

Responsible for

To manage a team providing environmental planning services to projects, including the development and delivery of environmental impact assessments

Report to

Project Manager (Environment).

Supervises

May supervise Senior Environmental Planner & Experienced Environmental Planner, and external consultants.

Main activities

- managing proposals, studies and reporting, including project management, coordination and authorship of reports and other environmental documentation as required by clients;
- working closely with consultants to ensure that clients' objectives are met in a timely manner;
- providing guidance and leadership to less-experienced personnel; and
- ensuring compliance with safety and environmental requirements

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Town or Environmental Planning.

Other comments

Position Description

Position title: Senior Environmental Planner
Position code: MCA_09992
Level: 3

Responsible for

To provide environmental planning consultancy services to projects and clients, including project delivery and client management for offset and environmental assessments.

Report to

Project Manager (Environment) and/or Principal Environment Planner.

Supervises

May supervisor Experienced Environmental Planner and other consultants.

Main activities

- promoting the organisation to a wide range of strategic industries with the purpose of winning work and broadening existing client base;
- managing and where appropriate writing and compiling expressions of interests and proposals for strategic opportunities;
- compiling, reviewing and submitting environmental studies and other documents;
- supervising sub-consultants carrying out specialist studies;
- liaising with clients, stakeholders and agencies as required by each assignment; and
- promoting a safe and responsible work environment and culture within the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Town or Environmental Planning with a minimum of seven years' experience

Other comments

Position Description

Position title: Environmental Planner
Position code: MCA_09993
Level: 3

Responsible for

This role provides support to the environmental team including development and delivery of an environmental assessment and planning projects.

Report to

Project Manager (Environment)and/or Principal Environment Planner. May report into the Principal Environmental Scientist.

Supervises

Main activities

- contributing to, delivering and managing, environmental and planning assessment reports;
- providing advice regarding environmental approval requirements for projects;
- working closely with other consultants to ensure that clients' objectives are met in a timely manner; and
- ensuring compliance with safety and environmental requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in Town or Environmental Planning with two to three years' relevant experience

Other comments

Position Description

Position title: Lead Environmental Advisor (Corp)
Position code: MCA_09341
Level: 5

Responsible for

To develop & implement environment policies which meet environmental legislative requirements and manage the implementation of environment policies throughout the organisation.

Report to

Head of Environmental Affairs, Head of Health, Safety & Environment, Head of Operations [903]

Supervises

Environment team members in the corporate office or in the field.

Main activities

- This is a manager level position whose duties may include;
- development of company policies, strategies, and programs for environmental issues;
- managing the implementation environment initiatives and policies;
- monitoring of legislative standards;
- liaison with government departments and agencies, the community and other agencies;
- development of procedures for monitoring, rehabilitation and the provision of advice to management;
- co-ordination of studies and research into environmental programs or other projects; and
- where appropriate, representation of the company in environmental matters.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Science or Engineering degree or equivalent level of tertiary qualifications in an environmental / natural resource discipline
Substantial relevant experience in the appropriate fields plus proven management skills.

Other comments

Position Description

Position title: Senior Environmental Advisor (Corp)
Position code: MCA_00941
Level: 4

Responsible for

To provide advice & leadership in the development of policy & its application in the organisation or on-site.

Report to

Environmental Manager (Corporate) or Head Of Environmental Affairs (Corporate).

Supervises

Experienced Environmental Advisors (Corporate) & field-based staff.

Main activities

- Key activities include supervising the application of or research into specialised policy development in respect of some or all of the following:
- developing & standardising procedures to collect / collate relevant data & solve environmental problems;
- interpreting data to develop more effective monitoring programs & to assess the environmental impacts of major developments;
- planning solutions to environmental issues;
- leading strategic environmental planning and approval processes;
- preparing reports & other documentation for management;
- ensuring field teams operate in a safe & healthy manner; and,
- investigating environmental incidents and advising on remedial actions.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in an environmental discipline. 8 to 10 years' professional experience with recognised expertise in a domain.

Other comments

Position Description

Position title: Experienced Environmental Advisor (Corp)
Position code: MCA_00942
Level: 3

Responsible for

This position undertakes environmental investigations under general professional supervision & is expected to make technical contributions to projects.

Report to

Senior Environmental Advisor (Corporate).

Supervises

May supervise field-based staff.

Main activities

- The incumbent is responsible for technical advice, innovation, planning & methodology in the project including:
- applying standard procedures & innovation to solve environmental problems;
- assessing environmental impacts of major developments;
- carrying out monitoring of appropriate environmental parameters;
- carrying out assessments of environmental conditions;
- carrying out investigations to optimise environmental outcomes;
- supervising technical & field services; and,
- contributing towards the preparation of Environmental Impact Statements & other reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in an environmental discipline. 4 to 7 years' relevant professional experience.

Other comments

Position Description

Position title: Graduate Environmental Advisor (Corp) (>1 year)
Position code: MCA_00943
Level: 2

Responsible for

This is an entry level position which undertakes field-based environmental / engineering investigations under direct professional supervision and is expected to make technical contributions to projects.

Report to

Senior or Experienced Environmental Scientists / Engineers.

Supervises

Main activities

- applying standard procedures to data collection & collation;
- short-term project planning activities;
- monitoring & assessing environmental impacts;
- carrying out investigations under supervision; and
- contributing data & analyses to the preparation of Impact Statements & other reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in an environmental discipline. May be a new graduate or have limited (normally up to 2 completed years') relevant professional experience.

Other comments

Position Description

Position title: Graduate Environmental Advisor (Corp) (<1 year)
Position code: MCA_09431
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior or Experienced Environmental Scientists / Engineers.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Environmental tertiary qualification.

Other comments

Position Description

Position title: Project Manager (Environment)
Position code: MCA_00933
Level: 5

Responsible for

This position is responsible for all aspects of project budgeting, technical performance, progress monitoring, outcome evaluation & client liaison on critical, large scale projects.

Report to

Project Director or Senior Project Manager or Project Manager.

Supervises

Project team members.

Main activities

- actively pursuing & winning contract business & projects;
- controlling & optimising the performance of existing contracts on multiple sites;
- maintaining & fostering relationships & contacts;
- estimating, scheduling & budgeting for proposals & negotiating contracts for new work;
- coordinating & ensuring the effective utilisation of resources across the project(s); and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Science or Engineering degree or equivalent level of tertiary qualifications in an environmental / natural resource discipline. The incumbent is usually a seasoned professional environmental scientist or engineer (or similar) with previous operational experience in environmental consulting. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader & positive contributor in the field.

Other comments

This role is distinguished from the Supervising Scientist / Engineer or Project Manager role by its focus on the management / supervision of multiple or large scale, multi-disciplinary projects.