

# McDonald Upstream Oil & Gas Industry

Remuneration Report (Australasia)

Position descriptions | October 2016



---

**Position Families:**

---

<a href="#">Corporate</a>	82	Positions
<a href="#">Operations</a>	109	Positions
<a href="#">Operations - Support Services</a>	18	Positions
<a href="#">Geoscience</a>	22	Positions
<a href="#">Drilling &amp; Completions</a>	41	Positions
<a href="#">Technical Services</a>	6	Positions

---

## Position Family: Corporate

---

### *Administration*

Office Manager (Corp)	<a href="#">MCA_00860</a>
Personal Assistant to CEO (Corp)	<a href="#">MCA_00061</a>
Personal Assistant to Senior Executives (Corp)	<a href="#">MCA_00861</a>
Department Administrator -Senior (Corp)	<a href="#">MCA_08611</a>
Department Administrator (Corp)	<a href="#">MCA_00863</a>
Receptionist (Corp)	<a href="#">MCA_00062</a>

### *Commercial*

Head of Commercial / Marketing	<a href="#">MCA_00809</a>
Commercial Manager (Corp)	<a href="#">MCA_00816</a>
Senior Commercial/Marketing Advisor	<a href="#">MCA_00817</a>
Commercial/ Marketing Advisor	<a href="#">MCA_00818</a>
Commercial/ Marketing Analyst	<a href="#">MCA_00819</a>
Business Development Manager	<a href="#">MCA_00805</a>
Senior Business Analyst (Corp)	<a href="#">MCA_00870</a>
Business Analyst (Corp)	<a href="#">MCA_00871</a>

### *Document Control*

Manager Document Control	<a href="#">MCA_00928</a>
Senior Document Controller	<a href="#">MCA_00929</a>

### *Finance & Accounting*

Chief Financial Officer	<a href="#">MCA_00811</a>
Financial Controller	<a href="#">MCA_00813</a>
Senior Accountant (Corp)	<a href="#">MCA_00851</a>
Experienced Accountant (Corp)	<a href="#">MCA_00852</a>
Graduate Accountant (Corp)	<a href="#">MCA_00853</a>
Treasury Manager	<a href="#">MCA_00812</a>
Audit Manager	<a href="#">MCA_00858</a>
Taxation Manager	<a href="#">MCA_00855</a>
Senior Taxation Accountant	<a href="#">MCA_00856</a>
Experienced Taxation Accountant	<a href="#">MCA_00857</a>
Accounting Manager (Corp)	<a href="#">MCA_00814</a>
Accounts Team Leader (Corp)	<a href="#">MCA_00821</a>
Accounting Clerk (Corp)	<a href="#">MCA_00862</a>
Head of Payroll (Corp)	<a href="#">MCA_00815</a>
Senior Payroll Officer (Corp)	<a href="#">MCA_08531</a>
Payroll Officer (Corp)	<a href="#">MCA_00854</a>

### *Human Resources*

Head of Human Resources (Corp)	<a href="#">MCA_00901</a>
Manager Human Resources (Corp)	<a href="#">MCA_00830</a>
Industrial Relations Manager (Corp)	<a href="#">MCA_00836</a>
Senior Industrial Relations Advisor (Corp)	<a href="#">MCA_08361</a>
Senior HR Advisor - Compensation & Benefits (Corp)	<a href="#">MCA_08311</a>
Senior Human Resources Adviser (Corp)	<a href="#">MCA_00831</a>

\*\*\* Continued on Next Page \*\*\*

---

## Position Family: Corporate

---

Experienced Human Resources Adviser (Corp)	<a href="#">MCA_00832</a>
Graduate Human Resources Adviser (Corp)	<a href="#">MCA_00833</a>
Trainer/Training Facilitator - Learning & Development (Corp)	<a href="#">MCA_08321</a>
Human Resources Officer (Corp)	<a href="#">MCA_00835</a>
<i>Information Technology</i>	
Head of Information Technology	<a href="#">MCA_00910</a>
Information Technology Manager (Corp)	<a href="#">MCA_00824</a>
IT Project Manager (Corp)	<a href="#">MCA_08241</a>
IT Business Analyst	<a href="#">MCA_08242</a>
Network Administrator (Corp)	<a href="#">MCA_00826</a>
IT Administrator (Corp)	<a href="#">MCA_00825</a>
Desktop Support Analyst	<a href="#">MCA_008251</a>
<i>Legal</i>	
General Counsel	<a href="#">MCA_00004</a>
Company Secretary	<a href="#">MCA_00003</a>
Senior Legal Counsel	<a href="#">MCA_00845</a>
Legal Counsel	<a href="#">MCA_00846</a>
Entry Level Lawyer (Graduate)	<a href="#">MCA_08461</a>
Paralegal	<a href="#">MCA_08462</a>
<i>Supply Chain</i>	
Head of Supply Chain	<a href="#">MCA_00911</a>
Procurement Manager	<a href="#">MCA_00985</a>
Senior Procurement Officer	<a href="#">MCA_00986</a>
Procurement Officer	<a href="#">MCA_00987</a>
Supply Logistics Manager (Corp)	<a href="#">MCA_00895</a>
Senior Supply Logistics Officer (Corp)	<a href="#">MCA_00896</a>
Supply Logistics Officer (Corp)	<a href="#">MCA_00897</a>
Contracts Manager	<a href="#">MCA_00990</a>
Senior Contracts Advisor	<a href="#">MCA_00991</a>
Contracts Advisor	<a href="#">MCA_00992</a>
<i>Environmental Affairs</i>	
Head of Environmental Affairs (Corp)	<a href="#">MCA_00907</a>
Environment Manager (Corp)	<a href="#">MCA_00934</a>
Senior Environmental Advisor (Corp)	<a href="#">MCA_00941</a>
Experienced Environmental Advisor (Corp)	<a href="#">MCA_00942</a>
<i>Health &amp; Safety</i>	
Head of Health & Safety (Corp)	<a href="#">MCA_00807</a>
Head of Health, Safety & Security (Corp)	<a href="#">MCA_08081</a>
Health & Safety Manager (Corp)	<a href="#">MCA_00865</a>
Senior Health & Safety Adviser (Corp)	<a href="#">MCA_00866</a>
Experienced Health & Safety Adviser (Corp)	<a href="#">MCA_00867</a>

\*\*\* Continued on Next Page \*\*\*

---

**Position Family: Corporate**

---

*External Relations; Govt/Community Affairs*

Head of External Relations (Corp)	<a href="#">MCA_00908</a>
Senior External Affairs Adviser (Corp)	<a href="#">MCA_00827</a>
Corporate Policy Manager	<a href="#">MCA_00802</a>
Senior Policy Advisor	<a href="#">MCA_00875</a>
Policy Adviser	<a href="#">MCA_00876</a>
Research Analyst	<a href="#">MCA_00877</a>
Communications Advisor (Corp)	<a href="#">MCA_00878</a>
Manager Community Affairs / Native Title / Heritage (Corp)	<a href="#">MCA_00874</a>

---

**Position Family: Operations**

---

*Maintenance*

Maintenance Superintendent (Onshore Day)	<a href="#">MCA_00421.On.D</a>
Maintenance Superintendent (Onshore Shift - Cont)	<a href="#">MCA_00421.On.SC</a>
Maintenance Superintendent (Onshore Shift - Non Cont)	<a href="#">MCA_00421.On.SNC</a>
Maintenance Supervisor (Offshore Day)	<a href="#">MCA_00433.Off.D</a>
Maintenance Supervisor (Offshore Shift - Cont)	<a href="#">MCA_00433.Off.SC</a>
Maintenance Supervisor (Offshore Shift - Non Cont)	<a href="#">MCA_00433.Off.SNC</a>
Maintenance Supervisor (Onshore Day)	<a href="#">MCA_00433.On.D</a>
Maintenance Supervisor (Onshore Shift - Cont)	<a href="#">MCA_00433.On.SC</a>
Maintenance Supervisor (Onshore Shift - Non Cont)	<a href="#">MCA_00433.On.SNC</a>
Trades Leading Hand (Onshore Day)	<a href="#">MCA_00460.On.D</a>
Trades Leading Hand (Onshore Shift - Cont)	<a href="#">MCA_00460.On.SC</a>
Trades Leading Hand (Onshore Shift - Non Cont)	<a href="#">MCA_00460.On.SNC</a>
Dual Trade Technician (Offshore Day)	<a href="#">MCA_00467.Off.D</a>
Dual Trade Technician (Offshore Shift - Cont)	<a href="#">MCA_00467.Off.SC</a>
Dual Trade Technician (Offshore Shift - Non Cont)	<a href="#">MCA_00467.Off.SNC</a>
Dual Trade Technician (Onshore Shift - Cont)	<a href="#">MCA_00467.On.SC</a>
Dual Trade Technician (Onshore Shift - Day)	<a href="#">MCA_00467.On.D</a>
Dual Trade Technician (Onshore Shift - Non Cont)	<a href="#">MCA_00467.On.SNC</a>
Mechanical Tradesperson (Onshore Day)	<a href="#">MCA_00461.On.D</a>
Mechanical Tradesperson (Onshore Shift - Cont)	<a href="#">MCA_00461.On.SC</a>
Mechanical Tradesperson (Onshore Shift - Non Cont)	<a href="#">MCA_00461.On.SNC</a>
Mechanical Tradesperson (Offshore Day)	<a href="#">MCA_00461.Off.D</a>
Mechanical Tradesperson (Offshore Shift - Cont)	<a href="#">MCA_00461.Off.SC</a>
Mechanical Tradesperson (Offshore Shift - Non Cont)	<a href="#">MCA_00461.Off.SNC</a>
Electrical Tradesperson (Offshore Day)	<a href="#">MCA_00466.Off.D</a>
Electrical Tradesperson (Offshore Shift - Cont)	<a href="#">MCA_00466.Off.SC</a>
Electrical Tradesperson (Offshore Shift - Non Cont)	<a href="#">MCA_00466.Off.SNC</a>
Electrical Tradesperson (Onshore Day)	<a href="#">MCA_00466.On.D</a>
Electrical Tradesperson (Onshore Shift - Cont)	<a href="#">MCA_00466.On.SC</a>
Electrical Tradesperson (Onshore Shift - Non Cont)	<a href="#">MCA_00466.On.SNC</a>
General Services Operator (Onshore Day)	<a href="#">MCA_00462.On.D</a>
General Services Operator (Offshore Shift - Cont)	<a href="#">MCA_00462.Off.SC</a>
Rotating Equipment Engineer	<a href="#">MCA_04421</a>
Senior Maintenance/Reliability Engineer (Onshore Day)	<a href="#">MCA_00442.On.D</a>
Senior Maintenance/Reliability Engineer (Onshore Shift - Cont)	<a href="#">MCA_00442.On.SC</a>
Senior Maintenance/Reliability Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00442.On.SNC</a>
Experienced Maintenance/Reliability Engineer (Onshore Day)	<a href="#">MCA_00443.On.D</a>
Experienced Maintenance/Reliability Engineer (Onshore Shift - Cont)	<a href="#">MCA_00443.On.SC</a>
Experienced Maintenance/Reliability Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00443.On.SNC</a>
Graduate Maintenance/Reliability Engineer (Onshore Day)	<a href="#">MCA_00444.On.D</a>
Graduate Maintenance/Reliability Engineer (Onshore Shift - Cont)	<a href="#">MCA_00444.On.SC</a>
Graduate Maintenance/Reliability Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00444.On.SNC</a>

\*\*\* Continued on Next Page \*\*\*

---

## Position Family: Operations

---

Maintenance Specialist (Onshore Day)	<a href="#">MCA_00445.On.D</a>
Maintenance Specialist (Onshore Shift - Cont)	<a href="#">MCA_00445.On.SC</a>
Maintenance Specialist (Onshore Shift - Non Cont)	<a href="#">MCA_00445.On.SNC</a>
Maintenance Specialist (Offshore Day)	<a href="#">MCA_00445.Off.D</a>
Maintenance Specialist (OffShore Shift - Cont)	<a href="#">MCA_00445.Off.SC</a>
Maintenance Specialist (OffShore Shift - Non Cont)	<a href="#">MCA_00445.Off.SNC</a>
Senior Maintenance Planner (Onshore Day)	<a href="#">MCA_00440.On.D</a>
Senior Maintenance Planner (Onshore Shift - Cont)	<a href="#">MCA_00440.On.SC</a>
Senior Maintenance Planner (Onshore Shift - Non Cont)	<a href="#">MCA_00440.On.SNC</a>
Maintenance Planner (Offshore Day)	<a href="#">MCA_00441.Off.D</a>
Maintenance Planner (Offshore Shift - Cont)	<a href="#">MCA_00441.Off.SC</a>
Maintenance Planner (Offshore Shift - Non Cont)	<a href="#">MCA_00441.Off.SNC</a>
Maintenance Planner (Onshore Day)	<a href="#">MCA_00441.On.D</a>
Maintenance Planner (Onshore Shift - Cont)	<a href="#">MCA_00441.On.SC</a>
Maintenance Planner (Onshore Shift - Non Cont)	<a href="#">MCA_00441.On.SNC</a>
<i>Operations Management</i>	
Head of Ops (Corp)	<a href="#">MCA_00903</a>
Asset General Manager	<a href="#">MCA_00102</a>
Production Manager (Onshore Day)	<a href="#">MCA_00202.On.D</a>
Production Manager (Onshore Shift - Cont)	<a href="#">MCA_00202.On.SC</a>
Production Manager (Onshore Shift - Non Cont)	<a href="#">MCA_00202.On.SNC</a>
Offshore Installation Manager (Day)	<a href="#">MCA_00205.Off.D</a>
Offshore Installation Manager (Shift - Cont)	<a href="#">MCA_00205.Off.SC</a>
Offshore Installation Manager (Shift - Non Cont)	<a href="#">MCA_00205.Off.SNC</a>
Engineering Services Manager (Asset)	<a href="#">MCA_00504</a>
Head of Maintenance/Reliability	<a href="#">MCA_04011</a>
Head of Health, Safety and Security (Operations)	<a href="#">MCA_06031</a>
<i>Petroleum Engineering</i>	
Chief Petroleum Engineer	<a href="#">MCA_00085</a>
Principal Petroleum Engineer	<a href="#">MCA_00086</a>
Senior Petroleum Engineer	<a href="#">MCA_00087</a>
Experienced Petroleum Engineer	<a href="#">MCA_00088</a>
Graduate Petroleum Engineer	<a href="#">MCA_00089</a>
<i>Process Engineering</i>	
Chief Process Engineer	<a href="#">MCA_00095</a>
Principal Process Engineer	<a href="#">MCA_00096</a>
Senior Process Engineer	<a href="#">MCA_00097</a>
Experienced Process Engineer	<a href="#">MCA_00098</a>
Graduate Process Engineer	<a href="#">MCA_00099</a>
<i>Production</i>	
Production Superintendent (Offshore Day)	<a href="#">MCA_00217.Off.D</a>
Production Superintendent (Offshore Shift - Cont)	<a href="#">MCA_00217.Off.SC</a>
Production Superintendent (Offshore Shift - Non Cont)	<a href="#">MCA_00217.Off.SNC</a>

\*\*\* Continued on Next Page \*\*\*

---

**Position Family: Operations**

---

Production Superintendent (Onshore Day)	<a href="#">MCA_00217.On.D</a>
Production Superintendent (Onshore Shift - Cont)	<a href="#">MCA_00217.On.SC</a>
Production Superintendent (Onshore Shift - Non Cont)	<a href="#">MCA_00217.On.SNC</a>
Production Supervisor (Offshore Day)	<a href="#">MCA_00218.Off.D</a>
Production Supervisor (Offshore Shift - Cont)	<a href="#">MCA_00218.Off.SC</a>
Production Supervisor (Offshore Shift - Non Cont)	<a href="#">MCA_00218.Off.SNC</a>
Production Supervisor (Onshore Day)	<a href="#">MCA_00218.On.D</a>
Production Supervisor (Onshore Shift - Cont)	<a href="#">MCA_00218.On.SC</a>
Production Supervisor (Onshore Shift - Non Cont)	<a href="#">MCA_00218.On.SNC</a>
Production Specialist	<a href="#">MCA_00280</a>
Control Room Technician (Offshore Day)	<a href="#">MCA_00281.Off.D</a>
Control Room Technician (Offshore Shift - Cont)	<a href="#">MCA_00281.Off.SC</a>
Control Room Technician (Offshore Shift - Non Cont)	<a href="#">MCA_00281.Off.SNC</a>
Control Room Technician (Onshore Day)	<a href="#">MCA_00281.On.D</a>
Control Room Technician (Onshore Shift - Cont)	<a href="#">MCA_00281.On.SC</a>
Control Room Technician (Onshore Shift - Non Cont)	<a href="#">MCA_00281.On.SNC</a>
Production Technician (Offshore Day)	<a href="#">MCA_00282.Off.D</a>
Production Technician (Offshore Shift - Cont)	<a href="#">MCA_00282.Off.SC</a>
Production Technician (Offshore Shift - Non Cont)	<a href="#">MCA_00282.Off.SNC</a>
Production Technician (Onshore Day)	<a href="#">MCA_00282.On.D</a>
Production Technician (Onshore Shift - Cont)	<a href="#">MCA_00282.On.SC</a>
Production Technician (Onshore Shift - Non Cont)	<a href="#">MCA_00282.On.SNC</a>
Production Technician - Entry (Offshore Day)	<a href="#">MCA_00283.Off.D</a>
Production Technician - Entry (Offshore Shift - Cont)	<a href="#">MCA_00283.Off.SC</a>
Production Technician - Entry (Offshore Shift - Non Cont)	<a href="#">MCA_00283.Off.SNC</a>
Production Technician - Entry (Onshore Day)	<a href="#">MCA_00283.On.D</a>
Production Technician - Entry (Onshore Shift - Cont)	<a href="#">MCA_00283.On.SC</a>
Production Technician - Entry (Onshore Shift - Non Cont)	<a href="#">MCA_00283.On.SNC</a>



---

**Position Family: Operations - Support Services**

---

*Administration*

Departmental Clerk / Administrator (Ops) [MCA\\_00163](#)

*Supply*

Supply Logistics Manager (Ops) [MCA\\_008951](#)

Senior Supply Logistics Officer (Ops) [MCA\\_008961](#)

Supply Logistics Officer (Ops) [MCA\\_008971](#)

Senior Logistics / Shipping Officer (Ops) [MCA\\_008801](#)

Logistics / Shipping Officer (Ops) [MCA\\_008841](#)

Purchasing Officer (Ops) [MCA\\_00661](#)

Storeperson (Ops) [MCA\\_00664](#)

*Environmental Affairs*

Senior Environmental Adviser (Ops) [MCA\\_00671](#)

Experienced Environmental Adviser (Ops) [MCA\\_00672](#)

Graduate Environmental Adviser (Ops) [MCA\\_00673](#)

*Health & Safety*

Senior Health & Safety Adviser (Ops) [MCA\\_00691](#)

Experienced Health & Safety Adviser (Ops) [MCA\\_00692](#)

Graduate Health & Safety Adviser (Ops) [MCA\\_00693](#)

Training Coordinator (Ops) [MCA\\_00632](#)

Training Adviser (Ops) [MCA\\_00633](#)

Senior Security Adviser (Ops) [MCA\\_00648](#)

Experienced Security Adviser (Ops) [MCA\\_00649](#)

---

**Position Family: Geoscience**

---

*Exploration Management*Head of Exploration [MCA\\_00701](#)Head of Technical Services (Corp) [MCA\\_00803](#)*Geology*Exploration Manager [MCA\\_00703](#)Principal Exploration Geologist [MCA\\_00741](#)Senior Exploration Geologist [MCA\\_00742](#)Experienced Exploration Geologist [MCA\\_00743](#)Graduate Geoscientist [MCA\\_07441](#)*Geophysics*Head of Geophysics [MCA\\_00706](#)Principal Geophysicist [MCA\\_00749](#)Senior Geophysicist [MCA\\_00747](#)Experienced Geophysicist [MCA\\_00750](#)*GIS*GIS Specialist [MCA\\_00748](#)GIS Technician [MCA\\_00746](#)*Petrophysics*Chief / Manager Petrophysicist [MCA\\_00707](#)Principal Petrophysicist [MCA\\_00751](#)Senior Petrophysicist [MCA\\_00752](#)Experienced Petrophysicist [MCA\\_00753](#)*Reservoir Engineering*Chief / Manager Reservoir Engineer [MCA\\_00708](#)Principal Reservoir Engineer [MCA\\_00771](#)Senior Reservoir Engineer [MCA\\_00772](#)Experienced Reservoir Engineer [MCA\\_00773](#)Hydrogeologist [MCA\\_07721](#)

---

## Position Family: Drilling & Completions

---

### *Completions Engineering*

Principal Completions Engineer	<a href="#">MCA_00715</a>
Senior Completions Engineer	<a href="#">MCA_00716</a>
Experienced Completions Engineer	<a href="#">MCA_00717</a>

### *Drilling & Completions Management*

Head of Drilling and Completions	<a href="#">MCA_00710</a>
----------------------------------	---------------------------

### *Drilling Engineering*

Principal Drilling Engineer (Offshore Day)	<a href="#">MCA_00721.Off.D</a>
Principal Drilling Engineer (Offshore Shift - Cont)	<a href="#">MCA_00721.Off.SC</a>
Principal Drilling Engineer (Offshore Shift - Non Cont)	<a href="#">MCA_00721.Off.SNC</a>
Principal Drilling Engineer (Onshore Day)	<a href="#">MCA_00721.On.D</a>
Principal Drilling Engineer (Onshore Shift - Cont)	<a href="#">MCA_00721.On.SC</a>
Principal Drilling Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00721.On.SNC</a>
Senior Drilling Engineer (Offshore Day)	<a href="#">MCA_00722.Off.D</a>
Senior Drilling Engineer (Offshore Shift - Cont)	<a href="#">MCA_00722.Off.SC</a>
Senior Drilling Engineer (Offshore Shift - Non Cont)	<a href="#">MCA_00722.Off.SNC</a>
Senior Drilling Engineer (Onshore Day)	<a href="#">MCA_00722.On.D</a>
Senior Drilling Engineer (Onshore Shift - Cont)	<a href="#">MCA_00722.On.SC</a>
Senior Drilling Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00722.On.SNC</a>
Experienced Drilling Engineer (Offshore Day)	<a href="#">MCA_00723.Off.D</a>
Experienced Drilling Engineer (Offshore Shift - Cont)	<a href="#">MCA_00723.Off.SC</a>
Experienced Drilling Engineer (Offshore Shift - Non Cont)	<a href="#">MCA_00723.Off.SNC</a>
Experienced Drilling Engineer (Onshore Day)	<a href="#">MCA_00723.On.D</a>
Experienced Drilling Engineer (Onshore Shift - Cont)	<a href="#">MCA_00723.On.SC</a>
Experienced Drilling Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00723.On.SNC</a>
Graduate Drilling Engineer (Offshore Day)	<a href="#">MCA_00728.Off.D</a>
Graduate Drilling Engineer (Offshore Shift - Cont)	<a href="#">MCA_00728.Off.SC</a>
Graduate Drilling Engineer (Offshore Shift - Non Cont)	<a href="#">MCA_00728.Off.SNC</a>
Graduate Drilling Engineer (Onshore Day)	<a href="#">MCA_00728.On.D</a>
Graduate Drilling Engineer (Onshore Shift - Cont)	<a href="#">MCA_00728.On.SC</a>
Graduate Drilling Engineer (Onshore Shift - Non Cont)	<a href="#">MCA_00728.On.SNC</a>
Drilling Superintendent (Onshore Day)	<a href="#">MCA_00731.On.D</a>
Drilling Superintendent (Onshore Shift - Cont)	<a href="#">MCA_00731.On.SC</a>
Drilling Superintendent (Onshore Shift - Non Cont)	<a href="#">MCA_00731.On.SNC</a>
Drilling Superintendent (Offshore Day)	<a href="#">MCA_00731.Off.D</a>
Drilling Superintendent (Offshore Shift - Cont)	<a href="#">MCA_00731.Off.SC</a>
Drilling Superintendent (Offshore Shift - Non Cont)	<a href="#">MCA_00731.Off.SNC</a>
Drilling Supervisor (Offshore Day)	<a href="#">MCA_00732.Off.D</a>
Drilling Supervisor (Offshore Shift - Cont)	<a href="#">MCA_00732.Off.SC</a>
Drilling Supervisor (Offshore Shift - Non Cont)	<a href="#">MCA_00732.Off.SNC</a>
Drilling Supervisor (Onshore Day)	<a href="#">MCA_00732.On.D</a>
Drilling Supervisor (Onshore Shift - Cont)	<a href="#">MCA_00732.On.SC</a>
Drilling Supervisor (Onshore Shift - Non Cont)	<a href="#">MCA_00732.On.SNC</a>

\*\*\* Continued on Next Page \*\*\*

---

**Position Family: Drilling & Completions**

---

Technical Assistant

[MCA\\_07461](#)

---

**Position Family: Technical Services**

---

*Laboratory*

Laboratory Technician (Offshore Day)	<a href="#">MCA_00366.Off.D</a>
Laboratory Technician (Offshore Shift - Cont)	<a href="#">MCA_00366.Off.SC</a>
Laboratory Technician (Offshore Shift - Non Cont)	<a href="#">MCA_00366.Off.SNC</a>
Laboratory Technician (Onshore Day)	<a href="#">MCA_00366.On.D</a>
Laboratory Technician (Onshore Shift - Cont)	<a href="#">MCA_00366.On.SC</a>
Laboratory Technician (Onshore Shift - Non Cont)	<a href="#">MCA_00366.On.SNC</a>

## Position Description

---

**Position title:** Office Manager (Corp)  
**Position code:** MCA\_00860  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. 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  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. 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  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. may provide secretarial and administrative support to other senior executives.



## Position Description

---

**Position title:** Department Administrator -Senior (Corp)  
**Position code:** MCA\_08611  
**Career 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  
**Career 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. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Receptionist (Corp)  
**Position code:** MCA\_00062  
**Career 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 Commercial / Marketing  
**Position code:** MCA\_00809  
**Career level:** 6

---

### Responsible for

Responsible for all activity in the company in relation to revenue (sales) contracts and commercial (contracting and procurement) contracts. May also be responsible for developing new business opportunities and for approving new capital development activi

### Report to

Chief Executive Officer / Managing Director or Chief Financial Officer.

### Supervises

Senior Commercial Marketing Advisors. May also supervise Senior Business Analysts, Head of Supply Chain and Head of Marketing

### Main activities

- establishing company standards of due diligence, commercial assurance and commercial decision making;
- preparing market analyses and strategies;
- evaluating technical / financial feasibility studies for development projects;
- overseeing development of forecasting and financial modelling tools;
- negotiating contracts of sale and supply;
- ensuring timely delivery of products;
- developing and maintaining company annual business plans;
- liaison with venture partners and governments; and,
- promoting industry, company and product development.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent normally holds a degree in marketing, engineering or economics. Engineers may have completed post-graduate studies in business administration. Extensive commercial experience, demonstrated product / market knowledge and negotiating skills.

### Other comments

Alternative Titles: Commercial Director, Corporate Business Manager, Business Strategy Manager. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Commercial Manager (Corp)  
**Position code:** MCA\_00816  
**Career 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 Commercial/Marketing Advisor  
**Position code:** MCA\_00817  
**Career level:** 4

---

### Responsible for

Responsible for analysing the supply and demand markets, identifying new customers and negotiating and managing product sales contracts.

### Report to

Head of Commercial and Marketing or Head of Marketing / Business Development depending on organisation structure and requirement.

### Supervises

Commercial / Marketing Advisors, Commercial / Marketing Analysts.

### Main activities

- identifying new markets and customers for the company's products;
- analysing the market and projected demand and reporting to senior management on findings;
- establishing and maintaining relationships with new and existing customers;
- developing new sales contracting models that reflect market directions;
- negotiating new sales contracts and changes/extensions to existing contracts; and,
- managing the product - shipping interface.

### 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

## Position Description

---

**Position title:** Commercial/ Marketing Advisor  
**Position code:** MCA\_00818  
**Career level:** 3

---

### Responsible for

Responsible for analysing the supply and demand markets, identifying new customers and administering product sales contracts.

### Report to

Senior Commercial / Marketing Advisor or Head of Commercial / Marketing [809] or Head of Marketing & Business Development [805]

### Supervises

Commercial / Marketing Analyst. May supervise more inexperienced commercial/marketing advisors/analysts.

### Main activities

- identifying new markets and customers for the company's products;
- analysing the market and projected demand and developing reports;
- maintaining day-to-day relationships with existing customers;
- developing new sales contracting models that reflect market directions; and,
- coordinating product shipping and production.

### 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 4 to 7 years' experience.

### Other comments

## Position Description

---

**Position title:** Commercial/ Marketing Analyst  
**Position code:** MCA\_00819  
**Career level:** 2

---

### Responsible for

Responsible for analysing the supply and demand markets, identifying new customers and administering product sales contracts.

### Report to

Commercial / Marketing Advisor or Senior / Commercial Marketing Advisor.

### Supervises

### Main activities

- researching new markets and customers for the company's products;
- analysing the market and projected demand and developing reports;
- maintaining day-to-day relationships with existing customers;
- assisting in developing new sales contracting models that reflect market directions; and,
- monitoring and reporting on product shipping and production interface.

### 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 up to 3 years experience. May be a graduate.

### Other comments



## Position Description

---

**Position title:** Business Development Manager  
**Position code:** MCA\_00805  
**Career 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. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Senior Business Analyst (Corp)  
**Position code:** MCA\_00870  
**Career 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 position is matched in the survey as a day work position at a Head Office location. 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  
**Career 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 position is matched in the survey as a day work position at a Head Office location. This may be a development position for a business qualified graduate.

## Position Description

---

**Position title:** Manager Document Control  
**Position code:** MCA\_00928  
**Career 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:** Senior Document Controller  
**Position code:** MCA\_00929  
**Career 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:** Chief Financial Officer  
**Position code:** MCA\_00811  
**Career 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

### 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  
**Career 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:** Senior Accountant (Corp)  
**Position code:** MCA\_00851  
**Career 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  
**Career 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:** Graduate Accountant (Corp)  
**Position code:** MCA\_00853  
**Career level:** 2

---

### Responsible for

This position assists more senior accounting positions in fulfilling the company's accounting requirements or carries out a defined part of the accounting function.

### Report to

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

### Supervises

### Main activities

- assisting in the preparation of monthly & annual budgets;
- assisting in the preparation of management reports including profit & loss statements, interim & year-end accounts;
- reporting on capital expenditure & maintaining asset records;
- reconciling ledgers & investigating anomalies; and,
- analysing accounting performance against budget & investigating variances.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent usually holds a degree in accounting & may have started working towards CPA or ACA accreditation . The incumbent may be a new graduate or have limited (up to 3 years') professional experience.

### Other comments

## Position Description

---

**Position title:** Treasury Manager  
**Position code:** MCA\_00812  
**Career 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:** Audit Manager  
**Position code:** MCA\_00858  
**Career 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:** Taxation Manager  
**Position code:** MCA\_00855  
**Career 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  
**Career 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  
**Career 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:** Accounting Manager (Corp)  
**Position code:** MCA\_00814  
**Career 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:** Accounts Team Leader (Corp)  
**Position code:** MCA\_00821  
**Career 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:** Accounting Clerk (Corp)  
**Position code:** MCA\_00862  
**Career 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, This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Head of Payroll (Corp)  
**Position code:** MCA\_00815  
**Career 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  
**Career 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 or 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  
**Career 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 Human Resources (Corp)  
**Position code:** MCA\_00901  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. 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  
**Career 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, organizational development, remuneration).

## Position Description

---

**Position title:** Industrial Relations Manager (Corp)  
**Position code:** MCA\_00836  
**Career 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 Industrial Relations Advisor (Corp)  
**Position code:** MCA\_08361  
**Career level:** 4

---

### 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

Industrial Relations Manager

### Supervises

May supervise less experienced Industrial Relations staff.

### Main activities

- maintaining a working knowledge of industrial relations legislation and providing training as appropriate to managers;
- providing industrial relations advice and guidance to managers;
- undertaking contract tender evaluations in regard to contractor capability in management of industrial relations;
- auditing Contractor industrial relations performance to ensure compliance with contracts;
- reviewing industrial relations activities and trends at Company operations to ensure consistency in application of agreements and legislation;
- identifying and reporting on any trends or issues which may impact Company operations; and
- participating in employer and industry associations & advocacy groups;

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold tertiary qualifications in Industrial Relations. Expected to have at least 10 years of relevant experience.

### Other comments

## Position Description

---

**Position title:** Senior HR Advisor - Compensation & Benefits (Corp)  
**Position code:** MCA\_08311  
**Career level:** 4

---

### Responsible for

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

### Report to

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

### Supervises

May supervise Human Resource staff

### Main activities

- Working with Line Management groups to build and implement Compensation & Benefits solutions in line with business needs.
- Providing recommendations and solutions 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 issues and developing solutions to resolve business issues.
- Developing and implementing new Compensation & 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 Compensation & 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:** Senior Human Resources Adviser (Corp)  
**Position code:** MCA\_00831  
**Career 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  
**Career 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)  
**Position code:** MCA\_00833  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

### Report to

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

### Supervises

### Main activities

- undertaking departmental duties as assigned;
- applying standard procedures to HR or ER data collection & collation;
- carrying out investigations under supervision;
- assisting in the recruitment and selection process;
- contributing data & analyses to the preparation of reports; and,
- maintaining employee records & HR databases.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree in HR or equivalent discipline. May be a new graduate or have limited (normally up to 3 years') relevant professional experience.

### Other comments

## Position Description

---

**Position title:** Trainer/Training Facilitator - Learning & Development (Corp)  
**Position code:** MCA\_08321  
**Career 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:** Human Resources Officer (Corp)  
**Position code:** MCA\_00835  
**Career 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:** Head of Information Technology  
**Position code:** MCA\_00910  
**Career 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. This position is matched in the survey at a Head Office location.



## Position Description

---

**Position title:** Information Technology Manager (Corp)  
**Position code:** MCA\_00824  
**Career 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  
**Career 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  
**Career 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:** Network Administrator (Corp)  
**Position code:** MCA\_00826  
**Career 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  
**Career 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:** Desktop Support Analyst  
**Position code:** MCA\_008251  
**Career 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:** General Counsel  
**Position code:** MCA\_00004  
**Career level:** 6

---

### Responsible for

Normally this is the highest level of legal expertise within the organization 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. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Company Secretary  
**Position code:** MCA\_00003  
**Career 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

This position is matched in the survey as a day work position at a Head Office location.



## Position Description

---

**Position title:** Senior Legal Counsel  
**Position code:** MCA\_00845  
**Career 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  
**Career 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  
**Career 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:** Paralegal  
**Position code:** MCA\_08462  
**Career level:** 2

---

### Responsible for

Assists lawyers/legal counsel with research, drafting and preparation of legal documents.

### Report to

Lawyer, Legal Counsel, General Counsel.

### Supervises

No supervisory responsibilities.

### Main activities

- Building skills in researching and reporting the effect of legislation on the business.
- Building skills in 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.
- Under the supervision of legal counsel, gather information from various departments in the preparation of contracts and other legal documents.

### Key skills

- Knowledge of Corporations Law, Employment Law and Trade Practices Law.
- 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

Legal Counsel, Lawyers.

### External contacts

Solicitors/Lawyers.

### Typical experience

0 - 2 years experience working with a Corporate Lawyer. Currently completing a Combined Bachelor of Laws Degree.

### Other comments

## Position Description

---

**Position title:** Head of Supply Chain  
**Position code:** MCA\_00911  
**Career 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. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Procurement Manager  
**Position code:** MCA\_00985  
**Career 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:** Senior Procurement Officer  
**Position code:** MCA\_00986  
**Career 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

Interface with production and maintenance teams - onshore and offshore - and logistics.

## Position Description

---

**Position title:** Procurement Officer  
**Position code:** MCA\_00987  
**Career 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

Interface with production and maintenance teams - onshore and offshore - and logistic team members.



## Position Description

---

**Position title:** Supply Logistics Manager (Corp)  
**Position code:** MCA\_00895  
**Career level:** 5

---

### Responsible for

To develop & safely manage the Company's personnel and materials movement policies & practices to minimise expenditure consistent with maintaining production schedules & meeting supply obligations.

### Report to

Head of Supply Chain.

### Supervises

Senior Supply Logistics Officer, Supply Logistics Officer and logistics administration personnel.

### Main activities

- monitoring the safety quality, quantity, cost and efficiency of the movement and storage of goods and personnel;
- analysing data to monitor performance and plan improvements;
- identifying short & long term material & personnel movement strategies to meet the Company's business objectives;
- developing & maintaining productive relationships with key suppliers of services critical to production;
- developing & managing transportation & distribution policies & practices;
- overseeing company inventory records and reporting;
- establishing & maintaining appropriate contractual arrangements with suppliers; and,
- ensuring liaison with production & sales personnel on production & product delivery schedules.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Substantial experience (15+ years') at a senior level in purchasing, supply, logistics & contract administration. Proven negotiation skills.

### Other comments

Alternative Titles: Supply & Distribution Manager. This position is matched in the survey as a day work position at a Head Office location. Logistics may involve specialities such as aviation or marine/vessel dispatch.

## Position Description

---

**Position title:** Senior Supply Logistics Officer (Corp)  
**Position code:** MCA\_00896  
**Career level:** 4

---

### Responsible for

To supervise logistics operations safely and ensure that necessary materials are stored and transported to operational sites as required by internal customers.

### Report to

Supply Logistics Manager.

### Supervises

May supervise Supply Logistics Officer and logistics administration personnel.

### Main activities

- supervising the transport, handling and warehousing of the materials;
- directing and supervising shipping operations ;
- coordinating trucking operations with other concerned departments and negotiating with truckers, airfreight forwarders and shipping lines;
- monitoring key suppliers/contractors performance against targets, collecting key performance data and ensuring the effective flow of procurement information within and out of the business;
- directing and supervising all import/export operations including assignments of brokers and filing of documents needed by Customs;
- ensuring inventory and stocktake procedures are in place and followed;
- ensuring safety and control of all equipments and handling and storage of hazardous materials;
- monitoring all supply boat shipments to ensure regular supply to offshore facilities; and
- overseeing material ordering and monitoring.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline or materials management course. Substantial experience (8 to 10 years') at supply, logistics & contract administration.

### Other comments

Alternative Titles: Senior Logistics Specialist, Senior Logistics Coordinator. This position is matched in the survey as a day work position at a Head Office location. Logistics may involve specialities such as aviation or marine/vessel dispatch.

## Position Description

---

**Position title:** Supply Logistics Officer (Corp)  
**Position code:** MCA\_00897  
**Career level:** 2

---

### Responsible for

To perform assigned logistics operations safely, receive and store materials as required by procedures and prepare and transport materials to production sites as required by internal customers.

### Report to

Senior Supply Logistics Officer.

### Supervises

May supervise logistics administration personnel.

### Main activities

- transporting, handling and warehousing of materials;
- working with trucks, airfreight carriers and shipping lines to handle materials;
- preparing documentation for customs and other necessary material movement and hazardous materials;
- ensuring safety and control of all equipment and handling and storage of hazardous materials;
- maintaining company inventory databases and reporting; and,
- performing regular stocktakes.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have tertiary qualifications or extensive on-the-job experience. Experience in working at supply bases or logistics / transport / shipping locations or warehouses. Incumbent normally has experience in shipping and customs requirements.

### Other comments

Alternative Titles: Logistics Specialist, Logistics Coordinator. This position is matched in the survey as a day work position at a Head Office location. Logistics may involve specialities such as aviation or marine/vessel dispatch.

## Position Description

---

**Position title:** Contracts Manager  
**Position code:** MCA\_00990  
**Career level:** 5

---

### 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  
**Position code:** MCA\_00991  
**Career 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 teams - onshore and offshore - and logistics team members.

## Position Description

---

**Position title:** Contracts Advisor  
**Position code:** MCA\_00992  
**Career 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 teams - onshore and offshore and logistics team members.

## Position Description

---

**Position title:** Head of Environmental Affairs (Corp)  
**Position code:** MCA\_00907  
**Career 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

Alternative Titles: Environmental Manager. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Environment Manager (Corp)  
**Position code:** MCA\_00934  
**Career 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, or Head of Health, Safety & Security, Head of Operations when applicable.

### Supervises

Environment team members in the corporate office or in the field.

### Main activities

- This is a manager level position whose duties may include:
- developing company policies, strategies, and programs for environmental issues including; impact assessments and preparation of EMPs and Environmental approvals;
- managing the implementation environment initiatives and policies;
- monitoring of legislative standards to ensure legal compliance at all times;
- liaison with government departments and agencies, the community and other agencies;
- developing 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 (10 – 15 years) in environmental management plus proven management skills.

### Other comments

This is a managerial role and in smaller organisations, may be the most senior environmental adviser. In larger organisations, this position may be responsible for managing the environmental aspects of a particular project or set of projects / operations.



## Position Description

---

**Position title:** Senior Environmental Advisor (Corp)  
**Position code:** MCA\_00941  
**Career 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  
**Career 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:** Head of Health & Safety (Corp)  
**Position code:** MCA\_00807  
**Career 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. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Head of Health, Safety & Security (Corp)  
**Position code:** MCA\_08081  
**Career level:** 6

---

### Responsible for

To initiate, develop & implement Health, Safety and Security policies plans that meet legislative requirements and contribute to the health, safety and well-being of all employees, and to the security of personnel and property.

### Report to

Chief Executive Officer / Managing Director or a General Manager - Technical.

### Supervises

Safety & Health Manager (Corporate, Senior Safety & Health Advisers (Corporate) and Experienced Safety & Health Advisers (Corporate)

### Main activities

- This position is the most senior Health, Safety and Security policy expert in the company and is responsible for ensuring compliance with health, safety and security requirements. Key activities may include:
- developing company policies, strategies, and management programs for H S & S issues;
- monitoring legislative standards to ensure legal compliance;
- liaison with government departments and agencies, the community and other agencies;
- creating positive working relationships with major service providers to ensure H S & S activities are aligned;
- identifying security issues and developing and implementing solutions;
- coordinating studies and research into H S & S programs or other projects;
- representing the company in H S & S matters;
- 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 a relevant discipline and has extensive (20 + years') relevant experience.

### Other comments

The incumbent is functionally responsible for the activities of site Health, Safety & Security staff and for their professional training and development.

## Position Description

---

**Position title:** Health & Safety Manager (Corp)  
**Position code:** MCA\_00865  
**Career 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

This position is matched in the survey as a day work position at a Head Office location. This is a HEAD OFFICE based position but the incumbent may spend considerable time on-site.

## Position Description

---

**Position title:** Senior Health & Safety Adviser (Corp)  
**Position code:** MCA\_00866  
**Career 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

This position is matched in the survey as Head Office location. The incumbent may spend considerable time on-site.

## Position Description

---

**Position title:** Experienced Health & Safety Advisor (Corp)  
**Position code:** MCA\_00867  
**Career 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

This position is matched in the survey as a day work position at a Head Office location. May spend considerable time on-site.

## Position Description

---

**Position title:** Head of External Relations (Corp)  
**Position code:** MCA\_00908  
**Career 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

Alternative Titles: Government Affairs, Aboriginal Affairs, Investor Relations or Public Affairs Manager. This position is matched in the survey as a day work position at a Head Office location.



## Position Description

---

**Position title:** Senior External Affairs Adviser (Corp)  
**Position code:** MCA\_00827  
**Career 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:** Corporate Policy Manager  
**Position code:** MCA\_00802  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. These roles may have significant contact with the media and skill in this area is an important factor for success.

## Position Description

---

**Position title:** Senior Policy Advisor  
**Position code:** MCA\_00875  
**Career 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. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and all work patterns. 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  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. may specialise in specific policy area such as Environment, Indigenous Affairs or Government Relations.

## Position Description

---

**Position title:** Research Analyst  
**Position code:** MCA\_00877  
**Career 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 or Business Analyst.

## Position Description

---

**Position title:** Communications Advisor (Corp)  
**Position code:** MCA\_00878  
**Career 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

Alternative Titles: Nil. This position is matched in the survey as a day work position at a Head Office location.

## Position Description

---

**Position title:** Manager Community Affairs / Native Title / Heritage (Corp)  
**Position code:** MCA\_00874  
**Career 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. This position is matched in the survey as a day work position at a Head Office location. may specialise in an area such as Community Affairs; Indigenous Affairs; Heritage; Native Title.

## Position Description

---

**Position title:** Maintenance Superintendent (Onshore Day)  
**Position code:** MCA\_00421.On.D  
**Career level:** 4

---

### Responsible for

To coordinate shift maintenance activities in all areas so that continuity of operations is achieved in accordance with budget output & quality objectives.

### Report to

Manager Asset Integrity/Reliability.

### Supervises

Maintenance Supervisors and Maintenance Planners

### Main activities

- setting goals & coordinating the activities of Maintenance Supervisors;
- identifying maintenance requirements and improvements ;
- ensuring adequate resources are available for meeting scheduled & repair / breakdown maintenance;
- planning shutdowns to optimise costs & availability;
- supervising maintenance activities & ensuring safe & healthy work practices are followed ;
- liaison with operations departments to ensure optimal equipment & plant availability;
- working with onshore support engineers to assist in resolution of technical maintenance issues; and,
- liaison with procurement/stores/logistics to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May have a tertiary degree or advanced trades certificates. Selection is determined by experience & the demonstration of supervisory skills.

### Other comments

Alternative Titles: Senior Maintenance Supervisor, Mechanical Superintendent, Electrical Superintendent.



## Position Description

---

**Position title:** Maintenance Superintendent (Onshore Shift - Cont)  
**Position code:** MCA\_00421.On.SC  
**Career level:** 4

---

### Responsible for

To coordinate shift maintenance activities in all areas so that continuity of operations is achieved in accordance with budget output & quality objectives.

### Report to

Manager Asset Integrity/Reliability.

### Supervises

Maintenance Supervisors and Maintenance Planners

### Main activities

- setting goals & coordinating the activities of Maintenance Supervisors;
- identifying maintenance requirements and improvements ;
- ensuring adequate resources are available for meeting scheduled & repair / breakdown maintenance;
- planning shutdowns to optimise costs & availability;
- supervising maintenance activities & ensuring safe & healthy work practices are followed ;
- liaison with operations departments to ensure optimal equipment & plant availability;
- working with onshore support engineers to assist in resolution of technical maintenance issues; and,
- liaison with procurement/stores/logistics to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May have a tertiary degree or advanced trades certificates. Selection is determined by experience & the demonstration of supervisory skills.

### Other comments

Alternative Titles: Senior Maintenance Supervisor, Mechanical Superintendent, Electrical Superintendent.

## Position Description

---

**Position title:** Maintenance Superintendent (Onshore Shift - Non Cont)  
**Position code:** MCA\_00421.On.SNC  
**Career level:** 4

---

### Responsible for

To coordinate shift maintenance activities in all areas so that continuity of operations is achieved in accordance with budget output & quality objectives.

### Report to

Manager Asset Integrity/Reliability.

### Supervises

Maintenance Supervisors and Maintenance Planners

### Main activities

- setting goals & coordinating the activities of Maintenance Supervisors;
- identifying maintenance requirements and improvements ;
- ensuring adequate resources are available for meeting scheduled & repair / breakdown maintenance;
- planning shutdowns to optimise costs & availability;
- supervising maintenance activities & ensuring safe & healthy work practices are followed ;
- liaison with operations departments to ensure optimal equipment & plant availability;
- working with onshore support engineers to assist in resolution of technical maintenance issues; and,
- liaison with procurement/stores/logistics to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May have a tertiary degree or advanced trades certificates. Selection is determined by experience & the demonstration of supervisory skills.

### Other comments

Alternative Titles: Senior Maintenance Supervisor, Mechanical Superintendent, Electrical Superintendent.

**Position Description**

---

**Position title:** Maintenance Supervisor (Offshore Day)  
**Position code:** MCA\_00433.Off.D  
**Career level:** 3

---

**Responsible for**

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

**Report to**

Maintenance Superintendent.

**Supervises**

Normally this is the first level of supervision of trades employees & / or contractors.

**Main activities**

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

**Key skills**

Nil.

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

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

**Other comments**

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).

## Position Description

---

**Position title:** Maintenance Supervisor (Offshore Shift - Cont)  
**Position code:** MCA\_00433.Off.SC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

### Report to

Maintenance Superintendent.

### Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

### Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

### Other comments

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).

## Position Description

---

**Position title:** Maintenance Supervisor (Offshore Shift - Non Cont)  
**Position code:** MCA\_00433.Off.SNC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

### Report to

Maintenance Superintendent.

### Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

### Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

### Other comments

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).

## Position Description

---

**Position title:** Maintenance Supervisor (Onshore Day)  
**Position code:** MCA\_00433.On.D  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

### Report to

Maintenance Superintendent.

### Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

### Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

### Other comments

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).

## Position Description

---

**Position title:** Maintenance Supervisor (Onshore Shift - Cont)  
**Position code:** MCA\_00433.On.SC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

### Report to

Maintenance Superintendent.

### Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

### Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

### Other comments

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).

## Position Description

---

**Position title:** Maintenance Supervisor (Onshore Shift - Non Cont)  
**Position code:** MCA\_00433.On.SNC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

### Report to

Maintenance Superintendent.

### Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

### Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

### Other comments

Alternative Titles: Maintenance Coordinator (may be specialist trade supervisor - i.e. mechanical, instrumentation / electrical).



## Position Description

---

**Position title:** Trades Leading Hand (Onshore Day)  
**Position code:** MCA\_00460.On.D  
**Career level:** 3

---

### Responsible for

To assist the Maintenance Supervisor (Days) with the allocation and monitoring of daily activities of tradespersons.

### Report to

Maintenance Supervisor.

### Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

### Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Holds trades certificate. Selection is determined by experience and demonstrated competence.

### Other comments

May act as an alternate to the Maintenance Supervisor.

## Position Description

---

**Position title:** Trades Leading Hand (Onshore Shift - Cont)  
**Position code:** MCA\_00460.On.SC  
**Career level:** 3

---

### Responsible for

To assist the Maintenance Supervisor (Days) with the allocation and monitoring of daily activities of tradespersons.

### Report to

Maintenance Supervisor.

### Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

### Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Holds trades certificate. Selection is determined by experience and demonstrated competence.

### Other comments

May act as an alternate to the Maintenance Supervisor.

## Position Description

---

**Position title:** Trades Leading Hand (Onshore Shift - Non Cont)  
**Position code:** MCA\_00460.On.SNC  
**Career level:** 3

---

### Responsible for

To assist the Maintenance Supervisor (Days) with the allocation and monitoring of daily activities of tradespersons.

### Report to

Maintenance Supervisor.

### Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

### Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Holds trades certificate. Selection is determined by experience and demonstrated competence.

### Other comments

May act as an alternate to the Maintenance Supervisor.

**Position Description**

---

**Position title:** Dual Trade Technician (Offshore Day)  
**Position code:** MCA\_00467.Off.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisors.

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Maintenance Technician (Dual Trades).

## Position Description

---

**Position title:** Dual Trade Technician (Offshore Shift - Cont)  
**Position code:** MCA\_00467.Off.SC  
**Career level:** 2

---

### Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

### Report to

Maintenance Supervisors.

### Supervises

May supervise apprentices.

### Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

### Other comments

Alternative Titles: Maintenance Technician (Dual Trades).

**Position Description**

---

**Position title:** Dual Trade Technician (Offshore Shift - Non Cont)  
**Position code:** MCA\_00467.Off.SNC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisors.

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Maintenance Technician (Dual Trades).

**Position Description**

---

**Position title:** Dual Trade Technician (Onshore Shift - Cont)  
**Position code:** MCA\_00467.On.SC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisors.

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Maintenance Technician (Dual Trades).

**Position Description**

---

**Position title:** Dual Trade Technician (Onshore Shift - Day)  
**Position code:** MCA\_00467.On.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisors.

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Maintenance Technician (Dual Trades).



**Position Description**

---

**Position title:** Dual Trade Technician (Onshore Shift - Non Cont)  
**Position code:** MCA\_00467.On.SNC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisors.

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Maintenance Technician (Dual Trades).

**Position Description**

---

**Position title:** Mechanical Tradesperson (Onshore Day)  
**Position code:** MCA\_00461.On.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Mechanical Tradesperson (Onshore Shift - Cont)  
**Position code:** MCA\_00461.On.SC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Mechanical Tradesperson (Onshore Shift - Non Cont)  
**Position code:** MCA\_00461.On.SNC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Mechanical Tradesperson (Offshore Day)  
**Position code:** MCA\_00461.Off.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Mechanical Tradesperson (Offshore Shift - Cont)  
**Position code:** MCA\_00461.Off.SC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Mechanical Tradesperson (Offshore Shift - Non Cont)  
**Position code:** MCA\_00461.Off.SNC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor

**Supervises**

May supervise apprentices.

**Main activities**

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant ex

**Other comments**

Alternative Titles: Mechanical Technician.

**Position Description**

---

**Position title:** Electrical Tradesperson (Offshore Day)  
**Position code:** MCA\_00466.Off.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor.

**Supervises**

May supervise apprentices.

**Main activities**

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Instrument Technician, Electrical Technician.



## Position Description

---

**Position title:** Electrical Tradesperson (Offshore Shift - Cont)  
**Position code:** MCA\_00466.Off.SC  
**Career level:** 2

---

### Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

### Report to

Maintenance Supervisor.

### Supervises

May supervise apprentices.

### Main activities

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

### Other comments

Alternative Titles: Instrument Technician, Electrical Technician.

## Position Description

---

**Position title:** Electrical Tradesperson (Offshore Shift - Non Cont)  
**Position code:** MCA\_00466.Off.SNC  
**Career level:** 2

---

### Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

### Report to

Maintenance Supervisor.

### Supervises

May supervise apprentices.

### Main activities

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

### Other comments

Alternative Titles: Instrument Technician, Electrical Technician.

**Position Description**

---

**Position title:** Electrical Tradesperson (Onshore Day)  
**Position code:** MCA\_00466.On.D  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor.

**Supervises**

May supervise apprentices.

**Main activities**

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Instrument Technician, Electrical Technician.

## Position Description

---

**Position title:** Electrical Tradesperson (Onshore Shift - Cont)  
**Position code:** MCA\_00466.On.SC  
**Career level:** 2

---

### Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

### Report to

Maintenance Supervisor.

### Supervises

May supervise apprentices.

### Main activities

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

### Other comments

Alternative Titles: Instrument Technician, Electrical Technician.

**Position Description**

---

**Position title:** Electrical Tradesperson (Onshore Shift - Non Cont)  
**Position code:** MCA\_00466.On.SNC  
**Career level:** 2

---

**Responsible for**

To carry out preventive and breakdown maintenance to fixed plant.

**Report to**

Maintenance Supervisor.

**Supervises**

May supervise apprentices.

**Main activities**

- y activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

**Key skills**

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

**Other comments**

Alternative Titles: Instrument Technician, Electrical Technician.

## Position Description

---

**Position title:** General Services Operator (Onshore Day)  
**Position code:** MCA\_00462.On.D  
**Career level:** 2

---

### Responsible for

To operate mobile plant, rigging and machinery to lift materials to assist in site operations.

### Report to

Maintenance Supervisor.

### Supervises

Nil.

### Main activities

- Key activities can include:
- operating general mobile machinery;
- ensuring all field and plant areas are clean and ordered;
- operating mobile light cranes, forklifts and driving light trucks;
- assisting technicians to ensure operations run efficiently;
- maintaining safe operations and achieving production targets; and,
- undertaking general repairs.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally do not hold a trade certificate but may hold certification for rigging, scaffolding or crane operation.

### Other comments

Alternative Titles: Rigger, Crane Operator, Scaffolder. This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** General Services Operator (Offshore Shift - Cont)  
**Position code:** MCA\_00462.Off.SC  
**Career level:** 2

---

### Responsible for

To operate mobile plant, rigging and machinery to lift materials to assist in site operations.

### Report to

Maintenance Supervisor.

### Supervises

Nil.

### Main activities

- Key activities can include:
- operating general mobile machinery;
- ensuring all field and plant areas are clean and ordered;
- operating mobile light cranes, forklifts and driving light trucks;
- assisting technicians to ensure operations run efficiently;
- maintaining safe operations and achieving production targets; and,
- undertaking general repairs.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally do not hold a trade certificate but may hold certification for rigging, scaffolding or crane operation.

### Other comments

Alternative Titles: Rigger, Crane Operator, Scaffolder. This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Rotating Equipment Engineer  
**Position code:** MCA\_04421  
**Career level:** 3

---

### Responsible for

To provide engineering support to all physical plant and equipment; focussing on rotating equipment.

### Report to

Manager Asset Integrity / Reliability.

### Supervises

May supervise external consultants as required.

### Main activities

- ensuring all physical plant and equipment is reliable, compliant, well maintained and safe;
- ensuring ongoing engineering compliance such as permits, legislative approvals for the plant are in place;
- identifying machinery improvement opportunities by developing improvement plans & ensuring all modifications follow the Company's authorised process;
- managing the integrity of the plant through maintenance, inspection & engineering change control;
- contributing to the strategies for managing risk based maintenance including condition monitoring programs; and
- building capability by sourcing & sharing machinery knowledge, exploring new technologies, providing machinery awareness, and the provision of training support.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree level (MSc level minimum) in Mechanical Engineering or equivalent.

8 - 10 years of experience as a Rotating Equipment Engineer in the Oil & Gas industry and proven experience working with compressors, engines, turbines and pumps and other associated rotating machinery.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns. Experience working in the operation and maintenance of LNG plant or other installations involving large rotating equipment is desired.



## Position Description

---

**Position title:** Senior Maintenance/Reliability Engineer (Onshore Day)  
**Position code:** MCA\_00442.On.D  
**Career level:** 4

---

### Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering in

### Report to

Manager Asset Integrity / Reliability.

### Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

### Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

### Other comments

Alternative Titles: Senior Maintenance Engineer. Please specify discipline.

## Position Description

---

**Position title:** Senior Maintenance/Reliability Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00442.On.SC  
**Career level:** 4

---

### Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering in

### Report to

Manager Asset Integrity / Reliability.

### Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

### Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

### Other comments

Alternative Titles: Senior Maintenance Engineer. Please specify discipline.

## Position Description

---

**Position title:** Senior Maintenance/Reliability Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00442.On.SNC  
**Career level:** 4

---

### Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering in

### Report to

Manager Asset Integrity / Reliability.

### Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

### Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

### Other comments

Alternative Titles: Senior Maintenance Engineer. Please specify discipline.

## Position Description

---

**Position title:** Experienced Maintenance/Reliability Engineer (Onshore Day)  
**Position code:** MCA\_00443.On.D  
**Career level:** 3

---

### Responsible for

To provide maintenance engineering expertise to operations.

### Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

### Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

### Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

### Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. Please specify discipline.

## Position Description

---

**Position title:** Experienced Maintenance/Reliability Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00443.On.SC  
**Career level:** 3

---

### Responsible for

To provide maintenance engineering expertise to operations.

### Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

### Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

### Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

### Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. Please specify discipline.

## Position Description

---

**Position title:** Experienced Maintenance/Reliability Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00443.On.SNC  
**Career level:** 3

---

### Responsible for

To provide maintenance engineering expertise to operations.

### Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

### Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

### Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

### Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. Please specify discipline.

## Position Description

---

**Position title:** Graduate Maintenance/Reliability Engineer (Onshore Day)  
**Position code:** MCA\_00444.On.D  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

### Report to

Senior Reliability / Asset Integrity Engineer or Experienced Reliability / Asset Integrity Engineer.

### Supervises

Nil.

### Main activities

- Normally works under professional supervision and is responsible for:
- implementing of preventative maintenance programs;
- supervising shutdown maintenance programs; and,
- assisting with the overview of major maintenance programs to ensure quality, cost effectiveness & timeliness.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in an Engineering discipline.

### Other comments

Alternative Titles: Graduate Mechanical or Graduate Electrical Engineer; Asset Integrity Engineer.

## Position Description

---

**Position title:** Graduate Maintenance/Reliability Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00444.On.SC  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

### Report to

Senior Reliability / Asset Integrity Engineer or Experienced Reliability / Asset Integrity Engineer.

### Supervises

Nil.

### Main activities

- Normally works under professional supervision and is responsible for:
- implementing of preventative maintenance programs;
- supervising shutdown maintenance programs; and,
- assisting with the overview of major maintenance programs to ensure quality, cost effectiveness & timeliness.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in an Engineering discipline.

### Other comments

Alternative Titles: Graduate Mechanical or Graduate Electrical Engineer; Asset Integrity Engineer.



## Position Description

---

**Position title:** Graduate Maintenance/Reliability Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00444.On.SNC  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

### Report to

Senior Reliability / Asset Integrity Engineer or Experienced Reliability / Asset Integrity Engineer.

### Supervises

Nil.

### Main activities

- Normally works under professional supervision and is responsible for:
- implementing of preventative maintenance programs;
- supervising shutdown maintenance programs; and,
- assisting with the overview of major maintenance programs to ensure quality, cost effectiveness & timeliness.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in an Engineering discipline.

### Other comments

Alternative Titles: Graduate Mechanical or Graduate Electrical Engineer; Asset Integrity Engineer.

## Position Description

---

**Position title:** Maintenance Specialist (Onshore Day)  
**Position code:** MCA\_00445.On.D  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Maintenance Specialist (Onshore Shift - Cont)  
**Position code:** MCA\_00445.On.SC  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Maintenance Specialist (Onshore Shift - Non Cont)  
**Position code:** MCA\_00445.On.SNC  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Maintenance Specialist (Offshore Day)  
**Position code:** MCA\_00445.Off.D  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Maintenance Specialist (OffShore Shift - Cont)  
**Position code:** MCA\_00445.Off.SC  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Maintenance Specialist (OffShore Shift - Non Cont)  
**Position code:** MCA\_00445.Off.SNC  
**Career level:** 3

---

### Responsible for

To plan and coordinate plant maintenance activities, including shutdowns, and to support engineers and technicians in problem solving technical maintenance issues.

### Report to

Maintenance Superintendent

### Supervises

May supervise Single Trade Mechanical / Electrical Technicians & and Dual Trade Technicians.

### Main activities

- Specific duties may include:
- planning and coordinating major overhaul, project and shutdown work;
- acting as Shutdown Coordinator to supervise contractors in the lead up, planning & execution of shutdowns;
- liaise with support engineers to assist in resolution of technical maintenance issues;
- providing advice to identify maintenance requirements and improvements to address production outages caused by failures;
- assisting new technicians build the necessary knowledge to maintain specialist plant equipment; and
- coaching and advising the maintenance group on operational issues and work processes focussing on safety, environment, production and efficiency:

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will trade qualifications and have considerable experience in fault finding and maintenance of major plant.

### Other comments

This may be applicable to an onshore or offshore work environment.

## Position Description

---

**Position title:** Senior Maintenance Planner (Onshore Day)  
**Position code:** MCA\_00440.On.D  
**Career level:** 4

---

### Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

### Report to

Head of Maintenance, Maintenance Superintendent.

### Supervises

Maintenance Planner.

### Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

### Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers.



**Position Description**

---

**Position title:** Senior Maintenance Planner (Onshore Shift - Cont)  
**Position code:** MCA\_00440.On.SC  
**Career level:** 4

---

**Responsible for**

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

**Report to**

Head of Maintenance, Maintenance Superintendent.

**Supervises**

Maintenance Planner.

**Main activities**

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

**Key skills**

Nil.

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

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

**Other comments**

EXCLUDE tertiary qualified Planned Maintenance Engineers.

## Position Description

---

**Position title:** Senior Maintenance Planner (Onshore Shift - Non Cont)  
**Position code:** MCA\_00440.On.SNC  
**Career level:** 4

---

### Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

### Report to

Head of Maintenance, Maintenance Superintendent.

### Supervises

Maintenance Planner.

### Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

### Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers.

## Position Description

---

**Position title:** Maintenance Planner (Offshore Day)  
**Position code:** MCA\_00441.Off.D  
**Career level:** 2

---

### Responsible for

Providing a comprehensive planning service to the maintenance department.

### Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

### Supervises

### Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

### Other comments

## Position Description

---

**Position title:** Maintenance Planner (Offshore Shift - Cont)  
**Position code:** MCA\_00441.Off.SC  
**Career level:** 2

---

### Responsible for

Providing a comprehensive planning service to the maintenance department.

### Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

### Supervises

### Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

### Other comments

## Position Description

---

**Position title:** Maintenance Planner (Offshore Shift - Non Cont)  
**Position code:** MCA\_00441.Off.SNC  
**Career level:** 2

---

### Responsible for

Providing a comprehensive planning service to the maintenance department.

### Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

### Supervises

### Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

### Other comments

## Position Description

---

**Position title:** Maintenance Planner (Onshore Day)  
**Position code:** MCA\_00441.On.D  
**Career level:** 2

---

### Responsible for

Providing a comprehensive planning service to the maintenance department.

### Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

### Supervises

### Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

### Other comments

## Position Description

---

**Position title:** Maintenance Planner (Onshore Shift - Cont)  
**Position code:** MCA\_00441.On.SC  
**Career level:** 2

---

### Responsible for

Providing a comprehensive planning service to the maintenance department.

### Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

### Supervises

### Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

### Other comments

**Position Description**

---

**Position title:** Maintenance Planner (Onshore Shift - Non Cont)  
**Position code:** MCA\_00441.On.SNC  
**Career level:** 2

---

**Responsible for**

Providing a comprehensive planning service to the maintenance department.

**Report to**

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

**Supervises****Main activities**

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

**Key skills**

Nil.

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

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

**Other comments**



## Position Description

---

**Position title:** Head of Ops (Corp)  
**Position code:** MCA\_00903  
**Career 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

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; Chief Operating Officer. 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:** Asset General Manager  
**Position code:** MCA\_00102  
**Career level:** 6

---

### Responsible for

To efficiently manage all aspects of business unit performance including production, quality control and the effective use of financial, physical & human resources.

### Report to

Chief Executive Officer or Head of Operations (Corporate).

### Supervises

Production, maintenance, technical and administrative managers.

### Main activities

- Key activities can include:
- managing & monitoring key production, maintenance & quality control processes & other measures of business unit performance & health;
- planning to ensure all inputs & assets are identified & available to ensure business unit goals are met;
- agreeing budgets & performance standards for subordinate managers;
- planning to ensure human resources are available, trained & motivated to achieve production goals;
- promoting H&S & responsible environmental practice to meet company standards & legal requirements;
- ensuring a safe & healthy working environment; and,
- ensuring personnel are competent in their roles by overseeing training and mentoring programs.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree in process engineering or other engineering discipline plus (preferably) post-graduate business or financial qualifications. Extensive experience at management level in an operating oil, gas or petrochemical facility.

### Other comments

Alternative Titles: Production, Process General Manager. This position is responsible for all aspects of Asset performance. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Manager (Onshore Day)  
**Position code:** MCA\_00202.On.D  
**Career level:** 5

---

### Responsible for

Normally this is the highest level of production expertise in the operation and is responsible for meeting production targets while ensuring health and safety of personnel and integrity of the asset.

### Report to

Asset General Manager or Head of Operations

### Supervises

Field production personnel both onshore & offshore.

### Main activities

- Key activities can include:
- ensuring health and safety standards are maintained;
- ensuring asset operating integrity and process safety standards and levels are understood by all operations personnel;
- evaluating efficiencies of production sites;
- overseeing analyses of data and information and reporting production and other data;
- ensuring profitable operations are achieved with due regard to organisational values & priorities;
- ensuring asset maintenance programs and shutdowns are planned and are coordinated; 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 seasoned professional engineer (15+ years' experience) or production manager with extensive operations and supervisory experience.

### Other comments

This position is corporate based but visits field operations regularly to oversee field operations' efficiency and safety. This is a head or national office position. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Manager (Onshore Shift - Cont)  
**Position code:** MCA\_00202.On.SC  
**Career level:** 5

---

### Responsible for

Normally this is the highest level of production expertise in the operation and is responsible for meeting production targets while ensuring health and safety of personnel and integrity of the asset.

### Report to

Asset General Manager or Head of Operations

### Supervises

Field production personnel both onshore & offshore.

### Main activities

- Key activities can include:
- ensuring health and safety standards are maintained;
- ensuring asset operating integrity and process safety standards and levels are understood by all operations personnel;
- evaluating efficiencies of production sites;
- overseeing analyses of data and information and reporting production and other data;
- ensuring profitable operations are achieved with due regard to organisational values & priorities;
- ensuring asset maintenance programs and shutdowns are planned and are coordinated; 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 seasoned professional engineer (15+ years' experience) or production manager with extensive operations and supervisory experience.

### Other comments

This position is corporate based but visits field operations regularly to oversee field operations' efficiency and safety. This is a head or national office position. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Manager (Onshore Shift - Non Cont)  
**Position code:** MCA\_00202.On.SNC  
**Career level:** 5

---

### Responsible for

Normally this is the highest level of production expertise in the operation and is responsible for meeting production targets while ensuring health and safety of personnel and integrity of the asset.

### Report to

Asset General Manager or Head of Operations

### Supervises

Field production personnel both onshore & offshore.

### Main activities

- Key activities can include:
- ensuring health and safety standards are maintained;
- ensuring asset operating integrity and process safety standards and levels are understood by all operations personnel;
- evaluating efficiencies of production sites;
- overseeing analyses of data and information and reporting production and other data;
- ensuring profitable operations are achieved with due regard to organisational values & priorities;
- ensuring asset maintenance programs and shutdowns are planned and are coordinated; 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 seasoned professional engineer (15+ years' experience) or production manager with extensive operations and supervisory experience.

### Other comments

This position is corporate based but visits field operations regularly to oversee field operations' efficiency and safety. This is a head or national office position. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Offshore Installation Manager (Day)  
**Position code:** MCA\_00205.Off.D  
**Career level:** 5

---

### Responsible for

This position is responsible for directing and controlling the operations of the facility to ensure production targets are achieved in a safe, environmentally and cost efficient manner and in accordance with company directives.

### Report to

Production Manager. May report to Asset Manager

### Supervises

Production Superintendent (Offshore)

### Main activities

- ensuring the health, welfare and safety of all personnel on the facility;
- providing leadership to achieve production and maintenance objectives;
- ensuring the implementation and application of planned maintenance schedules including monitoring and inspection of plant and equipment;
- preparing reports to Operations and Maintenance groups as required;
- contributing to turnaround and scheduled maintenance planning;
- preparing annual operating budgets, monitoring expenditures, and identifying cost reduction & profit improvement opportunities;
- ensuring full compliance with all mandatory procedures and regulations that relate to production operations;
- preparing and training facility personnel to react appropriately in the event of an emergency
- managing emergencies; and
- ensuring on-going development and training of employees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Qualified at degree level in a relevant engineering discipline. Significant experience gained in onshore and offshore managerial positions. Strong general leadership and management skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Offshore Installation Manager (Shift - Cont)  
**Position code:** MCA\_00205.Off.SC  
**Career level:** 5

---

### Responsible for

This position is responsible for directing and controlling the operations of the facility to ensure production targets are achieved in a safe, environmentally and cost efficient manner and in accordance with company directives.

### Report to

Production Manager. May report to Asset Manager

### Supervises

Production Superintendent (Offshore)

### Main activities

- ensuring the health, welfare and safety of all personnel on the facility;
- providing leadership to achieve production and maintenance objectives;
- ensuring the implementation and application of planned maintenance schedules including monitoring and inspection of plant and equipment;
- preparing reports to Operations and Maintenance groups as required;
- contributing to turnaround and scheduled maintenance planning;
- preparing annual operating budgets, monitoring expenditures, and identifying cost reduction & profit improvement opportunities;
- ensuring full compliance with all mandatory procedures and regulations that relate to production operations;
- preparing and training facility personnel to react appropriately in the event of an emergency
- managing emergencies; and
- ensuring on-going development and training of employees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Qualified at degree level in a relevant engineering discipline. Significant experience gained in onshore and offshore managerial positions. Strong general leadership and management skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Offshore Installation Manager (Shift - Non Cont)  
**Position code:** MCA\_00205.Off.SNC  
**Career level:** 5

---

### Responsible for

This position is responsible for directing and controlling the operations of the facility to ensure production targets are achieved in a safe, environmentally and cost efficient manner and in accordance with company directives.

### Report to

Production Manager. May report to Asset Manager

### Supervises

Production Superintendent (Offshore)

### Main activities

- ensuring the health, welfare and safety of all personnel on the facility;
- providing leadership to achieve production and maintenance objectives;
- ensuring the implementation and application of planned maintenance schedules including monitoring and inspection of plant and equipment;
- preparing reports to Operations and Maintenance groups as required;
- contributing to turnaround and scheduled maintenance planning;
- preparing annual operating budgets, monitoring expenditures, and identifying cost reduction & profit improvement opportunities;
- ensuring full compliance with all mandatory procedures and regulations that relate to production operations;
- preparing and training facility personnel to react appropriately in the event of an emergency
- managing emergencies; and
- ensuring on-going development and training of employees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Qualified at degree level in a relevant engineering discipline. Significant experience gained in onshore and offshore managerial positions. Strong general leadership and management skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.



## Position Description

---

**Position title:** Engineering Services Manager (Asset)  
**Position code:** MCA\_00504  
**Career level:** 5

---

### Responsible for

To implement and monitor company Asset technical and operating integrity standards to ensure maximum safe performance from the Assets.

### Report to

Asset General Manager, Head of Operations

### Supervises

Chief Process Engineer, Chief Production Engineer and other discipline engineering professionals.

### Main activities

- Key activities include:
- implementing company technical design and operating standards procedures;
- monitoring asset process efficiencies & product quality;
- designing, developing and implementing process improvement initiatives;
- managing brownfield capital project design and execution;
- initiating & managing process performance optimisation ;
- managing asset engineering personnel and contractors ;
- maintaining accurate & up to date 'as built' drawings & schematics of asset & ancillary services; and,
- managing laboratories & testing facilities.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent normally holds tertiary qualifications in Process Engineering or other relevant engineering discipline. At least 15+ years' broad & varied experience in engineering in the oil and gas production industry.

### Other comments

Alternative Titles: Head of Technical Services (Asset), Asset Engineering Manager. Technical engineering functional reporting to Head of Technical Services (corporate) may direct mechanical, civil, electrical, and other engineering activities. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Head of Maintenance/Reliability  
**Position code:** MCA\_04011  
**Career level:** 5

---

### Responsible for

Responsible for the maintenance & planned shutdown of all plant & equipment to ensure production targets are met in accordance with company standards.

### Report to

Asset General Manager.

### Supervises

Maintenance Superintendent & Senior Reliability / Asset Integrity Engineer.

### Main activities

- ensuring the facility is maintained in accordance with company and regulatory requirements to ensure plant integrity;
- negotiating & managing the annual operating budget;
- scheduling the maintenance of fixed plant;
- developing & implementing preventative maintenance programs;
- planning shutdowns to optimise costs & availability;
- establishing contracts for the maintenance and modification of plant;
- managing the modification of equipment & upgrade of existing facilities;
- ensuring a safe & healthy work environment; and,
- liaison with marketing and production management to plan shutdown timings and durations.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents are expected to hold a tertiary degree in engineering. Typically 15+ years' experience in the management of plant maintenance in a continuous operating process environment.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Head of Health, Safety and Security (Operations)  
**Position code:** MCA\_06031  
**Career level:** 5

---

### Responsible for

To develop & implement policies that contribute to the health, safety, security & well-being of employees, contractors & visitors on production assets.

### Report to

Asset General Manager with a dotted line reporting function to Head of Health, Safety & Security (Corporate).

### Supervises

Senior Health & Safety Adviser, Senior Security Advisor, Training Coordinator.

### Main activities

- ensuring compliance with statutory obligations & corporate health, safety and security policies;
- conducting programs for the induction & training of personnel in safe work practices;
- developing safe work practices in new operational activities (including for contractors);
- developing and implementing various monitoring programs;
- developing and implementing risk management & safety engineering methodologies (e.g.HAZOP);
- investigating accidents & incidents & initiating changes in procedures & equipment;
- ensuring the supply of appropriate safety equipment;
- controlling workplace inspections by issuing safety working permits;
- conducting research into improving health, safety and security on the Asset; liaison with relevant government departments & other external organisations on H&S matters; identifying security technical solutions, and driving improvement processes and system

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents will usually hold a tertiary degree or have extensive practical experience (15+ years) as well as completion of a specialised program in occupational health & safety.

### Other comments

This is a Departmental Head and part of the asset management team. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Chief Petroleum Engineer  
**Position code:** MCA\_00085  
**Career level:** 5

---

### Responsible for

Responsible for monitoring wells and production systems performance, enhancing well productivity, maximising production system deliverability and managing well integrity.

### Report to

Engineering Services Manager (Asset) or Asset General Manager depending on size of organisation. May also report to Head of Production/Development or Operations.

### Supervises

Production Engineering Team.

### Main activities

- This position is normally the organisation's principal expert and chief adviser in respect of production engineering activities through:
- establishing policies, procedures and standards for production engineering activities;
- formulating field development plans for developing oil fields, planning schedules for drilling, and for product recovery and treatment ;
- directing laboratory and field research to develop new or to improve old methods and equipment for recovery of oil and gas;
- planning for well intervention strategies including early detection systems
- overseeing the training and career development of the Production Engineering team;
- keeping abreast of new developments in production engineering; 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 will normally have a Bachelors degree in a petroleum related subject, MSc or PhD. Usually possess 15+ years' of professional experience.

### Other comments

Alternative Titles: Chief Petroleum Engineer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Principal Petroleum Engineer  
**Position code:** MCA\_00086  
**Career level:** 5

---

### Responsible for

Responsible for monitoring wells and production systems' performance, enhancing well productivity, maximising production system deliverability and managing well integrity.

### Report to

Chief / Manager Production Engineer.

### Supervises

Senior Experienced and Graduate Production Engineers.

### Main activities

- Key activities include:
- establishing policies, procedures and standards for production engineering activities;
- formulating field development plans for developing oil fields, planning schedules for drilling, and for product recovery and treatment ;
- directing laboratory and field research to develop new or to improve old methods and equipment for recovery of oil and gas;
- planning for well intervention strategies, including early detection systems;
- keeping abreast of new developments in petroleum engineering; and,
- overseeing the training and career development of the Production Engineering team.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will normally have a Bachelors degree in a petroleum related subject, MSc or PhD with 10+ years' of professional experience.

### Other comments

Alternative Titles: Principal Petroleum Engineer. This position is normally corporate based but regular field visits will be required. May direct mechanical, civil, electrical, and other engineering activities. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Senior Petroleum Engineer  
**Position code:** MCA\_00087  
**Career level:** 4

---

### Responsible for

Optimising and executing high quality planning and subsurface production engineering.

### Report to

Principal Production Engineer Chief Production Engineer or Engineering Services Manager (Asset)

### Supervises

Experienced Production Engineers & Graduate Production / Petroleum Engineers and field based personnel when applicable.

### Main activities

- Key activities include:
- monitoring production rates, and plan rework processes in order to improve production optimisation;
- analysing data in order to recommend placement of wells and supplementary processes to enhance production optimisation;
- specifying and supervising well modification and stimulation programs, in order to maximise oil and gas recovery;
- directing and monitoring the completion and evaluation of wells, well testing, and well surveys;
- ensuring systems are in place for maintaining records of drilling and production operations;
- coordinating workovers; the installation, maintenance, and operation of oil field equipment;
- supervising the removal of drilling equipment, the removal of any waste, and the safe return of land to structural stability when wells or pockets are exhausted;
- inspecting oil and gas wells in order to determine that installations are completed; and,
- ensuring that all wells are operated within company well integrity standards.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent with 8 to 10 years' professional experience.

### Other comments

Alternative Titles: Senior Petroleum Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Experienced Petroleum Engineer  
**Position code:** MCA\_00088  
**Career level:** 3

---

### Responsible for

Optimising and executing high quality planning and subsurface production engineering.

### Report to

Principal Production Engineer or Senior Production Engineer

### Supervises

Graduate Production / Petroleum Engineers and field based personnel when applicable.

### Main activities

- Key activities include:
- monitoring production rates, and plan rework processes in order to improve production optimisation;
- assist with analysing data in order to design placement of wells and supplementary processes to enhance production optimisation;
- specifying and supervising well modification and stimulation programs, in order to maximise oil and gas recovery;
- directing and monitoring the completion and evaluation of wells, well testing, and well surveys;
- coordinating workovers; the installation, maintenance, and operation of oil field equipment;
- supervising the removal of drilling equipment, the removal of any waste, and the safe return of land to structural stability when wells or pockets are exhausted;
- ensuring all key monitoring results and well activity information is captured in the database; and,
- maintaining records of drilling and production operations.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent with 4 to 7 years' professional experience

### Other comments

Alternative Titles: Experienced Petroleum Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Graduate Petroleum Engineer  
**Position code:** MCA\_00089  
**Career level:** 2

---

### Responsible for

To carry out, under professional supervision, various production & engineering projects.

### Report to

Variable.

### Supervises

Nil

### Main activities

- Key activities include:
- recording production rates, as a basis for improving production;
- assisting with analysing data in order to design placement of wells and supplementary processes to enhance production;
- monitoring the completion and evaluation of wells, well testing, and well surveys (on site);
- assisting with maintaining records of drilling and production operations;
- providing field presence at workover programs; and,
- inspecting oil and gas wells in order to determine that installations are completed.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent.

### Other comments

Alternative Titles: Graduate Reservoir Engineer, Graduate Production Engineer. This may be applicable to an onshore or offshore work environment and all work patterns.



## Position Description

---

**Position title:** Chief Process Engineer  
**Position code:** MCA\_00095  
**Career level:** 5

---

### Responsible for

To optimise process design, control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

### Report to

Engineering Services Manager (Asset) or Asset General Manager depending on size of organisation. May also report to Head of Production/Development or Operations.

### Supervises

Process Engineering Team

### Main activities

- This position is normally the organisation's principal expert and chief adviser in respect of process engineering activities through:
  - establishing policies, procedures and standards for process engineering activities;
  - formulating field development plans for developing and implementing process monitoring & commissioning systems;
  - directing process engineering input during all design phases to ensure plant efficiency;
  - directing and commissioning new process control systems;
  - overseeing the training and career development of the Process Engineering team;
  - keeping abreast of new developments in process engineering; 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 holds a tertiary degree in process or chemical engineering. Extensive oil and gas industry experience is essential. Usually possess 15+ years' of professional experience.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Principal Process Engineer  
**Position code:** MCA\_00096  
**Career level:** 5

---

### Responsible for

To optimise process design, control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

### Report to

Chief Production Engineer or Engineering Services Manager (Asset) or Asset General Manager

### Supervises

Senior Process Engineers, Experienced Process Engineers and Graduate Process Engineers

### Main activities

- Key activities include:
- developing & implementing process monitoring systems;
- designing & commissioning new process control systems;
- providing detailed process engineering input during all design phases, including design processes, to increase plant efficiency;
- supervising and providing input to building and running simulation models;
- carrying out screening studies and developing Basis of Designs (BODs) in support of potential engineering projects;
- identifying causes of, & solving, bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities; and,
- monitoring process performance.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent normally holds a tertiary degree in process or chemical engineering. Extensive oil and gas industry experience is essential. 10+ years' relevant oil and gas industry experience.

### Other comments

Alternative Titles: Principal Plant Engineer, Principal Chemical Engineer. This position is corporate based but regular field visits may be required. This position is corporate based but regular field visits may be required. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Senior Process Engineer  
**Position code:** MCA\_00097  
**Career level:** 4

---

### Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

### Report to

Principal Process Engineer, Chief Process Engineer, Engineering Services Manager (Asset) or Asset General Manager

### Supervises

Experienced Process Engineers & Graduate Process Engineers

### Main activities

- Key activities include:
- supervising and providing input to building and running simulation models;
- carrying out screening studies;
- identifying causes of, & solving, bottle-necks in the production process;
- designing & commissioning new process control systems;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and,
- directing junior process engineers in their day to day activities.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally would hold a tertiary degree in process or chemical engineering. 8 to 10 years' oil and gas industry experience.

### Other comments

Alternative Titles: Senior Plant Engineer or Chemical Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Experienced Process Engineer  
**Position code:** MCA\_00098  
**Career level:** 3

---

### Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

### Report to

Senior Process Engineer, Principal Process Engineer or Engineering Services Manager (Asset).

### Supervises

May supervise graduates and technicians.

### Main activities

- Key activities include:
- identifying causes of & solving bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and,
- assisting in the design & commissioning of new process control systems.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally would hold a tertiary degree in process or chemical engineering. 4 to 7 years' oil and gas industry experience.

### Other comments

Alternative Titles: Plant Engineer or Chemical Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Graduate Process Engineer  
**Position code:** MCA\_00099  
**Career level:** 2

---

### Responsible for

To carry out, under professional supervision, various technical process, production & engineering projects .

### Report to

Variable.

### Supervises

Nil

### Main activities

- Key activities include:
- monitoring plant performance;
- carrying out investigations to optimise plant performance;
- assisting with project work; and,
- conducting analyses designed to improve plant processes & procedures.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent normally would hold a tertiary degree in process or chemical engineering and be a new graduate or possess less than five years of relevant professional experience.

### Other comments

please provide years of professional experience since graduation. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Superintendent (Offshore Day)  
**Position code:** MCA\_00217.Off.D  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Superintendent (Offshore Shift - Cont)  
**Position code:** MCA\_00217.Off.SC  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Superintendent (Offshore Shift - Non Cont)  
**Position code:** MCA\_00217.Off.SNC  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.



## Position Description

---

**Position title:** Production Superintendent (Onshore Day)  
**Position code:** MCA\_00217.On.D  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Superintendent (Onshore Shift - Cont)  
**Position code:** MCA\_00217.On.SC  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Superintendent (Onshore Shift - Non Cont)  
**Position code:** MCA\_00217.On.SNC  
**Career level:** 4

---

### Responsible for

To manage and direct all production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the second line of plant management and is employed on day work.

### Report to

Production Manager.

### Supervises

Production Supervisors and production technicians & operators.

### Main activities

- Key activities can include:
- managing all aspects of operations through (shift) supervisors;
- planning and managing shutdowns and workovers (if applicable);
- production reporting;
- ensuring quality control procedures are followed;
- optimising production performance in consultation with Production/Process engineers;
- inspecting the workplace for safe & healthy work practices & environment & actively promoting safety among workforce;
- ensuring activities are consistent with safe processing practices;
- ensuring employees receive proper induction in safe work practices;
- ensuring employees receive proper training in operating & company procedures; liaison with other departments to ensure all aspects of production are coordinated; and, liaison with maintenance personnel to ensure optimal equipment availability.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a degree in engineering or a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Supervisor (Offshore Day)  
**Position code:** MCA\_00218.Off.D  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

### Report to

Production Superintendent.

### Supervises

Production Technicians and Operators.

### Main activities

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Supervisor (Offshore Shift - Cont)  
**Position code:** MCA\_00218.Off.SC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

### Report to

Production Superintendent.

### Supervises

Production Technicians and Operators.

### Main activities

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Supervisor (Offshore Shift - Non Cont)  
**Position code:** MCA\_00218.Off.SNC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

### Report to

Production Superintendent.

### Supervises

Production Technicians and Operators.

### Main activities

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Supervisor (Onshore Day)  
**Position code:** MCA\_00218.On.D  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

### Report to

Production Superintendent.

### Supervises

Production Technicians and Operators.

### Main activities

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Supervisor (Onshore Shift - Cont)  
**Position code:** MCA\_00218.On.SC  
**Career level:** 3

---

### Responsible for

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

### Report to

Production Superintendent.

### Supervises

Production Technicians and Operators.

### Main activities

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

### Other comments

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.



**Position Description**

---

**Position title:** Production Supervisor (Onshore Shift - Non Cont)  
**Position code:** MCA\_00218.On.SNC  
**Career level:** 3

---

**Responsible for**

To provide direct supervision of the daily production activities to ensure compliance with operating objectives and to meet business plan objectives. This is the primary direct level of supervision of operations personnel.

**Report to**

Production Superintendent.

**Supervises**

Production Technicians and Operators.

**Main activities**

- Key activities can include:
- directly supervising production technicians and operators;
- optimising production performance in consultation with Production/Process engineers;
- maximising plant availability by coordinating operations and maintenance activities;
- managing control room responses to interruptions, delays and complex facility start ups;
- coordinating planned start up and shutdowns and workovers in a safe and timely manner;
- rostering and training of employees;
- liaison with other departments to ensure all aspects of operations are coordinated;
- liaison with maintenance personnel to ensure optimal equipment availability;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

**Key skills**

Nil.

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

May hold a trades qualification and have extensive direct experience in production operations. Selection is determined by experience and the demonstration of supervisory skills.

**Other comments**

Alternative Titles: Production Coordinator, Area Production Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

**Position Description**

---

**Position title:** Production Specialist  
**Position code:** MCA\_00280  
**Career level:** 2

---

**Responsible for**

Operating equipment to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

**Report to**

Production Supervisors

**Supervises**

May supervise Production Technicians and / or field operators.

**Main activities**

- Key activities can include:
- ensuring production and/or utilities targets and quality are achieved;
- understanding asset integrity and process safety standards for the assigned units;
- coordinating planned start up and shutdowns in a safe and timely manner;
- administering permit to work system and conducting permit audits;
- rostering and training of production technicians/operators;
- identifying maintenance requirements and improvements;
- providing technical support as required for problem solving production issues;
- liaison with other departments to ensure operations run smoothly;
- ensuring the appropriate standards of safety, training & operating procedures are maintained; and, ensuring a safe & healthy work environment.

**Key skills**

Nil.

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

The incumbent is typically a skilled tradesperson or is a highly competent operator with hydrocarbon plant experience and supervisory experience.

**Other comments**

Alternative Titles: Senior Field Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Offshore Day)  
**Position code:** MCA\_00281.Off.D  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Offshore Shift - Cont)  
**Position code:** MCA\_00281.Off.SC  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Offshore Shift - Non Cont)  
**Position code:** MCA\_00281.Off.SNC  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Onshore Day)  
**Position code:** MCA\_00281.On.D  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Onshore Shift - Cont)  
**Position code:** MCA\_00281.On.SC  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Control Room Technician (Onshore Shift - Non Cont)  
**Position code:** MCA\_00281.On.SNC  
**Career level:** 2

---

### Responsible for

To operate plant to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors.

### Supervises

May supervisor Production Technicians and / or field operators.

### Main activities

- Key activities can include:
- monitoring and controlling process parameters for various units from Control Room and respond as required in case of process upsets or emergency situations in line with process safety standards;
- preparing the equipment and/or facilities shutdown for maintenance and inspection and authorise job to start and close work permit after testing;
- monitoring fire & gas panel and interact with field operators and fire control centre during failure of any plant protection system;
- initiating work request for maintenance in co-ordination with field operators & shift supervisor;
- preparing the 'Daily Production Report' and incident log;
- carrying out performance studies of Plant and prepare relevant data/reports;
- recommending modifications for improvement of overall Plant efficiency; and,
- providing orientation and on-the-job guidance to trainees.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Engineering degree or Trade Certificate and extensive experience and training on an appropriate operator training program. Significant on the job experience in operation & maintenance of the process plant. May hold external post-secondary certification.

### Other comments

Alternative Titles: Control Room Specialist, Panel Operator. This may be applicable to an onshore or offshore work environment and all work patterns.



## Position Description

---

**Position title:** Production Technician (Offshore Day)  
**Position code:** MCA\_00282.Off.D  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician (Offshore Shift - Cont)  
**Position code:** MCA\_00282.Off.SC  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician (Offshore Shift - Non Cont)  
**Position code:** MCA\_00282.Off.SNC  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician (Onshore Day)  
**Position code:** MCA\_00282.On.D  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician (Onshore Shift - Cont)  
**Position code:** MCA\_00282.On.SC  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician (Onshore Shift - Non Cont)  
**Position code:** MCA\_00282.On.SNC  
**Career level:** 2

---

### Responsible for

To carry out field activities to ensure production targets for the assigned area/process/utilities unit are achieved in a safe and efficient manner.

### Report to

Production Supervisors or Production Specialists

### Supervises

May supervise more junior technicians and/or field operators.

### Main activities

- Key activities can include:
- understanding asset integrity and process safety standards for the assigned units;
- assisting in start up and shutdowns in a safe and timely manner;
- front line problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation;
- identifying maintenance requirements and improvements; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program and would normally have operational experience.

### Other comments

Alternative Titles: Operations Technician, Field Operator or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician - Entry (Offshore Day)  
**Position code:** MCA\_00283.Off.D  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician - Entry (Offshore Shift - Cont)  
**Position code:** MCA\_00283.Off.SC  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.



## Position Description

---

**Position title:** Production Technician - Entry (Offshore Shift - Non Cont)  
**Position code:** MCA\_00283.Off.SNC  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician - Entry (Onshore Day)  
**Position code:** MCA\_00283.On.D  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician - Entry (Onshore Shift - Cont)  
**Position code:** MCA\_00283.On.SC  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Production Technician - Entry (Onshore Shift - Non Cont)  
**Position code:** MCA\_00283.On.SNC  
**Career level:** 1

---

### Responsible for

To assist in carrying out field activities to ensure production targets for the assigned area / process / utilities unit are achieved in a safe and efficient manner.

### Report to

Reports to more senior technicians and / or operators.

### Supervises

Nil

### Main activities

- Key activities can include:
- assisting in start up and shutdowns in a safe and timely manner;
- assist in problem solving production or utilities operations issues;
- operating field equipment to minimise production losses;
- following company's permit to work system to ensure a secure and safe plant operation; and,
- ensuring a safe & healthy work environment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent may hold a trade certificate or may be undertaking a plant-specific training program. Normally would have limited experience. This position carries out duties under supervision.

### Other comments

Alternative Titles: Operations Technician or Operator/Maintainer. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Departmental Clerk / Administrator (Ops)  
**Position code:** MCA\_00163  
**Career 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 surface position is located at an operating site and may be an open cut or underground, onshore or offshore work environment.

## Position Description

---

**Position title:** Supply Logistics Manager (Ops)  
**Position code:** MCA\_008951  
**Career level:** 5

---

### Responsible for

To safely manage the Company's personnel and materials movement policies & practices to minimise expenditure consistent with maintaining production schedules & meeting supply obligations on site.

### Report to

May report to Head of Supply Chain.

### Supervises

Senior Supply Logistics Officer, Supply Logistics Officer and logistics administration personnel.

### Main activities

- monitoring the safety quality, quantity, cost and efficiency of the movement and storage of goods and personnel;
- analysing data to monitor performance and plan improvements;
- identifying short & long term material & personnel movement strategies to meet the Company's business objectives;
- developing & maintaining productive relationships with key suppliers of services critical to production;
- developing & managing transportation & distribution policies & practices;
- overseeing company inventory records and reporting;
- establishing & maintaining appropriate contractual arrangements with suppliers; and,
- ensuring liaison with production & sales personnel on production & product delivery schedules.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Substantial experience (15+ years') at a senior level in purchasing, supply, logistics & contract administration. Proven negotiation skills.

### Other comments

Alternative Titles: Supply & Distribution Manager. Logistics may involve specialities such as aviation or marine/vessel dispatch.

## Position Description

---

**Position title:** Senior Supply Logistics Officer (Ops)  
**Position code:** MCA\_008961  
**Career level:** 4

---

### Responsible for

To supervise logistics operations safely and ensure that necessary materials are stored and transported on site as required by internal customers.

### Report to

Supply Logistics Manager (Ops)

### Supervises

May supervise Supply Logistics Officer and logistics administration personnel.

### Main activities

- supervising the transport, handling and warehousing of the materials;
- directing and supervising shipping operations ;
- coordinating trucking operations with other concerned departments and negotiating with truckers, airfreight forwarders and shipping lines;
- monitoring key suppliers/contractors performance against targets, collecting key performance data and ensuring the effective flow of procurement information within and out of the business;
- directing and supervising all import/export operations including assignments of brokers and filing of documents needed by Customs;
- ensuring inventory and stocktake procedures are in place and followed;
- ensuring safety and control of all equipments and handling and storage of hazardous materials;
- may include monitoring all supply boat shipments to ensure regular supply to offshore facilities; and
- overseeing material ordering and monitoring.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline or materials management course. Substantial experience (8 to 10 years') at supply, logistics & contract administration.

### Other comments

Alternative Titles: Senior Logistics Specialist, Senior Logistics Coordinator. Logistics may involve specialities such as aviation or marine/vessel dispatch.

## Position Description

---

**Position title:** Supply Logistics Officer (Ops)  
**Position code:** MCA\_008971  
**Career level:** 2

---

### Responsible for

To perform assigned logistics operations safely, receive and store materials as required by procedures and prepare and transport materials as required by internal customers.

### Report to

Senior Supply Logistics Officer (Ops)

### Supervises

May supervise logistics administration personnel.

### Main activities

- transporting, handling and warehousing of materials;
- working with trucks, airfreight carriers and shipping lines to handle materials;
- preparing documentation for customs and other necessary material movement and hazardous materials;
- ensuring safety and control of all equipment and handling and storage of hazardous materials;
- maintaining company inventory databases and reporting; and,
- performing regular stocktakes.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have tertiary qualifications or extensive on-the-job experience. Experience in working at supply bases or logistics / transport / shipping locations or warehouses. Incumbent normally has experience in shipping and customs requirements.

### Other comments

Alternative Titles: Logistics Specialist, Logistics Coordinator. Logistics may involve specialities such as aviation or marine/vessel dispatch.



**Position Description**

---

**Position title:** Senior Logistics / Shipping Officer (Ops)  
**Position code:** MCA\_008801  
**Career level:** 4

---

**Responsible for**

To ensure company's products are delivered according to specifications and contractual terms.

**Report to**

Logistics Manager or on-site Commercial or Operations Manager.

**Supervises**

Logistics / Shipping Officer, clerical personnel.

**Main activities**

- liaison with production and quality control staff to monitor product volume and quality;
- scheduling road / rail / shipping to meet contractual obligations;
- identifying and resolving road / rail / shipping problems;
- preparation and delivery of contractual / shipping documents;
- completion of customs documentation;
- assisting with the preparation of contractual documents;
- continuing liaison with operations and transport agencies; and
- allocating work to, and monitoring the performance of, team members.

**Key skills**

Nil.

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

Incumbents may have qualifications in a business discipline or materials handling. Incumbents normally have operations experience and experience in shipping and customs requirements.

**Other comments**

Alternative Titles: Senior Shipping Officer, Senior Rail Liaison Officer. This role may be applicable to all work environments and work patterns.

## Position Description

---

**Position title:** Logistics / Shipping Officer (Ops)  
**Position code:** MCA\_008841  
**Career level:** 2

---

### Responsible for

This position is responsible for ensuring specified product is delivered according to contractual terms.

### Report to

Logistics Manager

### Supervises

Clerical personnel.

### Main activities

- liaison with quality control staff to monitor & blend product;
- scheduling shipping / rail to meet contractual obligations;
- identification & resolution of shipping / rail problems;
- preparation & delivery of contractual / shipping documents;
- completion of customs documentation; and
- ongoing liaison with operations, shipping / railing agencies.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

the incumbent normally has experience in shipping & customs requirements.

### Other comments

Alternative Titles: Rail Liaison Officer. This surface position is located at an operating site and may be an open cut or underground, onshore or offshore work environment and a variety of work patterns.

## Position Description

---

**Position title:** Purchasing Officer (Ops)  
**Position code:** MCA\_00661  
**Career level:** 2

---

### Responsible for

Normally responsible for the procurement and expediting of parts, equipment and sundries to the operating site.

### Report to

Variable: usually accountable to Head of Supply or Head of Administration & Accounting on site; or an Administration Manager in Head Office.

### Supervises

### Main activities

- Specific duties include:
- identify cost-competitive and reliable supplies of materials;
- ensure all materials are ordered (and received) according to specification;
- expedite supply to site;
- ensure correct costing of materials; and
- resolve disputes between site and suppliers on supply and specification problems.

### 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 purchasing / supply experience in the mining or other heavy engineering industries.

### Other comments

Alternative Titles: Buyer. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and work patterns.

## Position Description

---

**Position title:** Storesperson (Ops)  
**Position code:** MCA\_00664  
**Career level:** 1

---

### Responsible for

Responsible for the movement and storage of warehouse stock.

### Report to

Warehouse or Supply Supervisor, Head of Supply.

### Supervises

### Main activities

- inspection of work area, equipment and stores for hazards, damage and defects.
- receipt and issue of stock.
- reconciliation of consignment notes and orders.
- Loading and unloading stock and bin items.
- identification and investigation of anomalies between physical and recorded stock levels.
- storage of yard holdings.
- maintenance of accurate records of issues, receipts, stocktakes, etc. and
- training of other personnel.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents should have an extensive knowledge of stores and supply documentation and procedures and possess an appropriate operators ticket for a forklift, Hiab, etc.

### Other comments

Alternative Titles: Forklift Operator. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and all work patterns. Exclude personnel with Leading Hand responsibilities.

## Position Description

---

**Position title:** Senior Environmental Adviser (Ops)  
**Position code:** MCA\_00671  
**Career level:** 4

---

### Responsible for

To provide advice & leadership in the development of policy & its application on site.

### Report to

Head of Environment (Operations) or Superintendent – Environment or Head of Technical Services.

### Supervises

May supervise Experienced Environmental Adviser & field-based staff.

### Main activities

- Duties 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;
- preparing reports & other documentation for management; and
- ensuring field teams operate in a safe & healthy manner.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

A tertiary degree in an environmental discipline. Around 8 to 10 years of relevant professional experience with recognised expertise in a domain.

### Other comments

Alternative Titles: May be referred to by discipline e.g. senior soil engineer, hydrologist or marine biologist. the incumbent may supervise other environmental advisors or may have recognised expertise in a field (e.g. water management or flora / fauna). This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and all work patterns.

## Position Description

---

**Position title:** Experienced Environmental Adviser (Ops)  
**Position code:** MCA\_00672  
**Career level:** 3

---

### Responsible for

This position undertakes environmental / engineering investigations under general professional supervision & is expected to make technical contributions to projects.

### Report to

Senior Environmental Scientist / Engineer (Operations).

### Supervises

May supervise field-based staff.

### Main activities

- e 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. Two to five years of relevant professional experience

### Other comments

Alternative Titles: May be referred to by discipline e.g. soil engineer, hydrologist or marine biologist. This surface position is located at an operating site and may be an open cut or underground, onshore or offshore work environment.

## Position Description

---

**Position title:** Graduate Environmental Adviser (Ops)  
**Position code:** MCA\_00673  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes field-based environmental / engineering investigations under direct professional supervision.

### Report to

Senior or Experienced Environmental Scientists / Engineers.

### Supervises

### Main activities

- applying standard procedures to data collection & collation;
- 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 up to two completed years of relevant professional experience.

### Other comments

Alternative Titles: Junior Environmental Scientist; Junior Environmental Engineer. This surface position is located at an operating site and may be an open cut or underground, onshore or offshore work environment.

## Position Description

---

**Position title:** Senior Health & Safety Adviser (Ops)  
**Position code:** MCA\_00691  
**Career 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. Normally on-site rotational role. If corporate based extensive field visits required. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and work patterns.



## Position Description

---

**Position title:** Experienced Health & Safety Adviser (Ops)  
**Position code:** MCA\_00692  
**Career 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 position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and work patterns.

## Position Description

---

**Position title:** Graduate Health & Safety Adviser (Ops)  
**Position code:** MCA\_00693  
**Career level:** 2

---

### Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

### Report to

Senior Health & Safety Adviser (Operations) or Experienced Health & Safety Adviser (Operations).

### Supervises

### Main activities

- undertaking departmental duties as assigned;
- applying standard procedures to H&S data collection & collation;
- carrying out routine H&S monitoring;
- carrying out investigations under supervision; and,
- contributing data & analyses to the preparation of reports.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Will normally hold a tertiary degree in an H&S discipline. May hold a relevant diploma with limited experience

### Other comments

Alternative Titles: Occupational Health & Safety Adviser, Occupational Health & Safety Assistant. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and work patterns.

## Position Description

---

**Position title:** Training Coordinator (Ops)  
**Position code:** MCA\_00632  
**Career level:** 3

---

### Responsible for

Planning, coordinating and managing on-site training programmes for the Operations personnel to ensure best practice outcomes.

### Report to

Head of Health, Safety and Security (Operations)

### Supervises

Training Advisor

### Main activities

- planning, coordinating and conducting general and specialised employee training, educational and development programs;
- identifying training needs and coordinating training programs to meet statutory and operation requirements;
- coordinating and assisting site Trainers and Assessors working in the field;
- developing and conducting inductions for site staff;
- screening, pre-testing and counselling employees regarding training, educational and development programs;
- administering formal training associated with apprenticeships and traineeships;
- preparing, developing and implementing Training Budgets;
- maintaining liaison with management to gain knowledge and identify work situations requiring preventive or remedial training for employees; and,
- evaluating the effectiveness of training conducted by self and others.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent normally holds a Bachelor's degree in business or related studies. Extensive operational experience is required; public speaking experience and strong written communication skills are also required.

### Other comments

Alternative Titles: Training Supervisor. This may be applicable to an onshore or offshore work environment and all work patterns.

**Position Description**

---

**Position title:** Training Adviser (Ops)  
**Position code:** MCA\_00633  
**Career level:** 3

---

**Responsible for**

To assist in planning, coordinating and administering on-site training programmes for the Operations personnel.

**Report to**

May report to Training Coordinator or Head of Human Resources, Superintendent - Human Resources, or Head of Operational Department

**Supervises**

May direct apprentices / trainees and external (contract) trainers.

**Main activities**

- This role focuses on the delivery of operations-based training and includes the following activities:
- assessing training needs by conducting training needs analysis;
- identifying suitable available courses from external sources;
- assisting in the planning of training courses to meet operational needs;
- organising training courses including contracting trainers to present specialised courses;
- assisting in the coordination of on-site and off-site training;
- conducting training courses including new employee orientation workshops;
- administering formal training associated with apprenticeships and traineeships; and,
- maintaining the training website and database systems.

**Key skills**

Nil.

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

The incumbent normally holds a Certificate IV in training & assessment and /or extensive relevant operational experience.

**Other comments**

Alternative Titles: Training Officer or Trainer. This position may be applicable to a range of work environments. i.e. open cut (surface), underground, onshore or offshore and all work patterns.

## Position Description

---

**Position title:** Senior Security Advisor (Ops)  
**Position code:** MCA\_00648  
**Career level:** 4

---

### Responsible for

To develop and implement security management programs to ensure personnel, property and product security at all operational sites and to plan for business continuity in crisis situations.

### Report to

Head of Health, Safety & Security (Operations) or head of operating unit e.g. Asset General Manager.

### Supervises

Experienced Security Advisor. May direct external / contract security consultants.

### Main activities

- This role focuses on the delivery of security based initiatives and may include the following activities:
- coordinating and developing short and long term plans and budgets to ensure the achievement of security objectives consistent with the company's business strategy;
- identifying and controlling potential security risks;
- managing security resources and personnel including Emergency Response teams;
- identifying training needs and appropriate training solutions;
- establishing and maintaining good working relationships with internal work units, local security agencies, community fire and emergency services and relevant government departments and agencies;
- managing the security incident reporting process;
- conducting regular reviews of all security equipment and installed systems to ensure compliance and service; and,
- providing security information and advice to management.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may hold a degree in a related discipline. Considerable security, law enforcement, or military services experience in a leadership role.

### Other comments

Alternative Titles: Business Continuity Manager / Advisor. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Experienced Security Advisor (Ops)  
**Position code:** MCA\_00649  
**Career level:** 3

---

### Responsible for

To assist in the development and implementation of security improvement programs to ensure property and product security at operational sites.

### Report to

Senior Security Advisor.

### Supervises

May direct external / contract security consultants.

### Main activities

- The role may include the following activities:
- assisting in identifying security technical solutions and improvement processes to enable sites to meet security objectives and targets;
- conducting Emergency Response team exercises;
- working with local law enforcement agencies and fire services as required;
- assisting in the management of the security incident reporting process;
- conducting regular reviews of all security equipment and installed systems to ensure compliance and service;
- developing contacts within the local community and government/military authorities;
- maintaining liaison with company departments within the business unit to promote security awareness and best practise;
- conducting visitor site inductions;
- controlling the movement of vehicles, goods & personnel entering & exiting site; and, conducting physical checks of the security of Company facilities.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Security Officers Licence & relevant industrial, police or military experience.

### Other comments

Normally an on-site rotational role. This may be applicable to an onshore or offshore work environment and all work patterns.

## Position Description

---

**Position title:** Head of Exploration  
**Position code:** MCA\_00701  
**Career level:** 7

---

### Responsible for

Normally this position is the highest level of exploration expertise in the organisation

### Report to

Chief Executive.

### Supervises

National Manager Exploration in large global companies or Regional Exploration Managers & technical staff e.g. Head of Technical / Ore

### Main activities

- planning and directing the organisation's exploration activities;
- identifying initial and advanced exploration targets;
- assessing profitable opportunities for acquisition or development;
- participation in the negotiation of joint ventures and acquisitions;
- participation in the development of exploration property to production stage; and
- consolidation of company exploration budgets.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional geologist with demonstrated business acumen.

### Other comments

Alternative Titles: Exploration Director, General Manager Exploration.

**Position Description**

---

**Position title:** Head of Technical Services (Corp)  
**Position code:** MCA\_00803  
**Career level:** 7

---

**Responsible for**

To develop company technical and operating integrity standards, plans & ensure maximum safe performance from company assets and compliance with regulations.

**Report to**

Chief Executive Officer/Managing Director.

**Supervises**

Process, Production, & other discipline engineering professionals.

**Main activities**

- setting company technical design standards;
- setting company technical operating standards to maintain technical integrity of production assets and Safety Case and other regulatory requirements;
- maintaining corporate engineering databases and information;
- auditing asset operations to ensure technical compliance;
- generating proposals for greenfield and brownfield developments in conjunction with Exploration Manager, Reservoir Engineering Manager and Petroleum Engineering Manager;
- working with Asset Managers and Engineering Services Manager (Asset) to implement Greenfield and brownfield development projects;
- providing functional advice and assurance to Engineering Services Manager (Asset); 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 holds a tertiary qualification (MSc, PhD) in Petroleum, Process or Chemical Engineering or other relevant engineering disciplines. 20+ years' broad & varied experience in engineering in the oil and gas production industry.

**Other comments**

Alternative Titles: Technical Services Manager, Head of Engineering.



## Position Description

---

**Position title:** Exploration Manager  
**Position code:** MCA\_00703  
**Career level:** 6

---

### Responsible for

Normally responsible for managing the generation and conduct of exploration activities in a general geographical area.

### Report to

Head of Exploration.

### Supervises

Exploration Geological Team

### Main activities

- managing allocated exploration resources;
- supervising a team of Senior / Exploration Geoscientists;
- developing exploration plans for existing and new acreage ;
- developing and managing exploration budgets;
- identifying initial and advanced exploration targets ;
- supervising and controlling drilling programs;
- managing joint venture relationships;
- interfacing with the Production / Development (Subsurface) Manager to evaluate and implement value adding opportunities ;
- overseeing the training and career development of the Geoscience team; keeping up to date with new and emerging technologies; 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 Geology/Geoscience and extensive (15+ years) relevant experience.

### Other comments

Alternative Titles: Chief Exploration Geologist. Please provide exploration budget for this position.

## Position Description

---

**Position title:** Principal Exploration Geologist  
**Position code:** MCA\_00741  
**Career level:** 5

---

### Responsible for

This position is responsible for the identification and generation of viable oil and gas exploration drilling prospects resulting in the discovery of new reserves.

### Report to

Exploration Manager or Head of Exploration depending on size of organisation.

### Supervises

Senior Exploration Geologists, Experienced Exploration Geologists and Graduate Geoscientists.

### Main activities

- generating well proposals and evaluation reports;
- supervision of geophysical and geochemical surveys;
- assisting in the development of exploration plans for existing and new acreage ;
- liaison with drilling and reservoir engineers to plan well trajectories / well designs for exploration and appraisal drilling ;
- integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
- providing input to reservoir delineation, resource assessment, geological modelling and field development planning ;
- 3D static monitoring for dynamic simulation;
- evaluating data and calculation of hydrocarbons in place;
- recommending geological studies; and, production of technical reports for the Company, joint venture partners and government departments.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in geology. 15+ years' professional experience.

### Other comments

May supervise small teams of field-based professionals. May supervise small teams of field-based professionals.

**Position Description**

---

**Position title:** Senior Exploration Geologist  
**Position code:** MCA\_00742  
**Career level:** 4

---

**Responsible for**

This position is responsible for the identification and generation of viable oil and gas exploration drilling prospects resulting in the discovery of new reserves.

**Report to**

Principal Exploration Geologists or Exploration Manager depending on size of organisation.

**Supervises**

Experienced Exploration Geologists and Graduate Geoscientists.

**Main activities**

- generating well proposals and evaluation reports;
- supervision of geophysical and geochemical surveys;
- liaison with drilling and reservoir engineers to plan well trajectories/well design for exploration and appraisal drilling ;
- integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
- providing input to reservoir delineation, resource assessment, geological modelling and field development planning ;
- 3D static monitoring for dynamic simulation;
- evaluating data and calculation of hydrocarbons in place;
- recommending geological studies; and,
- production of technical reports for the Company, joint venture partners and government departments.

**Key skills**

Nil.

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

Incumbents normally hold a tertiary degree in geology. 8 to 10 years' professional experience.

**Other comments**

May supervise small teams of field-based professionals. May supervise small teams of field-based professionals.

**Position Description**

---

**Position title:** Experienced Exploration Geologist  
**Position code:** MCA\_00743  
**Career level:** 3

---

**Responsible for**

This position is responsible for the identification and generation of viable oil and gas exploration drilling prospects resulting in the discovery of new reserves.

**Report to**

Principal Exploration Geologist, Senior Exploration Geologist or Exploration Manager depending on size of organisation.

**Supervises**

Graduate Geoscientists.

**Main activities**

- monitoring drilling programs;
- monitoring of geophysical and geochemical surveys;
- 3D static monitoring for dynamic simulation;
- evaluation of data and calculation of hydrocarbons in place; and,
- production of technical reports for the company (i.e. well completion reports).

**Key skills**

Nil.

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

Incumbents normally hold a tertiary degree in geology. 4 to 7 years' relevant professional experience.

**Other comments**

Alternative Titles: Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel.

## Position Description

---

**Position title:** Graduate Geoscientist  
**Position code:** MCA\_07441  
**Career level:** 2

---

### Responsible for

Normally this position is field based and is a developmental role assisting the more senior exploration personnel.

### Report to

Variable.

### Supervises

### Main activities

- collecting information in the field, from seismic and well data and other sources;
- monitoring the acquisition of data to ensure consistent quality;
- the execution of exploration plans;
- the supervision of drilling programs and field mapping on location (rig);
- supervision of geochemical and geophysical surveys; and,
- data evaluation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in Geology.

### Other comments

## Position Description

---

**Position title:** Head of Geophysics  
**Position code:** MCA\_00706  
**Career level:** 5

---

### Responsible for

Being the organisation's principal expert and adviser in respect of geophysical activities.

### Report to

Head of Exploration or National Exploration Manager.

### Supervises

Senior Geophysicists & other technical & field-based geophysical staff.

### Main activities

- establishing policies, procedures and standards for geophysical activities;
- reviewing and interpreting geophysical reports from in-house personnel or external consultants;
- sourcing appropriate technical experts and consultants to undertake projects; and
- having input into the development of other geophysicists in the organisation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a degree in Geoscience with extensive relevant experience. This is similar to Level 4 responsibility under the AusIMM classification system.

### Other comments

Alternative Titles: Chief Geophysicist.

## Position Description

---

**Position title:** Principal Geophysicist  
**Position code:** MCA\_00749  
**Career level:** 5

---

### Responsible for

This position is normally responsible for managing and overseeing seismic acquisition and processing programs.

### Report to

Chief / Manager Geophysicist or Head of Exploration depending on size of organisation.

### Supervises

Senior Geophysicists, Experienced Geophysicists, Graduate Geoscientists and field-based personnel when applicable.

### Main activities

- contributing to seismic acquisition, processing, and re-processing to ensure best design and implementation are achieved;
- conducting technical studies to evaluate field potentials covering seismic acquisitions and field potential evaluations;
- managing seismic acquisition programs;
- carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
- applying quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools ;
- providing technical input into well proposal and post-drill analysis;
- liaison with drilling and reservoir engineers to plan well trajectories and well design for exploration and appraisal drilling ;
- integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
- providing input to reservoir delineation, resource assessment field development planning ; and, planning and supporting seismic data acquisition and processing.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics. Usually possess 15+ years' professional experience.

### Other comments

## Position Description

---

**Position title:** Senior Geophysicist  
**Position code:** MCA\_00747  
**Career level:** 4

---

### Responsible for

This position is normally responsible for managing and overseeing seismic acquisition and processing programs.

### Report to

Principal Geophysicists or Chief / Manager Geophysicist depending on size of organisation.

### Supervises

Experienced Geophysicists, Graduate Geoscientists, & field-based personnel when applicable.

### Main activities

- conducting technical studies to evaluate field potentials covering seismic acquisitions and field potential evaluations;
- manage seismic acquisition programs;
- carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
- applying quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools ;
- providing technical input into well proposal and post-drill analysis;
- liaison with drilling and reservoir engineers to plan well trajectories and well design for exploration and appraisal drilling ;
- integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
- providing input to reservoir delineation, resource assessment, and field development planning; and,
- planning and supporting seismic data acquisition and processing.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics. 8 to 10 years' professional experience.

### Other comments

This position is matched in the survey as a day work position at a Head Office location. GIS Specialist.



## Position Description

---

**Position title:** Experienced Geophysicist  
**Position code:** MCA\_00750  
**Career level:** 3

---

### Responsible for

This position is normally responsible for day-to-day conduct of seismic acquisition and processing programs.

### Report to

Principal Geophysicist, Senior Geophysicist, depending on size of organisation.

### Supervises

Graduate Geoscientists & field-based personnel when applicable

### Main activities

- carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
- applying quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools ;
- assisting with technical input into well proposal and post-drill analysis;
- liaison with drilling and reservoir engineers to optimally plan well trajectories/well design for exploration and appraisal drilling ;
- integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
- providing input to reservoir delineation, resource assessment, geological modelling and field development planning ;
- assisting with planning and support seismic data acquisition and processing ; and,
- preparing technical reports for the company.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics. Usually possess 4 to 7 years' professional experience.

### Other comments

Please advise completed years of experience since graduation for each matched incumbent.

**Position Description**

---

**Position title:** GIS Specialist  
**Position code:** MCA\_00748  
**Career level:** 3

---

**Responsible for**

This position is responsible for the integration and management of the Exploration group's technical data.

**Report to**

May report to the Exploration Manager.

**Supervises**

GIS Technical Assistant and may supervise other technical staff.

**Main activities**

- providing technical & analytical support to geoscience / subsurface teams as required;
- evaluating, installing and modifying geoscience hardware and software;
- collecting, organising and processing hard copy and digital land, geological, geophysical, and engineering data;
- building and maintaining log and seismic databases including archiving and retrieval;
- assisting in geological or simulation modelling;
- generating timely and accurate geological & subsurface maps and maintaining standard map products and database mapping information; and,
- maintaining the quality and control of all incoming and outgoing data to ensure data integrity is not compromised.

**Key skills**

Nil.

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

Incumbents normally hold a tertiary degree in geology (geoscience) or geophysics with 4 to 7 years relevant experience in seismic data management and mapping.

**Other comments**

Alternative Titles: Database Manager.

## Position Description

---

**Position title:** GIS Technician  
**Position code:** MCA\_00746  
**Career level:** 2

---

### Responsible for

This position is responsible for the management of the Exploration group's technical data.

### Report to

GIS Specialist.

### Supervises

Nil

### Main activities

- providing technical support to geoscience / subsurface staff as required;
- supporting data management of geoscience and Production data;
- assisting in the evaluation, installation and modification of geoscience hardware and software
- building and maintaining log and seismic databases including archiving and retrieval;
- assisting in geological mapping and digitising of well data;
- preparing routine diagrams, charts, graphs and maps used in analyses, technical reports and / or presentations; and,
- organising and compiling technical materials for workshops / technical meetings and assisting with facilitation (if required).

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents usually have relevant industry experience and may be studying toward a degree in geology (geoscience) or geophysics.

### Other comments

Alternative Titles: GIS Officer, GIS Technician, Database Technician.

## Position Description

---

**Position title:** Chief / Manager Petrophysicist  
**Position code:** MCA\_00707  
**Career level:** 6

---

### Responsible for

This position is normally the organisation's principal expert and adviser in respect of petrophysical activities.

### Report to

Head of Exploration.

### Supervises

Principal, Senior, Experienced Petrophysicists and Graduate Geoscientists.

### Main activities

- establishing policies, procedures and standards for petrophysical activities;
- the management and preservation of petrophysical data;
- developing technology initiatives to improve integrated characterization, analysis, modelling and simulation of oil and gas reservoirs;
- monitoring and evaluating the latest technological trends/innovations in petrophysics and reservoir description;
- develop and manage contracts for acquisition and analysis of petrophysical data;
- keeping up to date with new and emerging technologies; 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 M. Sc. (Exploration Geophysics), M.Tech. (Pet. Exploration). Preferably a Doctorate and extensive (15+ years') relevant experience.

### Other comments

**Position Description**

---

**Position title:** Principal Petrophysicist  
**Position code:** MCA\_00751  
**Career level:** 5

---

**Responsible for**

This position is responsible for the provision of petrophysical support to the organisation through: evaluating core and log data to support reservoir geological studies.

**Report to**

Chief / Manager Petrophysics or Head of Exploration depending on size of organisation.

**Supervises**

Senior Petrophysicists and Experienced Petrophysicists, Graduate Geoscientists & field-based personnel when applicable.

**Main activities**

- coordinating the management and preservation of petrophysical data;
- providing petrophysical analyses and models to support geocellular model construction and up-scaling methods;
- reconstructing in-situ log properties by applying appropriate corrections, including reservoir and non-reservoir intervals;
- determining petroelastic models for quantitative use of seismic data and determine geomechanical properties of formations and stress-dependent property models;
- assessing petrophysical uncertainties in data acquisition, processing, and interpretation;
- developing technology initiatives to improve integrated characterization, analysis, modelling and simulation of oil and gas reservoirs;
- monitoring and evaluating the latest technological trends /innovations in petrophysics and reservoir description; and,
- managing core analysis programs and procedures and integration with wireline data evaluation.

**Key skills**

Nil.

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

Incumbents normally hold strong academic qualifications in Geoscience / Engineering or a related discipline. Usually possess 15+ years' relevant petrophysical work experience.

**Other comments**

**Position Description**

---

**Position title:** Senior Petrophysicist  
**Position code:** MCA\_00752  
**Career level:** 4

---

**Responsible for**

This position is responsible for the provision of petrophysical support to the organisation through: evaluating core and log data to support reservoir geological studies.

**Report to**

Principal Petrophysicist or Chief / Manager Petrophysics depending on size of organisation.

**Supervises**

Experienced Petrophysicists, Graduate Geoscientists & field- based personnel when applicable.

**Main activities**

- providing petrophysical analyses and models to support geocellular model construction and up-scaling methods;
- reconstructing in-situ log properties by applying appropriate corrections, including reservoir and non-reservoir intervals;
- determining petroelastic models for quantitative use of seismic data and determine geomechanical properties of formations and stress-dependent property models;
- assessing petrophysical uncertainties in data acquisition, processing, and interpretation;
- developing technology initiatives to improve integrated characterization, analysis, modelling and simulation of oil and gas reservoirs;
- monitoring and evaluating the latest technological trends/innovations in petrophysics and reservoir description; and,
- managing core analysis programs and procedures and integration with wireline data evaluation.

**Key skills**

Nil.

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

Incumbents normally hold strong academic qualifications in Geoscience / Engineering or a related discipline. Usually possess 8 to 10 years' relevant petrophysical work experience.

**Other comments**

## Position Description

---

**Position title:** Experienced Petrophysicist  
**Position code:** MCA\_00753  
**Career level:** 3

---

### Responsible for

This position is responsible for the provision of petrophysical support to the organisation.

### Report to

Principal Petrophysicist or Senior Petrophysicists depending on size of organisation.

### Supervises

Graduate Geoscientists & field-based personnel when applicable.

### Main activities

- assisting with petrophysical analyses to support geocellular model construction and up-scaling methods;
- reconstructing in-situ log properties by applying appropriate corrections, including reservoir and non-reservoir intervals;
- determining petroelastic models for quantitative use of seismic data and determine geomechanical properties of formations and stress-dependent property models;
- assessing petrophysical uncertainties in data acquisition, processing, and interpretation ;
- developing technology initiatives to improve integrated characterization, analysis, modelling and simulation of oil and gas reservoirs;
- monitoring and evaluating the latest technological trends/innovations in petrophysics and reservoir description; and,
- assisting with core analysis programs and integration of results with wireline evaluation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold strong academic qualification in Geoscience / Engineering or a related. Usually possess 4 to 7 years' relevant petrophysical work experience.

### Other comments

Please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Chief / Manager Reservoir Engineer  
**Position code:** MCA\_00708  
**Career level:** 6

---

### Responsible for

This position is normally the organisation's principal expert and adviser in respect of reservoir definition and management activities.

### Report to

Head of Exploration or Head of Technical Services depending on size of organisation. May also report to Production Manager or Head of Operations (Corporate).

### Supervises

Principal, Senior, Experienced, Reservoir Engineers and Graduate Petroleum Engineers.

### Main activities

- establishing policies, procedures and standards for reservoir engineering activities;
- supporting Exploration teams in the evaluation of projects ;
- providing input to long term reservoir and development strategies;
- supporting Exploration teams in the evaluation of projects including appropriate ranges for reserve potential, production forecasting, evaluation of possible development scenarios, commercial thresholds, cost estimates, and project timing;
- identifying risks, uncertainties and upside potential and incorporate these into the decision making process ; and,
- overseeing the training and career development of the Reservoir Engineering team.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent. 15+ years' professional experience.

### Other comments



## Position Description

---

**Position title:** Principal Reservoir Engineer  
**Position code:** MCA\_00771  
**Career level:** 5

---

### Responsible for

This position is responsible for the provision of reservoir engineering support to the organisation.

### Report to

Chief / Manager Reservoir Engineer or Head of Technical Services – (Corporate) depending on size or organisation.

### Supervises

Senior & Experienced Reservoir Engineers, Graduate Petroleum Engineers & field-based personnel when applicable.

### Main activities

- leading reservoir simulation studies which include data analysis, model construction, history matching, calibration and prediction;
- applying special simulation modelling techniques (such as fractures modelling or compositional) as deemed fit to resolve complex reservoir issues;
- supporting Exploration teams in the evaluation of projects including appropriate ranges for reserve potential, production forecasting, evaluation of possible development scenarios, commercial thresholds, cost estimates, and project timing;
- providing input to reservoir monitoring and production optimisation by working closely with operations staff ;
- updating and maintaining field simulation models;
- using simulation models, analytical tools and a detailed understanding of well and reservoir performance to identify, evaluate and justify production enhancing opportunities including interventions, workovers and infill drilling ; and,
- working closely with geoscientists, well and operations engineers to evaluate and implement value adding opportunities

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent. Usually possess 15+ years' professional experience.

### Other comments

## Position Description

---

**Position title:** Senior Reservoir Engineer  
**Position code:** MCA\_00772  
**Career level:** 4

---

### Responsible for

This position is responsible for the provision of reservoir engineering support to the organisation.

### Report to

Principal Reservoir Engineer or Chief / Manager Reservoir Engineer.

### Supervises

Experienced Reservoir Engineers, Graduate Petroleum Engineers & field-based personnel when applicable.

### Main activities

- participating in reservoir simulation studies which include data analysis, model construction, history matching, calibration and prediction;
- applying special simulation modelling techniques (such as fractures modelling or compositional) as deemed fit to resolve complex reservoir issues;
- supporting Exploration teams in the evaluation of projects including appropriate ranges for reserve potential, production forecasting, evaluation of possible development scenarios, commercial thresholds, cost estimates, and project timing;
- providing input to reservoir monitoring and production optimisation by working closely with operations staff ;
- updating and maintenance of field simulation models;
- using simulation models, analytical tools and a detailed understanding of well and reservoir performance to identify, evaluate and justify production enhancing opportunities including interventions, workovers and infill drilling ; and,
- working closely with geoscientists, well and operations engineers to evaluate and implement value adding opportunities.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents normally hold a Bachelor's Degree in Science or Petroleum Engineering or equivalent. Usually possess 8 to 10 years' professional experience.

### Other comments

## Position Description

---

**Position title:** Experienced Reservoir Engineer  
**Position code:** MCA\_00773  
**Career level:** 3

---

### Responsible for

This position is responsible for the provision of reservoir engineering support to the organisation.

### Report to

Senior Reservoir Engineer or Principal Reservoir Engineer.

### Supervises

Graduate Petroleum Engineers & field-based personnel when applicable

### Main activities

- participating in reservoir simulation studies which include data analysis, model construction, history matching, calibration and prediction;
- assisting with simulation modelling techniques (such as fractures modelling or compositional) as deemed fit to resolve complex reservoir issues ;
- assisting with reservoir monitoring and production optimisation by working closely with operations staff;
- updating and maintaining field simulation models; and,
- using simulation models and analytical tools to evaluate and justify production enhancing opportunities including interventions, workovers and infill drilling.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Bachelor's Degree in Science or Petroleum Engineering or equivalent degree. Usually possess 4 to 7 years' professional experience.

### Other comments

Please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Hydrogeologist  
**Position code:** MCA\_07721  
**Career level:** 3

---

### Responsible for

To plan and conduct groundwater project work requiring experienced hydrogeological knowledge and experience.

### Report to

Chief / Manager Reservoir Engineer, Principal Reservoir Engineer or Senior Reservoir Engineer.

### Supervises

May supervise field researchers or laboratory assistants when site based.

### Main activities

- analysing geologic surveys and statistics to determine the most efficient and safest ways to access groundwater;
- analysing collected information to assess the impact of activities on groundwater quality at operating sites;
- undertaking environmental impact assessments of groundwater abstraction and management activities;
- ensuring compliance with environmental legislation and keeping up to date with technological and legislative developments;
- using modelling techniques to enable predictions to be made about future trends and impacts on groundwater flow and quality; and
- preparing reports & other documentation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Bachelor's Degree in Science or Petroleum Engineering or equivalent degree. 4-7 years' experience in hydrogeology or reservoir engineering.

### Other comments

Site work is a requirement of this position.

**Position Description**

---

**Position title:** Principal Completions Engineer  
**Position code:** MCA\_00715  
**Career level:** 5

---

**Responsible for**

Responsible for developing well completion standards and designing specific programs for internal customers; and for managing and coordinating drilling teams, contractors and suppliers, to deliver completed and functioning wells.

**Report to**

Head of Drilling and Completions.

**Supervises**

Senior and Experienced Completions Engineers and Graduate Drilling Engineers.

**Main activities**

- designing and managing company standards for well completions and workover programs including;
- determining cementing and perforations procedures,
- designing and installation of tubular, packers, subsurface control and surveillance equipment and stimulation technologies and sand control applications
- evaluating and selecting appropriate equipment and technology;
- establishing and managing well service contracts and material and equipment supply; and,
- coordinating completions program in conjunction with senior drilling engineer / well site manager.

**Key skills**

Nil.

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

The incumbent is usually a seasoned professional engineer with 15 + years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

**Other comments**

Alternative Titles: Lead Completions Engineer. Normally on-site rotational role. If corporate based extensive field visits required. May be a corporate or on-site rotational role.

## Position Description

---

**Position title:** Senior Completions Engineer  
**Position code:** MCA\_00716  
**Career level:** 4

---

### Responsible for

Responsible for developing well completion programs for internal customers, and for managing contractors and suppliers, to deliver completed and functioning wells.

### Report to

Principal Completions Engineer (Corporate).

### Supervises

Experienced Completions Engineers, Graduate Drilling Engineers.

### Main activities

- designing and managing well completions programs;
- managing well service contract and material and equipment supply;
- coordinating completions program in conjunction with senior drilling engineer/well site manager;
- overseeing well completions activity at sites to ensure program meets design objectives; and,
- providing technical support to resolve worksite operational problems.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

May be a corporate or on-site rotational role if corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Completions Engineer  
**Position code:** MCA\_00717  
**Career level:** 3

---

### Responsible for

Responsible for supervising completions programs, and for managing contractors and suppliers, to deliver completed and functioning wells.

### Report to

Senior Completions Engineers.

### Supervises

May supervise Graduate Drilling Engineers.

### Main activities

- coordinating completions program in conjunction with senior drilling engineer/well site manager;
- overseeing well completions activity at sites to ensure program meets design objectives; and,
- providing technical support to resolve worksite operational problems.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a junior professional engineer with 4 to 7 years of relevant experience in well construction operations. Previous drilling experience and knowledge of both onshore and offshore drilling is desired.

### Other comments

May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or on-site rotational role. If corporate based regular field visits required please advise completed years of experience since graduation.

## Position Description

---

**Position title:** Head of Drilling and Completions  
**Position code:** MCA\_00710  
**Career level:** 6

---

### Responsible for

To lead and manage the strategic and day to day operations of the organisation's drilling operations team.

### Report to

Chief Executive Officer / Managing Director or Head of Operations (Corporate).

### Supervises

Principal Completions Engineer, Principal Drilling Engineer (Onshore), Principal Drilling Engineer (Offshore), Drilling

### Main activities

- ensuring all operations are conducted safely and without harm to the environment;
- working closely with the Exploration Manager and Production Manager to achieve drilling objectives;
- reviewing and approving drilling operations and engineering programs and budgets;
- coordinating the activities of the drilling team and drilling contractors;
- overseeing the planning and execution of the company's drilling and completion operations;
- developing, maintaining and monitoring drilling schedules in alignment with operational objectives;
- developing potential alternatives to optimise programs and to address drilling operational problems / challenges;
- contribute to contract strategy, tendering and potential negotiations;
- developing and maintaining good relationships with other operators in pursuit of best drilling practices; 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 seasoned professional engineer or project director with demonstrated business acumen and 20+ years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore and offshore.

### Other comments

Alternative Titles: Drilling & Completions Manager, Well Construction Manager. Visits field operations regularly to oversee drilling program efficiency and safety.



**Position Description**

---

**Position title:** Principal Drilling Engineer (Offshore Day)  
**Position code:** MCA\_00721.Off.D  
**Career level:** 5

---

**Responsible for**

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

**Report to**

Head of Drilling and Completions.

**Supervises**

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Principal Drilling Engineer (Offshore Shift - Cont)  
**Position code:** MCA\_00721.Off.SC  
**Career level:** 5

---

### Responsible for

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

### Report to

Head of Drilling and Completions.

### Supervises

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Principal Drilling Engineer (Offshore Shift - Non Cont)  
**Position code:** MCA\_00721.Off.SNC  
**Career level:** 5

---

### Responsible for

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

### Report to

Head of Drilling and Completions.

### Supervises

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Principal Drilling Engineer (Onshore Day)  
**Position code:** MCA\_00721.On.D  
**Career level:** 5

---

### Responsible for

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

### Report to

Head of Drilling and Completions.

### Supervises

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Principal Drilling Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00721.On.SC  
**Career level:** 5

---

### Responsible for

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

### Report to

Head of Drilling and Completions.

### Supervises

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Principal Drilling Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00721.On.SNC  
**Career level:** 5

---

### Responsible for

To implement and maintain company standards in well design and program coordination so as to deliver wells as required by internal customers (exploration, production).

### Report to

Head of Drilling and Completions.

### Supervises

Senior and Experienced Drilling Engineers (Onshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- leading internal development and review of well design standards, including introducing new technology and complex well designs;
- leading risk assessments for specific well programs;
- establishing and managing strategic drilling contracts and drilling service contracts;
- leading project execution and completing post project reviews;
- implementing continuous improvement processes during operation;
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented ;
- developing, maintaining and monitoring drilling schedules to meet operational objectives ; and,
- using extensive knowledge and experience to generate potential alternatives for program optimisation and to address drilling operational problems / challenges.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 15+ years of relevant experience in well engineering and construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Head of Well Engineering. May be a corporate or on-site rotational role. If corporate based regular field visits required. may be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Senior Drilling Engineer (Offshore Day)  
**Position code:** MCA\_00722.Off.D  
**Career level:** 4

---

### Responsible for

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

### Report to

Principal Drilling Engineer (Onshore).

### Supervises

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.

**Position Description**

---

**Position title:** Senior Drilling Engineer (Offshore Shift - Cont)  
**Position code:** MCA\_00722.Off.SC  
**Career level:** 4

---

**Responsible for**

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

**Report to**

Principal Drilling Engineer (Onshore).

**Supervises**

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.



**Position Description**

---

**Position title:** Senior Drilling Engineer (Offshore Shift - Non Cont)  
**Position code:** MCA\_00722.Off.SNC  
**Career level:** 4

---

**Responsible for**

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

**Report to**

Principal Drilling Engineer (Onshore).

**Supervises**

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.

**Position Description**

---

**Position title:** Senior Drilling Engineer (Onshore Day)  
**Position code:** MCA\_00722.On.D  
**Career level:** 4

---

**Responsible for**

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

**Report to**

Principal Drilling Engineer (Onshore).

**Supervises**

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.

**Position Description**

---

**Position title:** Senior Drilling Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00722.On.SC  
**Career level:** 4

---

**Responsible for**

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

**Report to**

Principal Drilling Engineer (Onshore).

**Supervises**

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.

**Position Description**

---

**Position title:** Senior Drilling Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00722.On.SNC  
**Career level:** 4

---

**Responsible for**

Responsible for well design and program coordination to deliver wells as required by internal customers (exploration, production).

**Report to**

Principal Drilling Engineer (Onshore).

**Supervises**

Experienced Drilling Engineer (Offshore), Graduate Drilling Engineers and Drilling Fluids Specialists. May also supervise supply chain personnel.

**Main activities**

- performing detailed drilling engineering, well planning and design work;
- leading internal development and reviewing well designs for assigned wells;
- developing all cost estimations and lead risk assessments;
- providing assistance and management for drilling contract requirements;
- leading project execution and completing post project reviews;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

**Key skills**

Nil.

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

The incumbent is usually a professional engineer with 8 to 10 years' of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

**Other comments**

Alternative Titles: Senior Wellsite / Field Drilling Engineer. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Drilling Engineer (Offshore Day)  
**Position code:** MCA\_00723.Off.D  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Drilling Engineer (Offshore Shift - Cont)  
**Position code:** MCA\_00723.Off.SC  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Drilling Engineer (Offshore Shift - Non Cont)  
**Position code:** MCA\_00723.Off.SNC  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Drilling Engineer (Onshore Day)  
**Position code:** MCA\_00723.On.D  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.



## Position Description

---

**Position title:** Experienced Drilling Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00723.On.SC  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Experienced Drilling Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00723.On.SNC  
**Career level:** 3

---

### Responsible for

Responsible for well design and supervision of wellsite operations.

### Report to

Senior Drilling Engineer (Onshore).

### Supervises

May supervise Graduate Drilling Engineer.

### Main activities

- performing detailed drilling engineering, well planning and design work;
- participating in reviews of well designs for assigned wells;
- monitoring daily progress of procurement, and assembling equipment and materials;
- managing site day to day assigned service and materials contracts;
- developing daily progress and cost reporting from wellsite; and,
- ensuring liaison with exploration and development personnel to ensure the work objectives are identified and documented.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a professional engineer with 4 to 7 years of relevant experience in well construction operations. Extensive "hands on" drilling experience and knowledge of onshore drilling.

### Other comments

Alternative Titles: Wellsite / Field Drilling Engineer. May be a corporate or on-site rotational role. If corporate based regular field visits required. May be a corporate or rotational role. If corporate based regular field visits required.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Offshore Day)  
**Position code:** MCA\_00728.Off.D  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Offshore Shift - Cont)  
**Position code:** MCA\_00728.Off.SC  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Offshore Shift - Non Cont)  
**Position code:** MCA\_00728.Off.SNC  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Onshore Day)  
**Position code:** MCA\_00728.On.D  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Onshore Shift - Cont)  
**Position code:** MCA\_00728.On.SC  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.

## Position Description

---

**Position title:** Graduate Drilling Engineer (Onshore Shift - Non Cont)  
**Position code:** MCA\_00728.On.SNC  
**Career level:** 2

---

### Responsible for

Responsible for supervision of wellsite operations.

### Report to

Senior or Experienced Drilling Engineer (Offshore), Drilling Superintendent (Offshore) or Drilling Supervisor.

### Supervises

### Main activities

- participating in and monitoring drilling operations;
- providing cost estimates and analysis;
- carrying out well design in support of field development;
- managing the logistics and reporting of operations; and,
- working closely with resource teams (geologists, production personnel) to ensure an efficient operation.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent will hold an Engineering degree (Chemical, Mechanical or Petroleum) or other engineering discipline.

### Other comments

Alternative Titles: Junior Wellsite / Field Drilling Engineer. first drilling assignments will normally be site based (working on a rig site) on a rotating schedule for 2-3 years please advise completed years of experience since graduation for each matched incumbent.



## Position Description

---

**Position title:** Drilling Superintendent (Onshore Day)  
**Position code:** MCA\_00731.On.D  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Superintendent (Onshore Shift - Cont)  
**Position code:** MCA\_00731.On.SC  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Superintendent (Onshore Shift - Non Cont)  
**Position code:** MCA\_00731.On.SNC  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Superintendent (Offshore Day)  
**Position code:** MCA\_00731.Off.D  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Superintendent (Offshore Shift - Cont)  
**Position code:** MCA\_00731.Off.SC  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Superintendent (Offshore Shift - Non Cont)  
**Position code:** MCA\_00731.Off.SNC  
**Career level:** 4

---

### Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

### Report to

Head of Drilling & Completions.

### Supervises

Drilling Supervisors (Offshore).

### Main activities

- managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
- ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor and government authorities;
- reviewing and approving operational procedures and programs; and,
- managing cost control within limits of authority.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Drilling Campaign Manager, Drilling Operations Manager. This position may be applicable to onshore or offshore work environments and all work patterns.

## Position Description

---

**Position title:** Drilling Supervisor (Offshore Day)  
**Position code:** MCA\_00732.Off.D  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.

## Position Description

---

**Position title:** Drilling Supervisor (Offshore Shift - Cont)  
**Position code:** MCA\_00732.Off.SC  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.



## Position Description

---

**Position title:** Drilling Supervisor (Offshore Shift - Non Cont)  
**Position code:** MCA\_00732.Off.SNC  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.

## Position Description

---

**Position title:** Drilling Supervisor (Onshore Day)  
**Position code:** MCA\_00732.On.D  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.

## Position Description

---

**Position title:** Drilling Supervisor (Onshore Shift - Cont)  
**Position code:** MCA\_00732.On.SC  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.

## Position Description

---

**Position title:** Drilling Supervisor (Onshore Shift - Non Cont)  
**Position code:** MCA\_00732.On.SNC  
**Career level:** 3

---

### Responsible for

Responsible for executing the drilling program; the health and safety of all operational personnel, and protection of the environment at the wellsite.

### Report to

Drilling Superintendents (Offshore)

### Supervises

Wellsite personnel and contractors.

### Main activities

- overseeing daily activities of drilling operations in accordance with company policy;
- directing drilling engineering and drilling operation problem solving;
- ensuring liaison with drilling team, drilling contractor;
- documenting details of the drilling and submitting daily reports and results to the drilling superintendent; and,
- monitoring the contractors and crew members to ensure they follow company guidelines relating to the storage, maintenance and repair of equipment and machinery.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

The incumbent is usually a seasoned professional engineer with 10+ years' of relevant experience in wellsite construction operations. Extensive "hands on" drilling experience and knowledge of both onshore and offshore drilling.

### Other comments

Alternative Titles: Wellsite Manager, Company Man.

## Position Description

---

**Position title:** Technical Assistant  
**Position code:** MCA\_07461  
**Career level:** 2

---

### Responsible for

The Technical Assistant is a key role and ensures that technical and administrative tasks are completed in a timely manner to support the delivery of the specific piece of work or project.

### Report to

This role will typically report to a senior role in a technical area in engineering

### Supervises

Nil

### Main activities

- Supports technical and engineering personnel with project support duties.
- Compiles technical reports.
- Provides input to technical studies/research projects, technical reports, project planning, etc.
- Produces accurate statistics, relevant figures, etc.
- Undertakes data analysis, identifies and investigates variations.
- Prepares technical drawings, datasheets and documents under the direction of the engineers.
- Develops and maintains technical databases and spreadsheets.
- Sources technical documents, information and drawings.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents usually have 3 years relevant industry experience and may be studying toward or hold a degree in the relevant field they are working in.

### Other comments

## Position Description

---

**Position title:** Laboratory Technician (Offshore Day)  
**Position code:** MCA\_00366.Off.D  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments

## Position Description

---

**Position title:** Laboratory Technician (Offshore Shift - Cont)  
**Position code:** MCA\_00366.Off.SC  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments

## Position Description

---

**Position title:** Laboratory Technician (Offshore Shift - Non Cont)  
**Position code:** MCA\_00366.Off.SNC  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments



## Position Description

---

**Position title:** Laboratory Technician (Onshore Day)  
**Position code:** MCA\_00366.On.D  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments

## Position Description

---

**Position title:** Laboratory Technician (Onshore Shift - Cont)  
**Position code:** MCA\_00366.On.SC  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments

## Position Description

---

**Position title:** Laboratory Technician (Onshore Shift - Non Cont)  
**Position code:** MCA\_00366.On.SNC  
**Career level:** 2

---

### Responsible for

To conduct routine analyses in accordance with established procedures and standards.

### Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

### Supervises

### Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

### Key skills

Nil.

### Internal contacts

### External contacts

### Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

### Other comments