

McDonald Coal Mining Industry

Remuneration Report (Australasia)

Position descriptions | December 2019



Position Families:

Corporate	147	Positions
Exploration	24	Positions
Operations	371	Positions
Operations - Support Services	56	Positions
PM&C	4	Positions
Port & Rail	71	Positions

Position Family: Corporate

Administration

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

Business Development

Head of Business Development	MCA_00904
Principal Business Development Manager	Aon.ITS.15009.6
Business Development Manager	MCA_00805
[NEW] Business Development / Proposals Coordinator	MCA_08051
[NEW] Study Manager	MCA_00810
Group Mining Engineer (Corp)	MCA_00906
Principal Mining Engineer (Corp)	MCA_00920
Senior Mining Engineer (Corp)	MCA_00951
Experienced Mining Engineer (Corp)	MCA_00952
Group Development Geologist	MCA_00804
Principal Geotechnical Engineer (Corp)	MCA_00921
Senior Development Geologist	MCA_00842

Business Improvement

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

Commercial

Commercial General Manager	MCA_00070
Commercial Manager (Corp)	MCA_00816
Senior Commercial/Marketing Advisor	MCA_00817
Commercial/ Marketing Advisor	MCA_00818
Senior Business Analyst (Corp)	MCA_00870
Business Analyst (Corp)	MCA_00871

Environmental Affairs

Head of Environmental Affairs (Corp)	MCA_00907
Manager Environmental Approvals	MCA_00873
Environment Manager (Corp)	MCA_00934
Senior Environmental Advisor (Corp)	MCA_00941
Experienced Environmental Advisor (Corp)	MCA_00942

External Relations; Govt/Community Affairs

Head of External Relations (Corp)	MCA_00908
Manager Community Affairs / Native Title / Heritage (Corp)	MCA_00874
Senior External Affairs Adviser (Corp)	MCA_00827
Experienced External Affairs Adviser (Corp)	MCA_00828
[NEW] Corporate Policy Manager	MCA_00802

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Position Family: Corporate

[NEW] Senior Policy Advisor	MCA_00875
Policy Adviser	MCA_00876
[NEW] Research Analyst	MCA_00877
Marketing Manager - Marketing Communications	Aon.MKT.20315.5
Communications Advisor (Corp)	MCA_00878
Functional Lead of Marketing - Investor Relations	Aon.EXE.CA030.6
Investor Relations Manager	Aon.MKT.21415.5
Investor Relations Consultant	Aon.MKT.21415.3
<i>Finance & Accounting</i>	
Chief Financial Officer	MCA_00811
[NEW] Company Secretary/Financial Controller	MCA_00002
Financial Controller	MCA_00813
Group Treasurer/Head of Treasury	Aon.FIN.30018.6
Treasury Manager	MCA_00812
Senior Treasury Analyst	Aon.FIN.30018.4
Treasury Analyst	Aon.FIN.30018.3
Head of Internal Audit	Aon.EXE.FI040.6
Audit Manager	MCA_00858
Senior Internal Auditor	Aon.FIN.30002.4
Internal Auditor	Aon.FIN.30002.3
Finance Manager	Aon.FIN.30012.5
Accounting Manager (Corp)	MCA_00814
Senior Accountant (Corp)	MCA_00851
Experienced Accountant (Corp)	MCA_00852
Assistant Accountant	Aon.FIN.30012.2
Graduate Accountant (Corp) (>1 year)	MCA_00853
Graduate Accountant (Corp) (<1 year)	MCA_09997
[NEW] Taxation Manager	MCA_00855
[NEW] Senior Taxation Accountant	MCA_00856
[NEW] Experienced Taxation Accountant	MCA_00857
Accounts Team Leader (Corp)	MCA_00821
Senior Accounts Officer	Aon.FIN.30112.3
Accounting Clerk (Corp)	MCA_00862
Head of Payroll (Corp)	MCA_00815
Senior Payroll Officer (Corp)	MCA_08531
Payroll Officer (Corp)	MCA_00854
<i>Health & Safety</i>	
Head of Health, Safety & Security (Corp)	MCA_08081
Head of Health & Safety (Corp)	MCA_00807
Head of Health, Safety & Environment (Corp)	MCA_00808
Health & Safety Manager (Corp)	MCA_00865
Senior Health & Safety Adviser (Corp)	MCA_00866
Experienced Health & Safety Adviser (Corp)	MCA_00867

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Position Family: Corporate

[NEW] Entry Level Health & Safety Advisor - (Corp)	MCA_008671
<i>Human Resources</i>	
Head of Human Resources (Corp)	MCA_00901
Manager Human Resources (Corp)	MCA_00830
Industrial Relations Manager (Corp)	MCA_00836
Senior Human Resources Adviser (Corp)	MCA_00831
Experienced Human Resources Adviser (Corp)	MCA_00832
Graduate Human Resources Adviser (Corp) (>1 year)	MCA_00833
Graduate Human Resources Adviser (Corp) (<1 year)	MCA_08331
[NEW] Human Resources Manager - Recruitment	Aon.HRS.50305.5
[NEW] Senior Human Resources Consultant - Recruitment	Aon.HRS.50306.4
Recruitment Adviser (Corp)	MCA_00834
Human Resources Officer (Corp)	MCA_00835
Human Resources Manager - Remuneration & Benefits	Aon.HRS.50105.5
Senior HR Advisor - Remuneration & Benefits (Corp)	MCA_08311
Human Resources Consultant - Remuneration & Benefits	Aon.HRS.50102.3
Human Resources Manager - Learning & Development	Aon.HRS.50205.5
Senior Human Resources Consultant - Learning & Development	Aon.HRS.50206.4
Human Resources Consultant - Learning & Development	Aon.HRS.50202.3
[NEW] Trainer/Training Facilitator - Learning & Development (Corp)	MCA_08321
<i>Information Technology</i>	
Head of Information Technology	MCA_00910
Information Technology Manager (Corp)	MCA_00824
IT Project Manager (Corp)	MCA_08241
IT Business Analyst	MCA_08242
Desktop Support Manager	Aon.ITC.45068.5
Senior Desktop Support Analyst	Aon.ITC.45068.3
Desktop Support Analyst	MCA_008251
Helpdesk Team Leader	Aon.ITC.45168.3
Senior Helpdesk Operator	Aon.ITC.45168.2
Helpdesk Operator	Aon.ITC.45068.1
Network Administrator (Corp)	MCA_00826
IT Administrator (Corp)	MCA_00825
<i>Legal</i>	
Company Secretary	MCA_00003
General Counsel	MCA_00004
Head of Risk & Compliance	MCA_00055
Senior Legal Counsel	MCA_00845
Legal Counsel	MCA_00846
Entry Level Lawyer (Graduate)	MCA_08461
[NEW] Paralegal	MCA_08462

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Position Family: Corporate

Risk

[NEW] Chief Risk Officer	Aon.EXE.45001.7
[NEW] Head of Risk	Aon.EXE.RM010.6
[NEW] Senior Risk Manager	Aon.RSK.31101.6
[NEW] Risk Management Manager	Aon.RFN.85401.5
[NEW] Risk Management Team Leader	Aon.RFN.85401.4
[NEW] Risk Management Senior Analyst	Aon.RFN.85401.3
[NEW] Head of Risk Management	Aon.EXE.RM010.7
[NEW] Risk Management Analyst	Aon.RFN.85401.2

Operations

[NEW] Chief Operating Officer	Aon.EXE.GM020.7
Head of Ops (Corp)	MCA_00903
Head of Single Profit Centre	Aon.EXE.GM040.7
Regional Operations Manager (Contract Mining)	MCA_00923
[NEW] Head of Engineering	MCA_00914

Sales & Marketing

Head of Sales & Marketing	MCA_00909
Marketing Manager	MCA_00881
Marketing Technical Manager	MCA_00882

Strategy

[NEW] Head of Strategy	Aon.EXE.ST010.7
[NEW] Functional Lead of Strategy - Strategy & Projects	Aon.EXE.ST030.6
[NEW] Strategy Manager	Aon.STR.10000.5
[NEW] Senior Strategy Analyst	Aon.STR.10000.4
[NEW] Strategy Analyst	Aon.STR.10000.3

Supply Chain

Head of Supply Chain	MCA_00911
Procurement Manager	MCA_00985
Senior Procurement Officer	MCA_00986
Procurement Officer	MCA_00987
Contracts Manager	MCA_00990
Senior Contracts Advisor (Corp)	MCA_00991
Contracts Advisor	MCA_00992
Logistics Manager (Corp)	MCA_00883
Senior Logistics / Shipping Officer (Corp)	MCA_00880
Logistics / Shipping Officer (Corp)	MCA_00884

Position Family: Exploration

Exploration

Head of Exploration	MCA_00701
National Manager – Exploration	MCA_00702
Exploration Manager	MCA_00703
[NEW] Head of Technical/Ore Reserves	MCA_00704
Principal Exploration Geologist (Combined)	MCA_00741
Principal Exploration Geologist (Surface Shift - Cont)	MCA_00741.S.SC
Principal Exploration Geologist (Surface/Shift - Non Cont)	MCA_00741.S.SNC
Principal Exploration Geologist (Underground Day)	MCA_00741.U.D
Principal Exploration Geologist (Underground Shift - Cont)	MCA_00741.U.SC
Principal Exploration Geologist (Underground/Shift - Non Cont)	MCA_00741.U.SNC
Senior Exploration Geologist (Combined)	MCA_00742
Senior Exploration Geologist (Surface/Day)	MCA_00742.S.D
Senior Exploration Geologist (Surface Shift - Cont)	MCA_00742.S.SC
Senior Exploration Geologist (Surface/Shift - Non Cont)	MCA_00742.S.SNC
Senior Exploration Geologist (Underground/Day)	MCA_00742.U.D
Senior Exploration Geologist (Underground Shift - Cont)	MCA_00742.U.SC
Senior Exploration Geologist (Underground/Shift - Non Cont)	MCA_00742.U.SNC
Experienced Exploration Geologist (Combined)	MCA_00743
Experienced Exploration Geologist (Surface/Day)	MCA_00743.S.D
Experienced Exploration Geologist (Surface Shift - Cont)	MCA_00743.S.SC
Experienced Exploration Geologist (Surface/Shift - Non Cont)	MCA_00743.S.SNC
Experienced Exploration Geologist (Underground Day)	MCA_00743.U.D
Experienced Exploration Geologist (Underground Shift - Cont)	MCA_00743.U.SC
Experienced Exploration Geologist (Underground/Shift - Non Cont)	MCA_00743.U.SNC

Position Family: Operations

Operations Management

Head of Mine Site	MCA_00101
Project Manager (Contract Mining) - Ops	MCA_00111
[NEW] Project Superintendent	MCA_00206
Head of Mine Operations	MCA_00201
Site Services Superintendent	MCA_00103

Business Improvement

Head of Business Improvement (Ops)	MCA_00615
Business Improvement Facilitator (Ops)	MCA_00616

Maintenance

Head of Maintenance	MCA_00401
Maintenance Superintendent	MCA_00421
Maintenance Supervisor (Combined)	MCA_00433
Maintenance Supervisor (Surface Day)	MCA_00433.S.D
Maintenance Supervisor (Surface Shift - Cont)	MCA_00433.S.SC
Maintenance Supervisor (Surface Shift - Non Cont)	MCA_00433.S.SNC
Maintenance Supervisor (Underground Day)	MCA_00433.U.D
Maintenance Supervisor (Underground Shift - Cont)	MCA_00433.U.SC
Maintenance Supervisor (Underground Shift - Non Cont)	MCA_00433.U.SNC
[NEW] Electrical Inspector	MCA_04213
[NEW] Maintenance Coordinator (Combined)	MCA_04211
[NEW] Maintenance Coordinator (Surface Day)	MCA_04211.S.D
[NEW] Maintenance Coordinator (Surface Shift - Cont)	MCA_04211.S.SC
[NEW] Maintenance Coordinator (Surface Shift - Non Cont)	MCA_04211.S.SNC
[NEW] Maintenance Coordinator (Underground Day)	MCA_04211.U.D
[NEW] Maintenance Coordinator (Underground Shift - Cont)	MCA_04211.U.SC
[NEW] Maintenance Coordinator (Underground Shift - Non Cont)	MCA_04211.U.SNC
Senior Maintenance/Reliability Engineer (Combined)	MCA_00442
Senior Maintenance/Reliability Engineer (Surface Day)	MCA_00442.S.D
Senior Maintenance/Reliability Engineer (Surface Shift - Cont)	MCA_00442.S.SC
Senior Maintenance/Reliability Engineer (Surface Shift - Non Cont)	MCA_00442.S.SNC
Senior Maintenance/Reliability Engineer (Underground Day)	MCA_00442.U.D
Senior Maintenance/Reliability Engineer (Underground Shift - Cont)	MCA_00442.U.SC
Senior Maintenance/Reliability Engineer (Underground Shift - Non Cont)	MCA_00442.U.SNC
Experienced Maintenance/Reliability Engineer (Combined)	MCA_00443
Experienced Maintenance/Reliability Engineer (Surface Day)	MCA_00443.S.D
Experienced Maintenance/Reliability Engineer (Surface Shift - Cont)	MCA_00443.S.SC
Experienced Maintenance/Reliability Engineer (Surface Shift - Non Cont)	MCA_00443.S.SNC
Experienced Maintenance/Reliability Engineer (Underground Day)	MCA_00443.U.D
Experienced Maintenance/Reliability Engineer (Underground Shift - Cont)	MCA_00443.U.SC
Experienced Maintenance/Reliability Engineer (Underground Shift - Non Cont)	MCA_00443.U.SNC
Graduate Maintenance/Reliability Engineer (>1 year)	MCA_00444
Graduate Maintenance/Reliability Engineer (<1 year)	MCA_04441

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Position Family: Operations

[NEW] Reliability Technician (Combined)	MCA_00496
[NEW] Reliability Technician (Surface Day)	MCA_00496.S.D
[NEW] Reliability Technician (Surface Shift - Cont)	MCA_00496.S.SC
[NEW] Reliability Technician (Surface Shift - Non Cont)	MCA_00496.S.SNC
[NEW] Reliability Technician (Underground Day)	MCA_00496.U.D
[NEW] Reliability Technician (Underground Shift - Cont)	MCA_00496.U.SC
[NEW] Reliability Technician (Underground Shift - Non Cont)	MCA_00496.U.SNC
Senior Maintenance Planner (Combined)	MCA_00440
Senior Maintenance Planner (Surface Day)	MCA_00440.S.D
Senior Maintenance Planner (Surface Shift - Cont)	MCA_00440.S.SC
Senior Maintenance Planner (Surface Shift - Non Cont)	MCA_00440.S.SNC
Senior Maintenance Planner (Underground Day)	MCA_00440.U.D
Senior Maintenance Planner (Underground/Shift - Cont)	MCA_00440.U.SC
Senior Maintenance Planner (Underground/Shift - Non Cont)	MCA_00440.U.SNC
Maintenance Planner (Combined)	MCA_00441
Maintenance Planner (Surface Day)	MCA_00441.S.D
Maintenance Planner (Surface Shift - Cont)	MCA_00441.S.SC
Maintenance Planner (Surface Shift - Non Cont)	MCA_00441.S.SNC
Maintenance Planner (Underground Day)	MCA_00441.U.D
Maintenance Planner (Underground Shift - Cont)	MCA_00441.U.SC
Maintenance Planner (Underground Shift - Non Cont)	MCA_00441.U.SNC
Trades Leading Hand (Combined)	MCA_00460
Trades Leading Hand (Surface Day)	MCA_00460.S.D
Trades Leading Hand (Surface Shift - Cont)	MCA_00460.S.SC
Trades Leading Hand (Surface Shift - Non Cont)	MCA_00460.S.SNC
Trades Leading Hand (Underground Day)	MCA_00460.U.D
Trades Leading Hand (Underground Shift - Cont)	MCA_00460.U.SC
Trades Leading Hand (Underground Shift - Non Cont)	MCA_00460.U.SNC
Dual Trade Technician (Combined)	MCA_00467
Dual Trade Technician (Surface Day)	MCA_00467.S.D
Dual Trade Technician (Surface Shift - Cont)	MCA_00467.S.SC
Dual Trade Technician (Surface Shift - Non Cont)	MCA_00467.S.SNC
[NEW] Dual Trade Technician (Underground Day)	MCA_00467.U.D
[NEW] Dual Trade Technician (Underground Shift - Cont)	MCA_00467.U.SC
[NEW] Dual Trade Technician (Underground/Shift - Non Cont)	MCA_00467.U.SNC
Mechanical Tradesperson (Combined)	MCA_00461
Mechanical Tradesperson (Surface Day)	MCA_00461.S.D
Mechanical Tradesperson (Surface Shift - Cont)	MCA_00461.S.SC
Mechanical Tradesperson (Surface Shift - Non Cont)	MCA_00461.S.SNC
Mechanical Tradesperson (Underground Day)	MCA_00461.U.D
Mechanical Tradesperson (Underground Shift - Cont)	MCA_00461.U.SC
Mechanical Tradesperson (Underground Shift - Non Cont)	MCA_00461.U.SNC
[NEW] Mechanical Tradesperson - Entry (Combined)	MCA_00463

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Position Family: Operations

[NEW] Mechanical Tradesperson - Entry (Surface Day)	MCA_00463.S.D
[NEW] Mechanical Tradesperson - Entry (Surface Shift - Cont)	MCA_00463.S.SC
[NEW] Mechanical Tradesperson - Entry (Surface Shift - Non Cont)	MCA_00463.S.SNC
[NEW] Mechanical Tradesperson - Entry (Underground Day)	MCA_00463.U.D
[NEW] Mechanical Tradesperson - Entry (Underground Shift - Cont)	MCA_00463.U.SC
[NEW] Mechanical Tradesperson - Entry (Underground Shift - Non Cont)	MCA_00463.U.SNC
Electrical Tradesperson (Combined)	MCA_00466
Electrical Tradesperson (Surface Day)	MCA_00466.S.D
Electrical Tradesperson (Surface Shift - Cont)	MCA_00466.S.SC
Electrical Tradesperson (Surface Shift - Non Cont)	MCA_00466.S.SNC
Electrical Tradesperson (Underground Day)	MCA_00466.U.D
Electrical Tradesperson (Underground Shift - Cont)	MCA_00466.U.SC
Electrical Tradesperson (Underground Shift - Non Cont)	MCA_00466.U.SNC
Electrical Tradesperson - Entry (Combined)	MCA_00468
Electrical Tradesperson - Entry (Surface Day)	MCA_00468.S.D
Electrical Tradesperson - Entry (Surface Shift - Cont)	MCA_00468.S.SC
Electrical Tradesperson - Entry (Surface Shift - Non Cont)	MCA_00468.S.SNC
Electrical Tradesperson - Entry (Underground/Day)	MCA_00468.U.D
Electrical Tradesperson - Entry (Underground Shift - Cont)	MCA_00468.U.SC
Electrical Tradesperson - Entry (Underground Shift - Non Cont)	MCA_00468.U.SNC
Trades Assistant (Combined)	MCA_04691
Trades Assistant (Surface Day)	MCA_04691.S.D
Trades Assistant (Surface Shift - Cont)	MCA_04691.S.SC
Trades Assistant (Surface Shift - Non Cont)	MCA_04691.S.SNC
[NEW] Trades Assistant (Underground/Day)	MCA_04691.U.D
[NEW] Trades Assistant (Underground/Shift - Cont)	MCA_04691.U.SC
[NEW] Trades Assistant (Underground/Shift - Non Cont)	MCA_04691.U.SNC
[NEW] De-watering Technician (Combined)	MCA_04214
[NEW] De-watering Technician (Surface Day)	MCA_04214.S.D
[NEW] De-watering Technician (Surface Shift - Cont)	MCA_04214.S.SC
[NEW] De-watering Technician (Surface Shift - Non Cont)	MCA_04214.S.SNC
[NEW] De-watering Technician (Underground Day)	MCA_04214.U.D
[NEW] De-watering Technician (Underground Shift - Cont)	MCA_04214.U.SC
[NEW] De-watering Technician (Underground/Shift - Non Cont)	MCA_04214.U.SNC
[NEW] Light Vehicle Mechanic (Combined)	MCA_00469
[NEW] Light Vehicle Mechanic (Surface Day)	MCA_00469.S.D
[NEW] Light Vehicle Mechanic (Surface Shift - Cont)	MCA_00469.S.SC
[NEW] Light Vehicle Mechanic (Surface Shift - Non Cont)	MCA_00469.S.SNC
[NEW] Light Vehicle Mechanic (Underground Day)	MCA_00469.U.D
[NEW] Light Vehicle Mechanic (Underground Shift - Cont)	MCA_00469.U.SC
[NEW] Light Vehicle Mechanic (Underground Shift - Non Cont)	MCA_00469.U.SNC
[NEW] Auto Electrician (Combined)	MCA_04692
[NEW] Auto Electrician (Surface Day)	MCA_04692.S.D

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Position Family: Operations

[NEW] Auto Electrician (Surface Shift - Cont)	MCA_04692.S.SC
[NEW] Auto Electrician (Surface Shift - Non Cont)	MCA_04692.S.SNC
[NEW] Auto Electrician (Underground Day)	MCA_04692.U.D
[NEW] Auto Electrician (Underground Shift - Cont)	MCA_04692.U.SC
[NEW] Auto Electrician (Underground Shift - Non Cont)	MCA_04692.U.SNC
[NEW] Tyre Fitter (Combined)	MCA_00479
[NEW] Tyre Fitter (Surface Day)	MCA_00479.S.D
[NEW] Tyre Fitter (Surface Shift - Cont)	MCA_00479.S.SC
[NEW] Tyre Fitter (Surface Shift - Non Cont)	MCA_00479.S.SNC
[NEW] Tyre Fitter (Underground/Day)	MCA_00479.U.D
[NEW] Tyre Fitter (Underground/Shift - Cont)	MCA_00479.U.SC
[NEW] Tyre Fitter (Underground Shift - Non Cont)	MCA_00479.U.SNC
Welder	MCA_04693
Carpenter	MCA_04694
Plumber	MCA_04695
Rigger	MCA_04696
[NEW] Apprentice Mechanical Fitter Year 1	MCA_04631
[NEW] Apprentice Mechanical Fitter Year 2	MCA_04632
[NEW] Apprentice Mechanical Fitter Year 3	MCA_04633
[NEW] Apprentice Mechanical Fitter Year 4	MCA_04634
Apprentice Electrician Year 1	MCA_04681
Apprentice Electrician Year 2	MCA_04682
Apprentice Electrician Year 3	MCA_04683
Apprentice Electrician Year 4	MCA_04684
Refrigeration Technician	MCA_04697
Sandblaster/Painter	MCA_04698
<i>Mining Operations</i>	
Mine Superintendent	MCA_00221
Mine Supervisor (Combined)	MCA_00222
Mine Supervisor (Surface Day)	MCA_00222.S.D
Mine Supervisor (Surface Shift - Cont)	MCA_00222.S.SC
Mine Supervisor (Surface Shift - Non Cont)	MCA_00222.S.SNC
Mine Supervisor (Underground Day)	MCA_00222.U.D
Mine Supervisor (Underground Shift - Cont)	MCA_00222.U.SC
Mine Supervisor (Underground Shift - Non Cont)	MCA_00222.U.SNC
[NEW] Senior Mine Planning Engineer (Combined)	MCA_02411
[NEW] Senior Mine Planning Engineer (Surface Day)	MCA_02411.S.D
[NEW] Senior Mine Planning Engineer (Surface Shift - Cont)	MCA_02411.S.SC
[NEW] Senior Mine Planning Engineer (Surface Shift - Non Cont)	MCA_02411.S.SNC
[NEW] Senior Mine Planning Engineer (Underground Day)	MCA_02411.U.D
[NEW] Senior Mine Planning Engineer (Underground Shift - Cont)	MCA_02411.U.SC
[NEW] Senior Mine Planning Engineer (Underground Shift - Non Cont)	MCA_02411.U.SNC
Experienced Mine Planning Engineer	MCA_02412

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Position Family: Operations

Mining Coordinator - Underground (Combined)	MCA_00226
Mining Coordinator - Underground (Day)	MCA_00226.U.D
Mining Coordinator - Underground (Shift - Cont)	MCA_00226.U.SC
Mining Coordinator - Underground (Shift - Non Cont)	MCA_00226.U.SNC
Deputy / ERZ Controller - Underground (Combined)	MCA_00235
Deputy / ERZ Controller - Underground (Underground Day)	MCA_00235.U.D
Deputy / ERZ Controller - Underground (Underground Shift - Cont)	MCA_00235.U.SC
Deputy / ERZ Controller - Underground (Underground Shift - Non Cont)	MCA_00235.U.SNC
Production Coordinator - Open Cut (Combined)	MCA_00216
Production Coordinator - Open Cut (Day)	MCA_00216.S.D
Production Coordinator - Open Cut (Shift - Cont)	MCA_00216.S.SC
Production Coordinator - Open Cut (Shift - Non Cont)	MCA_00216.S.SNC
Crew Leader/Leading Hand - Open Cut (Combined)	MCA_00231
Crew Leader/Leading Hand - Open Cut (Day)	MCA_00231.S.D
Crew Leader/Leading Hand - Open Cut (Shift - Cont)	MCA_00231.S.SC
Crew Leader/Leading Hand - Open Cut (Shift - Non Cont)	MCA_00231.S.SNC
Mine Control Officer (Combined)	MCA_00255
Mine Control Officer (Surface Day)	MCA_00255.S.D
Mine Control Officer (Surface Shift - Cont)	MCA_00255.S.SC
Mine Control Officer (Surface Shift - Non Cont)	MCA_00255.S.SNC
Mine Control Officer (Underground Day)	MCA_00255.U.D
Mine Control Officer (Underground Shift - Cont)	MCA_00255.U.SC
Mine Control Officer (Underground Shift - Non Cont)	MCA_00255.U.SNC
Top Operator/Miner (Jumbo) - Underground (Combined)	MCA_00263
Top Operator/Miner (Jumbo) - Underground (Day)	MCA_00263.U.D
Top Operator/Miner (Jumbo) - Underground (Shift - Cont)	MCA_00263.U.SC
Top Operator/Miner (Jumbo) - Underground (Shift - Non Cont)	MCA_00263.U.SNC
Haulage Operator - Underground (Combined)	MCA_00264
Haulage Operator - Underground (Day)	MCA_00264.U.D
Haulage Operator - Underground (Shift - Cont)	MCA_00264.U.SC
Haulage Operator - Underground (Shift - Non Cont)	MCA_00264.U.SNC
Entry Level Underground Miner	MCA_002641
Dispatch Officer (Combined)	MCA_00256
Dispatch Officer (Surface Day)	MCA_00256.S.D
Dispatch Officer (Surface Shift - Cont)	MCA_00256.S.SC
Dispatch Officer (Surface Shift - Non Cont)	MCA_00256.S.SNC
Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Combined)	MCA_00261
Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Day)	MCA_00261.S.D
Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Shift - Cont)	MCA_00261.S.SC
Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Shift - Non Cont)	MCA_00261.S.SNC
Entry Level Operator/Miner (Haul Truck) Open Cut (Combined)	MCA_00262
Entry Level Operator/Miner (Haul Truck) Open Cut (Day)	MCA_00262.S.D
Entry Level Operator/Miner (Haul Truck) Open Cut (Shift - Cont)	MCA_00262.S.SC

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Position Family: Operations

Entry Level Operator/Miner (Haul Truck) Open Cut (Shift - Non Cont)	MCA_00262.S.SNC
[NEW] Equipment Serviceperson - Open Cut (Combined)	MCA_00274
[NEW] Equipment Serviceperson - Open Cut (Day)	MCA_00274.S.D
[NEW] Equipment Serviceperson - Open Cut (Shift - Cont)	MCA_00274.S.SC
[NEW] Equipment Serviceperson - Open Cut (Shift - Non Cont)	MCA_00274.S.SNC
Drill & Blast Supervisor - Open Cut (Combined)	MCA_00225
Drill & Blast Supervisor - Open Cut (Day)	MCA_00225.S.D
Drill & Blast Supervisor - Open Cut (Shift - Cont)	MCA_00225.S.SC
Drill & Blast Supervisor - Open Cut (Shift - Non Cont)	MCA_00225.S.SNC
[NEW] Senior Drill & Blast Engineer - Open Cut (Combined)	MCA_002251
[NEW] Senior Drill & Blast Engineer - Open Cut (Day)	MCA_002251.S.D
[NEW] Senior Drill & Blast Engineer - Open Cut (Shift - Cont)	MCA_002251.S.SC
[NEW] Senior Drill & Blast Engineer - Open Cut (Shift - Non Cont)	MCA_002251.S.SNC
[NEW] Drill & Blast Engineer - Open Cut (Combined)	MCA_002252
[NEW] Drill & Blast Engineer - Open Cut (Day)	MCA_002252.S.D
[NEW] Drill & Blast Engineer - Open Cut (Shift - Cont)	MCA_002252.S.SC
[NEW] Drill & Blast Engineer - Open Cut (Shift - Non Cont)	MCA_002252.S.SNC
Shotfirer - Open Cut (Combined)	MCA_00268
Shotfirer - Open Cut (Day)	MCA_00268.S.D
Shotfirer - Open Cut (Shift - Cont)	MCA_00268.S.SC
Shotfirer - Open Cut (Shift - Non Cont)	MCA_00268.S.SNC
Open Cut Examiner (Combined)	MCA_02222
Open Cut Examiner (Day)	MCA_02222.S.D
Open Cut Examiner (Shift - Cont)	MCA_02222.S.SC
Open Cut Examiner (Shift - Non Cont)	MCA_02222.S.SNC
[NEW] Serviceperson - Underground (Combined)	MCA_00271
[NEW] Serviceperson - Underground (Day)	MCA_00271.U.D
[NEW] Serviceperson - Underground (Shift - Cont)	MCA_00271.U.SC
[NEW] Serviceperson - Underground (Shift - Non Cont)	MCA_00271.U.SNC
[NEW] Nipper - Underground (Combined)	MCA_00273
[NEW] Nipper - Underground (Day)	MCA_00273.U.D
[NEW] Nipper - Underground (Shift - Cont)	MCA_00273.U.SC
[NEW] Nipper - Underground (Shift - Non Cont)	MCA_00273.U.SNC
Crane Operator	MCA_02621
<i>Mining Technical Services</i>	
Head of Technical Services	MCA_00503
[NEW] Principal Mining Engineer (Ops) (Combined)	MCA_02501
[NEW] Principal Mining Engineer (Ops) (Surface/Day)	MCA_02501.S.D
[NEW] Principal Mining Engineer (Ops) (Surface Shift - Cont)	MCA_02501.S.SC
[NEW] Principal Mining Engineer (Ops) (Surface Shift - Non Cont)	MCA_02501.S.SNC
Superintendent Mine Engineering	MCA_00250
Mining Associate / Technical Officer	MCA_00254
Senior Mining Engineer (Combined)	MCA_00241

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Position Family: Operations

Senior Mining Engineer (Surface Day)	MCA_00241.S.D
Senior Mining Engineer (Surface Shift - Cont)	MCA_00241.S.SC
Senior Mining Engineer (Surface Shift - Non Cont)	MCA_00241.S.SNC
Senior Mining Engineer (Underground Day)	MCA_00241.U.D
Senior Mining Engineer (Underground Shift - Cont)	MCA_00241.U.SC
Senior Mining Engineer (Underground Shift - Non Cont)	MCA_00241.U.SNC
Experienced Mining Engineer (Combined)	MCA_00242
Experienced Mining Engineer (Surface Day)	MCA_00242.S.D
Experienced Mining Engineer (Surface Shift - Cont)	MCA_00242.S.SC
Experienced Mining Engineer (Surface Shift - Non Cont)	MCA_00242.S.SNC
Experienced Mining Engineer (Underground Day)	MCA_00242.U.D
Experienced Mining Engineer (Underground Shift - Cont)	MCA_00242.U.SC
Experienced Mining Engineer (Underground Shift - Non Cont)	MCA_00242.U.SNC
Graduate Mining Engineer (>1 year)	MCA_00243
Graduate Mining Engineer (<1 year)	MCA_02431
Chief Mine Surveyor (Combined)	MCA_00251
Chief Mine Surveyor (Surface Day)	MCA_00251.S.D
Chief Mine Surveyor (Surface Shift - Cont)	MCA_00251.S.SC
Chief Mine Surveyor (Surface Shift - Non Cont)	MCA_00251.S.SNC
Chief Mine Surveyor (Underground Day)	MCA_00251.U.D
Chief Mine Surveyor (Underground Shift - Cont)	MCA_00251.U.SC
Chief Mine Surveyor (Underground Shift - Non Cont)	MCA_00251.U.SNC
Senior Mine Surveyor (Combined)	MCA_00257
Senior Mine Surveyor (Surface Day)	MCA_00257.S.D
Senior Mine Surveyor (Surface Shift - Cont)	MCA_00257.S.SC
Senior Mine Surveyor (Surface Shift - Non Cont)	MCA_00257.S.SNC
Senior Mine Surveyor (Underground Day)	MCA_00257.U.D
Senior Mine Surveyor (Underground Shift - Cont)	MCA_00257.U.SC
Senior Mine Surveyor (Underground Shift - Non Cont)	MCA_00257.U.SNC
Mine Surveyor (Combined)	MCA_00252
Mine Surveyor (Surface Day)	MCA_00252.S.D
Mine Surveyor (Surface Shift - Cont)	MCA_00252.S.SC
Mine Surveyor (Surface Shift - Non Cont)	MCA_00252.S.SNC
Mine Surveyor (Underground Day)	MCA_00252.U.D
Mine Surveyor (Underground Shift - Cont)	MCA_00252.U.SC
Mine Surveyor (Underground Shift - Non Cont)	MCA_00252.U.SNC
Graduate Mine Surveyor	MCA_00253
<i>Mining/Geotechnical</i>	
[NEW] Head of Mine Geology	MCA_00501
Superintendent Mine Geology	MCA_00521
[NEW] Principal Geotechnical Engineer (Ops)	MCA_05401
[NEW] Superintendent Geotechnical Engineering	MCA_00540
Senior Geotechnical Engineer (Combined)	MCA_00541

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Position Family: Operations

Senior Geotechnical Engineer (Surface Day)	MCA_00541.S.D
Senior Geotechnical Engineer (Surface Shift - Cont)	MCA_00541.S.SC
Senior Geotechnical Engineer (Surface Shift - Non Cont)	MCA_00541.S.SNC
[NEW] Senior Geotechnical Engineer (Underground/Day)	MCA_00541.U.D
[NEW] Senior Geotechnical Engineer (Underground Shift - Cont)	MCA_00541.U.SC
[NEW] Senior Geotechnical Engineer (Underground/Shift - Non Cont)	MCA_00541.U.SNC
Experienced Geotechnical Engineer (Combined)	MCA_00542
Experienced Geotechnical Engineer (Surface Day)	MCA_00542.S.D
Experienced Geotechnical Engineer (Surface Shift - Cont)	MCA_00542.S.SC
Experienced Geotechnical Engineer (Surface Shift - Non Cont)	MCA_00542.S.SNC
Experienced Geotechnical Engineer (Underground Day)	MCA_00542.U.D
Experienced Geotechnical Engineer (Underground Shift - Cont)	MCA_00542.U.SC
Experienced Geotechnical Engineer (Underground Shift - Non Cont)	MCA_00542.U.SNC
Senior Mine Geologist (Combined)	MCA_00551
Senior Mine Geologist (Surface Day)	MCA_00551.S.D
Senior Mine Geologist (Surface Shift - Cont)	MCA_00551.S.SC
Senior Mine Geologist (Surface Shift - Non Cont)	MCA_00551.S.SNC
Senior Mine Geologist (Underground Day)	MCA_00551.U.D
Senior Mine Geologist (Underground Shift - Cont)	MCA_00551.U.SC
Senior Mine Geologist (Underground Shift - Non Cont)	MCA_00551.U.SNC
Experienced Mine Geologist (Combined)	MCA_00552
Experienced Mine Geologist (Surface Day)	MCA_00552.S.D
Experienced Mine Geologist (Surface Shift - Cont)	MCA_00552.S.SC
Experienced Mine Geologist (Surface Shift - Non Cont)	MCA_00552.S.SNC
Experienced Mine Geologist (Underground Day)	MCA_00552.U.D
Experienced Mine Geologist (Underground Shift - Cont)	MCA_00552.U.SC
Experienced Mine Geologist (Underground Shift - Non Cont)	MCA_00552.U.SNC
Graduate Mine Geologist (>1 year)	MCA_00553
Graduate Mine Geologist (<1 year)	MCA_005531
<i>Processing</i>	
Head of Processing	MCA_00301
Process/Mill Superintendent	MCA_00321
Head of Laboratory	MCA_00305
Superintendent Process Engineering	MCA_00340
Senior Process Engineer (Combined)	MCA_00341
Senior Process Engineer (Surface Day)	MCA_00341.S.D
Senior Process Engineer (Surface Shift - Cont)	MCA_00341.S.SC
Senior Process Engineer (Surface Shift - Non Cont)	MCA_00341.S.SNC
Experienced Process Engineer (Combined)	MCA_00342
Experienced Process Engineer (Surface Day)	MCA_00342.S.D
Experienced Process Engineer (Surface Shift - Cont)	MCA_00342.S.SC
Experienced Process Engineer (Surface Shift - Non Cont)	MCA_00342.S.SNC
Graduate Process Engineer (>1 year)	MCA_00343

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Position Family: Operations

Graduate Process Engineer (<1 year)	MCA_03431
Process/Mill Supervisor (Combined)	MCA_00324
Process/Mill Supervisor (Surface Day)	MCA_00324.S.D
Process/Mill Supervisor (Surface Shift - Cont)	MCA_00324.S.SC
Process/Mill Supervisor (Surface Shift - Non Cont)	MCA_00324.S.SNC
[NEW] Leading Hand Process Technician (Combined)	MCA_00360
[NEW] Leading Hand Process Technician (Surface Day)	MCA_00360.S.D
[NEW] Leading Hand Process Technician (Surface Shift - Cont)	MCA_00360.S.SC
[NEW] Leading Hand Process Technician (Surface Shift - Non Cont)	MCA_00360.S.SNC
Senior Process Operator (Combined)	MCA_00361
Senior Process Operator (Surface Day)	MCA_00361.S.D
Senior Process Operator (Surface Shift - Cont)	MCA_00361.S.SC
Senior Process Operator (Surface Shift - Non Cont)	MCA_00361.S.SNC
[NEW] Experienced Process Operator (Combined)	MCA_00362
[NEW] Experienced Process Operator (Surface Day)	MCA_00362.S.D
[NEW] Experienced Process Operator (Surface Shift - Cont)	MCA_00362.S.SC
[NEW] Experienced Process Operator (Surface Shift - Non Cont)	MCA_00362.S.SNC
[NEW] Entry Process Operator (Combined)	MCA_00363
[NEW] Entry Process Operator (Surface Day)	MCA_00363.S.D
[NEW] Entry Process Operator (Surface Shift - Cont)	MCA_00363.S.SC
[NEW] Entry Process Operator (Surface Shift - Non Cont)	MCA_00363.S.SNC
Superintendent Metallurgy	MCA_003401
Senior Metallurgist (Combined)	MCA_003411
Senior Metallurgist (Surface Day)	MCA_003411.S.D
Senior Metallurgist (Surface - Shift Cont)	MCA_003411.S.SC
Senior Metallurgist (Surface Shift - Non Cont)	MCA_003411.S.SNC
Experienced Metallurgist (Combined)	MCA_003421
Experienced Metallurgist (Surface Day)	MCA_003421.S.D
Experienced Metallurgist (Surface Shift Cont)	MCA_003421.S.SC
Experienced Metallurgist (Surface Shift - Non Cont)	MCA_003421.S.SNC
[NEW] Superintendent Control - Remote	MCA_003402
[NEW] Supervisor control room - Remote	MCA_003403
[NEW] Controller Dispatch - Remote	MCA_003404
[NEW] Controller Plant - Remote	MCA_003405

Position Family: Operations - Support Services

Administration

Admin Supervisor (Ops)	MCA_01631
Department Administrator - Senior (Ops)	MCA_01632
Departmental Clerk / Administrator (Ops)	MCA_00163
Department Administrator - Entry (Ops)	MCA_01633
Site Administrator (Contract Mining)	MCA_00611
Personal Assistant (Ops)	MCA_00161
[NEW] Receptionist (Ops)	MCA_00162

Environmental Affairs

Head of Environment (Ops)	MCA_00604
Superintendent – Environment (Ops)	MCA_00670
Senior Environmental Adviser (Ops)	MCA_00671
Experienced Environmental Adviser (Ops)	MCA_00672
Graduate Environmental Adviser (Ops)	MCA_00673

External Relations; Govt/Community Affairs

[NEW] Head of Government/Community Affairs (Ops)	MCA_00607
[NEW] Community Superintendent (Ops)	MCA_00676
Senior Community Affairs / Native Title / Heritage Adviser (Ops)	MCA_00627
[NEW] Community Relations Advisor (Ops)	MCA_00677

Finance & Accounting

Head of Administration & Accounting	MCA_00601
Superintendent – Accounting (Ops)	MCA_00650
[NEW] Accounting Supervisor / Officer (Ops)	MCA_00641
Senior Accountant (Ops)	MCA_00651
Experienced Accountant (Ops)	MCA_00652
Graduate Accountant (Ops)	MCA_00653
Payroll Officer (Ops)	MCA_00654
Accounts Clerk (Ops)	MCA_00662
[NEW] Senior Business Analyst (Ops)	MCA_00655
[NEW] Business Analyst (Ops)	MCA_00656

Health & Safety

Head of Health & Safety (Ops)	MCA_00603
Head of Health, Safety & Environment (Ops)	MCA_00605
Superintendent – Health & Safety (Ops)	MCA_00690
Senior Health & Safety Adviser (Ops)	MCA_00691
Experienced Health & Safety Adviser (Ops)	MCA_00692
Graduate Health & Safety Adviser (Ops)	MCA_00693
[NEW] Occupational Health Nurse (Ops)	MCA_00663
[NEW] Emergency Services Officer (Ops)	MCA_00695
[NEW] Paramedic	MCA_00696

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Position Family: Operations - Support Services

Human Resources

Head of Human Resources (Ops)	MCA_00602
Superintendent – Human Resources (Ops)	MCA_00680
Senior Human Resources Adviser (Ops)	MCA_00681
Experienced Human Resources Adviser (Ops)	MCA_00682
Graduate Human Resources Adviser (Ops)	MCA_00683
[NEW] Senior Training Adviser/Co-ordinator (Ops)	MCA_00632
Training Adviser (Ops)	MCA_00633
Human Resources Officer (Ops)	MCA_00685

Information Technology

[NEW] Head of Information Technology (Ops)	MCA_00606
Computer Technical Support Officer (Ops)	MCA_00646

Supply Chain

Head of Supply (Ops)	MCA_00621
[NEW] Supply Superintendent (Ops)	MCA_06211
[NEW] Inventory/Material Planner (Ops)	MCA_06611
Supply Supervisor (Ops)	MCA_00622
[NEW] Senior Contracts Adviser (Ops)	MCA_00623
Contracts Adviser (Ops)	MCA_00624
[NEW] Senior Purchasing Officer (Ops)	MCA_00625
Purchasing Officer (Ops)	MCA_00661
Storeperson (Ops)	MCA_00664
Senior Logistics / Shipping Officer (Ops)	MCA_008801
Logistics / Shipping Officer (Ops)	MCA_008841

Position Family: PM&C

Project Management

Senior Project Manager

[MCA_00931](#)

Project Manager

[MCA_00932](#)*Project Engineering*

Senior Project Engineer

[MCA_00936](#)

[NEW] Experienced Project Engineer

[MCA_00937](#)

Position Family: Port & Rail

Inventory Control

Inventory Manager	Aon.LOG.65002.4
Senior Inventory / Product Planner	Aon.LOG.65005.4
Inventory Controller	Aon.LOG.65002.3
[NEW] Consignment Inventory Analyst	Aon.LOG.65003.3
[NEW] Inventory Administrator	Aon.LOG.65002.2

Warehouse & Distribution

[NEW] Functional Lead Logistics	Aon.LOG.65104.6
[NEW] Logistics Manager	Aon.LOG.65104.5
[NEW] Logistics Team Leader	Aon.LOG.65304.4
[NEW] Senior Logistics Officer	Aon.LOG.65304.3
[NEW] Logistics Officer	Aon.LOG.65304.2
[NEW] Logistics Analyst	Aon.LOG.65404.2
[NEW] Functional Lead - Supply Chain	Aon.LOG.65004.6
[NEW] Supply Chain Manager	Aon.LOG.65004.5
Warehouse/Distribution Manager	Aon.LOG.65004.4
Warehouse/Distribution Team Leader	Aon.LOG.65004.3
Dispatcher	Aon.LOG.65104.2
Senior Stores/Warehouse Person	Aon.LOG.65204.2
Stores/Warehouse Person	Aon.LOG.65004.1

Rail Management

Train Services Manager	Aon.OPR.90303.5
Crew Manager	Aon.OPR.90313.4
Crew Rostering Officer	Aon.OPR.90303.3
[NEW] Planning & Deployment Analyst	Aon.OPR.90301.2

Rail Operations

[NEW] Area Manager - Combined	Aon.TRN.92411.5
[NEW] Senior Train Driver - Combined	Aon.TRN.92411.4
[NEW] Train Driver - Combined	Aon.TRN.92411.3
[NEW] Junior Train Driver - Combined	Aon.TRN.92411.2

Rail Transportation-Resources

Regional Manager - Resources	Aon.TRN.92405.6
Area Manager- Resources	Aon.TRN.92405.5
[NEW] Senior Train Driver - Resources	Aon.TRN.92405.4
Train Driver - Resources	Aon.TRN.92405.3
Junior Train Driver - Resources	Aon.TRN.92405.2

Port Operations

Port Operations Manager	Aon.SHP.91704.4
Cargo Superintendent	Aon.SHP.91714.4
Senior Port Operations Officer	Aon.SHP.91704.3
Port Operations Officer	Aon.SHP.91704.2

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Position Family: Port & Rail

Rollingstock

Rollingstock Manager	Aon.ROL.91410.6
Principal Rollingstock Engineer	Aon.ROL.91410.5
Senior Rollingstock Engineer	Aon.ROL.91410.4
Rollingstock Engineer	Aon.ROL.91410.3
[NEW] Graduate Rollingstock Engineer	Aon.ROL.91410.2
Principal Rollingstock Maintenance Manager	Aon.ROL.91402.5
Rollingstock Area Coordinator/Team Leader	Aon.ROL.91402.4
Rollingstock Stock Maintainer	Aon.ROL.91402.3
[NEW] Junior Rollingstock Maintainer	Aon.ROL.91402.2

Signals/Electrical

Manager - Signals/Electrical	Aon.INF.89101.6
Principal/Regional Signals Manager	Aon.INF.89111.5
Senior Signals/Electrical Engineer	Aon.INF.89010.4
Signals/Electrical Engineer	Aon.INF.89011.3
[NEW] Senior Signals/Electrical Technician	Aon.INF.89101.4
Signals/Electrical Technician	Aon.INF.89101.3
[NEW] Graduate Signals/Electrical Technician	Aon.INF.89011.2

Surveying

[NEW] Senior Rail Surveyor	Aon.INF.89022.4
[NEW] Rail Surveyor	Aon.INF.89022.3

Track Maintenance

Maintenance Manager	Aon.INF.89111.6
Maintenance Supervisor	Aon.INF.89101.5
Senior Maintainer	Aon.INF.89111.4
Maintainer	Aon.INF.89111.3
Junior Maintainer	Aon.INF.89111.2

Shipping

[NEW] Cargo Claims Coordinator	Aon.SHP.91700.3
[NEW] Cargo Quality Manager	Aon.SHP.91701.4
[NEW] Container Controller Manager	Aon.SHP.91702.4
[NEW] Senior Container Controller	Aon.SHP.91702.3
[NEW] Container Controller	Aon.SHP.91702.2
[NEW] Freight Import Manager	Aon.SHP.91703.4
[NEW] Freight Export Manager	Aon.SHP.91713.4
[NEW] Freight Import Team Leader	Aon.SHP.91703.3
[NEW] Freight Export Team Leader	Aon.SHP.91713.3
[NEW] Hazardous/OOG Cargo Officer	Aon.SHP.91703.2
[NEW] Freight Import Clerk	Aon.SHP.91703.1
[NEW] Freight Export Clerk	Aon.SHP.91713.1
[NEW] Document Officer - Import/Export	Aon.SHP.91723.1

Position Description

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

Responsible for

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

Report to

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

Supervises

Supervises more junior secretarial staff.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Chief Executive Officer.

Supervises

May supervise more junior secretarial staff.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Senior Executive e.g. Chief Financial Officer

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

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

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Department Manager

Supervises

Nil.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

Main activities

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

Key skills

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

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Office Manager or various

Supervises

Nil

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

Business Development Managers and Assistants.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Customers, prospective customers.

Typical experience

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

Other comments

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

role performs a mix of sales oriented and managerial tasks.

Position Description

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

Responsible for

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

Report to

Head of Business Development.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Marketing Manager.

Position Description

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

Responsible for

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

Report to

Business Development Manager.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Study team members, including consultants and contractors.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

Position title: Group Mining Engineer (Corp)
Position code: MCA_00906
Level: 6

Responsible for

Providing the highest level of mining engineering expertise in the organisation.

Report to

Head of Business Development or Head of Operations (Corporate).

Supervises

Main activities

- Normally this is the highest level of mining engineering expertise in the organisation and is responsible for:
- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing advice and assistance to optimise mining activities at operating sites;
- coordinating mine planning activities across the organisation;
- identifying and applying mining engineering research of value to the company; and
- providing input into the technical development of mining engineering staff in the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional mining engineer with previous operational experience. This is similar to Level 4 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Consultant Mining Engineer; Chief Mining Engineer. This is a non operational role and typically based in the Head office.

Position Description

Position title: Principal Mining Engineer (Corp)
Position code: MCA_00920
Level: 5

Responsible for

To provide high level technical input and support to the development of mining plans (greater than 5 years) for all current and future operations; feasibility studies relating to development projects and acquisitions; and engineering related project investigations and capital justifications.

Report to

Group Mining Engineer [906] or Head of Business Development.

Supervises

May supervise Senior Mining Engineer (Corporate) or other experienced Mining / Geotechnical Engineers

Main activities

- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- developing preliminary and detailed standards and documentation for projects;
- developing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects;
- managing the coordination of long term mine planning activities across the organisation; and
- developing life of mine plans (beyond 5 year plans) for current and future mine operations;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would hold a tertiary degree in Mining Engineering and have more than 10 years of professional experience, including mine design and planning.

Other comments

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

Position Description

Position title: Senior Mining Engineer (Corp)
Position code: MCA_00951
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for mining and geotechnical engineering projects and feasibility studies.

Report to

Group or Chief Mining Engineer.

Supervises

Experienced Mining / Geotechnical Engineers & technical / drafting staff.

Main activities

- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- supervising preparation of preliminary and detailed standards and documentation for projects;
- supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects; and
- facilitating the coordination of mine planning activities across the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering. At least 7 years' professional experience in mining engineering or geotechnical engineering. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

Position Description

Position title: Experienced Mining Engineer (Corp)
Position code: MCA_00952
Level: 3

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Senior Mining Engineer

Supervises

Graduate Mining Engineers & technical / drafting staff

Main activities

- providing technical input into feasibility studies for development projects or acquisitions by the company
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment
- preparing preliminary and detailed mine designs, mining methods and mine plans
- preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects
- liaison with site engineering personnel for data collection and analysis

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering At least two years of professional experience in mining engineering or geotechnical engineering. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Position Description

Position title: Group Development Geologist
Position code: MCA_00804
Level: 6

Responsible for

Providing various technical input as the highest level of geology expertise in the development & acquisition team.

Report to

Head of Business Development or Head of Operations (Corporate).

Supervises

May supervise other development geology staff located in the corporate office.

Main activities

- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects;
- guiding the orderly long –term development and scheduling of ore bodies to meet strategic goals;
- providing advice and assistance to optimise mining activities at operating sites;
- conducting geological evaluations and provision of input for the assessment of exploration assets;
- ownership of the commercial outcomes of interpretations and appraisals; and
- providing input into the technical development of mine geology staff in the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned tertiary qualified professional geologist with previous operational experience and demonstrated business acumen. The incumbent will need to have a broad perspective & an ability to work with mining & metallurgical team.

Other comments

Alternative Titles: Consultant Geologist; Chief Geologist. This is a non operational role and typically based in the Head office.

Position Description

Position title: Principal Geotechnical Engineer (Corp)
Position code: MCA_00921
Level: 5

Responsible for

This is the most senior geotechnical engineer in the organisation and provides high level technical support and assistance to the operations on geotechnical issues.

Report to

Group Mining Engineer. May report to a Group Geotechnical Engineer.

Supervises

May supervise senior & experienced Geotechnical Engineers & consultants

Main activities

- assessing mining methods and mining strategies through the application of numerical modelling and other methodologies;
- optimising open pit, underground, waste dump, and mine infrastructure development;
- providing ground support design;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, and slope / ground monitoring;
- identifying geotechnical risks and opportunities in operations & projects and initiating appropriate action;
- ensuring innovation and continuous improvement; and
- developing, implementing & monitoring geotechnical systems and procedures across Company operations & projects

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanics / rock mechanics units) & have at least 10 years of relevant experience.

Other comments

Position Description

Position title: Senior Development Geologist
Position code: MCA_00842
Level: 4

Responsible for

This position provides high level technical support and supervision in relation to design and geological services for mining and exploration projects and feasibility studies.

Report to

Group Development Geologist or Head of Business Development [904] or Head of Operations (Corporate).

Supervises

Main activities

- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects;
- providing advice and assistance to optimise mining activities at operating sites;
- planning and implementing geological data acquisition and evaluation programs; and
- conducting geological evaluations and provision of input for the assessment of exploration assets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

At least 7 years' professional experience in mine geology. The incumbent is usually a tertiary qualified senior professional mine geologist with previous exploration and / or operations experience. The incumbent will have detailed modelling and mapping capabilities.

Other comments

Position Description

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

Responsible for

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

Report to

Head of Business Development or other Corporate Executive.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Chief Executive Officer or Chief Financial Officer

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Commercial Director, Corporate Business Manager.

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

Position title: Senior Commercial/Marketing Advisor
Position code: MCA_00817
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
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: Senior Business Analyst (Corp)
Position code: MCA_00870
Level: 4

Responsible for

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

Report to

Head of Business Development.

Supervises

Business Analyst

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises

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

Main activities

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

Key skills

Nil.

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

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

Other comments

Position Description

Position title: Manager Environmental Approvals
Position code: MCA_00873
Level: 5

Responsible for

Delivering applications through to approval stage with minimal time lose and impact to business.

Report to

Head of Environmental Affairs, Head of Health, Safety & Environment, Head of Operations.

Supervises

Main activities

- management of external consultants
- representation of the company in environmental approval matters.
- the incumbent normally possesses a tertiary degree in Environmental Science, Natural Resource Management or equivalent and extensive knowledge of experience with government regulatory processes

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Environment Manager (Corp)
Position code: MCA_00934
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
Level: 4

Responsible for

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

Report to

Environmental Manager (Corporate) or Head Of Environmental Affairs (Corporate).

Supervises

Experienced Environmental Advisors (Corporate) & field-based staff.

Main activities

- Key activities include supervising the application of or research into specialised policy development in respect of some or all of the following:
- developing & standardising procedures to collect / collate relevant data & solve environmental problems;
- interpreting data to develop more effective monitoring programs & to assess the environmental impacts of major developments;
- planning solutions to environmental issues;
- leading strategic environmental planning and approval processes;
- preparing reports & other documentation for management;
- ensuring field teams operate in a safe & healthy manner; and,
- investigating environmental incidents and advising on remedial actions.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

Position title: Experienced Environmental Advisor (Corp)
Position code: MCA_00942
Level: 3

Responsible for

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

Report to

Senior Environmental Advisor (Corporate).

Supervises

May supervise field-based staff.

Main activities

- The incumbent is responsible for technical advice, innovation, planning & methodology in the project including:
- applying standard procedures & innovation to solve environmental problems;
- assessing environmental impacts of major developments;
- carrying out monitoring of appropriate environmental parameters;
- carrying out assessments of environmental conditions;
- carrying out investigations to optimise environmental outcomes;
- supervising technical & field services; and,
- contributing towards the preparation of Environmental Impact Statements & other reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in an environmental discipline. 4 to 7 years' relevant professional experience.

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer.

Supervises

Senior External Affairs Adviser.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds tertiary qualifications in the subject area.

Other comments

Position Description

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

Responsible for

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

Report to

Head of External Relations (Corporate).

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Head of External Relations (Corporate)

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Nil.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Head of External Relations.

Supervises

Senior Policy Advisers, Policy Advisors & Research Analysts.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Corporate Policy Manager.

Supervises

Policy Advisors & Research Analysts.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Corporate Policy Manager or Senior Policy Advisor.

Supervises

May supervise Research Analysts.

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Policy Advisor, Senior Policy Advisor.

Supervises

Nil

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Marketing and Sales departments, and Senior Management.

External contacts

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

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Head of External Relations / Sustainability (Corporate).

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

CEO/Head of Corporate Affairs/Head of Marketing

Supervises

Team of communication professionals

Main activities

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

Key skills

- Communications management
- People management

Internal contacts

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

External contacts

Investors, Shareholders, Financial analysts, Financial media

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

Investor Relations team.

Main activities

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

Key skills

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

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Functional Lead of Marketing - Investor Relations.

Supervises

No supervisory responsibilities

Main activities

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

Key skills

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

Internal contacts

Investor Relations & Corporate Affairs Team, business units.

External contacts

Media groups, government bodies, key stakeholders, investors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer / Managing Director.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

Position title: Company Secretary/Financial Controller
Position code: MCA_00002
Level: 6

Responsible for

Ensuring that the Company meets its statutory and legal obligations under the relevant legislation with special reference to its corporate activities, including subsidiary operations.

Report to

Chief Executive Officer

Supervises

Senior Accountants & Experienced Accountants in the Corporate office.

Main activities

- This is a combined role reflecting the needs of medium sized organisations. The incumbent is responsible for the range of secretarial duties including:
 - arranging Board and Shareholder meetings (incl. agenda, notices);
 - acting as Secretary to the meetings and keeping minutes; and
 - acting as custodian of the Company seal, deeds, books etc.
- Additionally there is a responsibility to develop accounting policies and practices for use by other parts of the Company encompassing:
 - analysis and interpretation of financial performance as well as advising CEO;
 - overseeing accounting practices and performance against plan in other parts of the Company; and
 - consolidating capital assets and expenditure, group accounts and lodging tax returns.

Key skills

Nil.

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

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Financial Officer.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

Managing all treasury functions and legal documentation of the organisation.

Report to

Chief Financial Officer.

Supervises

Assistant Treasurer.

Main activities

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

Key skills

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

Internal contacts

Finance, Senior Management and the Board

External contacts

Group Bankers, Credit Rating Agencies

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Financial Officer.

Supervises

May supervise Senior Accountants in the corporate office.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Assistant Treasurer

Supervises

No direct reports

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Credit rating agencies

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Assistant Treasurer.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Credit rating agencies.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Financial Officer

Supervises

Team of finance professionals with an Audit expertise

Main activities

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

Key skills

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

Internal contacts

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

External contacts

External Auditors, Regulators and government authorities

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Financial Officer (Corporate).

Supervises

Auditors (if applicable).

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Internal Audit Manager.

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Internal Audit staff, Operational staff.

External contacts

External Auditors, Supervisory bodies and Legal Advisors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Internal Audit Manager.

Supervises

Typically no supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Internal Audit Staff, Operational Staff.

External contacts

External Auditors, Legal Advisers.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Finance and Accounting Staff.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Treasurer, Financial Controller or Chief Financial Officer.

Supervises

May supervise Senior & Experienced Accountants in the Corporate office.

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Controller or Chief Financial Officer.

Supervises

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

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Senior Accountant (Corporate) or Financial Controller.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Accountant or Financial Controller.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

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

Typical experience

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

Other comments

A developmental role within the organisation's accounting area.

Position Description

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

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Finance & Accounting

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

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

Other comments

Position Description

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

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

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

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Financial Officer (Corporate).

Supervises

Senior Taxation Accountant Experienced Taxation Accountant.

Main activities

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

Key skills

Nil.

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

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

Other comments

Experience and knowledge of tax compliance is essential.

Position Description

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

Responsible for

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

Report to

Taxation Manager.

Supervises

Experienced Taxation Accountants.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Senior Taxation Accountant, Taxation Manager.

Supervises

Junior accountants when applicable.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Financial Controller or Senior Accountant (Corporate).

Supervises

May supervise Accounting Clerks in the Corporate office.

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Financial Accountant, Office Manager.

Supervises

May mentor more junior Accounts Officers.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Clients, Debt Collecting Agencies.

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Accounts Payable Clerk.

Position Description

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

Responsible for

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

Report to

Financial Controller or a subordinate Financial Accountant.

Supervises

Payroll or Accounting Clerks in the Corporate office.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Payroll Manager, Human Resource Administration Manager 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
Level: 2

Responsible for

Administering and processing all manual and automated payments to staff.

Report to

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

Supervises

Typically has no supervisory responsibility.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

Position title: Head of Health, Safety & Security (Corp)
Position code: MCA_08081
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: Head of Health & Safety (Corp)
Position code: MCA_00807
Level: 6

Responsible for

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

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Occupational Health & Safety Manager.

Position Description

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

Responsible for

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

Report to

Chief Executive Officer or a General Manager - Technical.

Supervises**Main activities**

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Head of Health, Safety & Security.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Senior Health & Safety Advisers.

Supervises

May supervise external training providers.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Senior Health & Safety Advisers.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer or Chief Financial Officer.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Head of Human Resources (Corporate).

Supervises

Senior and Experienced Employee Relations staff

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Manager Human Resources (Corporate).

Supervises

May supervise Experienced and Graduate Human Resources Advisors.

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

Nil.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Human Resources

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

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

Other comments

Position Description

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

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

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

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

Recruitment Consultancies

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Human Resources Manager.

Supervises

Experienced Human Resources Adviser.

Main activities

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

Key skills

Nil.

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

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Nil

Main activities

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

Key skills

Nil.

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

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

May supervise Human Resource staff

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Industry Associations.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

May supervise Human Resources Associates or Human Resources Administration staff.

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

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

Typical experience

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

Other comments

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

Position Description

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

Responsible for

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

Report to

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

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Technical Training Manager or Human Resource Manager

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Close contact at all levels of the organisation

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer / Managing Director or Chief Financial Officer.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Manager Information Systems or IT Manager.

Position Description

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

Responsible for

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

Report to

Head of Information Technology or Chief Financial Officer.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Head of Information Technology.

Supervises

May supervise IT Business Analyst

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Head of Information & Technology or IT Project Manager.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Desktop/Network Support Analysts.

Main activities

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

Key skills

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

Internal contacts

Users, Helpdesk, Network Engineers

External contacts

Suppliers and Vendors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Desktop/Network Support Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Helpdesk, Users, Applications, Network Engineers.

External contacts

Suppliers/Vendors.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Helpdesk Manager, IT Support Manager.

Supervises

A team of Helpdesk Operators.

Main activities

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

Key skills

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

Internal contacts

Individual Users, Desktop/LAN Support.

External contacts

Suppliers of third level support.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

May mentor Helpdesk Operators.

Main activities

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

Key skills

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

Internal contacts

Individual Users.

External contacts

Suppliers of third level support.

Typical experience

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

Other comments

Alternative Title: Senior Helpdesk Officer.

Position Description

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

Responsible for

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

Report to

Helpdesk Team Leader, Helpdesk Manager.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Individual Users.

External contacts

Typically None.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

IT "Help Desk" personnel.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

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

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in accounting or law. Substantial business experience.

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer

Supervises

May supervise legal staff.

Main activities

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

Key skills

Nil.

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

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

Other comments

Alternative Titles: General Counsel & Company Secretary.

Position Description

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

Responsible for

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

Report to

Chief Executive Officer, Chief Financial Officer.

Supervises

Risk Assessment and Insurance personnel.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

General Counsel; Chief Executive Officer.

Supervises

May supervise legal staff.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

This is a manager level position.

Position Description

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

Responsible for

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

Report to

General Counsel; Chief Executive Officer, Senior Legal Counsel.

Supervises

May supervise legal staff.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Lawyer, Legal Counsel, General Counsel.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Management, Legal Counsel, Lawyers.

External contacts

Solicitors/Lawyers.

Typical experience

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

Other comments

Position Description

Position title: Paralegal
Position code: MCA_08462
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: Chief Risk Officer
Position code: Aon.EXE.45001.7
Level: 7

Responsible for

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

Report to

Chief Executive Officer/Managing Director

Supervises**Main activities**

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

Key skills

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

Internal contacts

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

External contacts**Typical experience**

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Executive Officer/Managing Director

Supervises

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Chief Risk Officer

Supervises

Risk Manager

Main activities

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

Key skills

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

Internal contacts

Heads of all function units.

External contacts**Typical experience**

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

Other comments

Position Description

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

Responsible for

Coordinating, monitoring and driving the Risk Management process.

Report to

Head of Financial Services. May report directly to the CEO

Supervises

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

Main activities

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

Key skills

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

Internal contacts

All departments throughout the organisation, Risk Management Committee.

External contacts

Consultants.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Head of Financial Services or Director of Risk Management.

Supervises

Risk Management Analysts.

Main activities

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

Key skills

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

Internal contacts

All departments throughout the bank, Risk Management Committee.

External contacts

Consultants.

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Divisional Manager/National Credit Quality Manager.

Supervises

May supervise more junior Risk Management Analysts.

Main activities

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

Key skills

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

Internal contacts

Lending staff, Legal department.

External contacts

Limited external contact.

Typical experience

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

Other comments

Alternative Title: Senior Credit Risk Analyst.

Position Description

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

Responsible for

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

Report to

Chief Executive Officer/Managing Director

Supervises**Main activities**

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

Key skills

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

Internal contacts

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

External contacts**Typical experience**

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

Other comments

Position Description

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

Responsible for

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

Report to

Manager - Risk Management, Senior Risk Management Analyst.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Lending staff, Legal Department.

External contacts

Limited external contact.

Typical experience

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

Other comments

Alternative Title: Credit Risk Analyst.

Position Description

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

Responsible for

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

Report to

Chief Executive Officer/Managing Director.

Supervises

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

Main activities

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

Key skills

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

Internal contacts

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

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Asset General Managers.

Main activities

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

Key skills

Nil.

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

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

Other comments

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

Position Description

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

Responsible for

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

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main activities

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

Key skills

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

Internal contacts

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

External contacts

Major suppliers and clients/customers, industry associations.

Typical experience

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

Other comments

Position Description

Position title: Regional Operations Manager (Contract Mining)
Position code: MCA_00923
Level: 6

Responsible for

This position is defined in terms of its responsibility for multiple sites or operations, normally within a geographical region. The Regional Operations Manager is often the highest level of mining operational expertise in the organisation.

Report to

Head of Operations (Corporate).

Supervises

Project Managers.

Main activities

- controlling and optimising the performance of existing contracts on multiple sites;
- coordinating and ensuring the effective utilisation of equipment and other resources, especially between sites;
- actively working to maintain and extend existing mining contracts;
- actively pursuing and gaining mining contract business;
- maintaining and fostering mining relationships and contacts; and
- negotiating contracts for new work in conjunction with estimators.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional mining engineer (or similar) with previous operational experience in contract mining.

Other comments

Alternative Titles: Regional Project Manager. This position should only be matched by companies engaged in contract mining.

Position Description

Position title: Head of Engineering
Position code: MCA_00914
Level: 7

Responsible for

To control, develop, manage and coordinate the provision of engineering services so that results are achieved on time & on budget, and to agreed standards of quality

Report to

Chief Executive Officer.

Supervises

Chief Engineers, Senior Project Managers & Project Managers.

Main activities

- developing business strategy to promote the organisation's recognised engineering competence & market advantage;
- selecting, developing, & deploying engineering expertise to ensure projects are completed in accordance with budgetary & quality requirements;
- developing engineering standards & policy within the organisation;
- developing & controlling departmental budgets;
- liaison with other members of the organisation, with project teams & with clients to promote the company's market position; and
- management of the engineering function in a professional & profitable manner.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional engineer. Significant engineering design & consulting experience, recognised management skills & demonstrated business acumen.

Other comments

Alternative Titles: General Manager – Engineering, State (General) Manager, Divisional Product General Manager (e.g. Oil & Gas or Power), Director of Engineering. This position is matched in the survey as a day work position at a Head Office location. The incumbent may be responsible for functional control of the engineering group or for the performance of a business unit that could deliver services on a geographical basis (e.g. State or Region) or on a market / product basis (e.g. Rail & Infrastructure, Mining).

Position Description

Position title: Head of Sales & Marketing
Position code: MCA_00909
Level: 6

Responsible for

This position is responsible for the promotion, supply and sales of commodities.

Report to

Variable.

Supervises

May supervise a team of technical, commercial & logistic experts.

Main activities

- preparation of market analyses and strategies;
- promoting industry, company and product development through research, influence and liaison;
- promotion of the organisation's product to customers through presentations, submissions, etc;
- negotiation of contracts of sale and supply;
- ensuring timely delivery of product; and
- ongoing customer liaison on price, supply and quality.

Key skills

Nil.

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

The incumbent normally holds a degree in marketing, engineering or economics with extensive experience and demonstrated product/market knowledge and negotiating skills.

Other comments

Position Description

Position title: Marketing Manager
Position code: MCA_00881
Level: 6

Responsible for

This position is responsible for the preparation of market analyses, the identification of opportunities & negotiations.

Report to

Head of Sales & Marketing or other senior commercial executive.

Supervises

May supervise more junior marketing & research staff.

Main activities

- preparation of market analyses & identification of opportunities;
- maintenance of clients lists;
- preparation of presentations, submissions, etc;
- negotiation of contracts of sale and supply; and
- ongoing customer liaison on price, supply and quality.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds a degree in marketing, engineering or economics with experience & demonstrated product / market knowledge & negotiating skills.

Other comments

Position Description

Position title: Marketing Technical Manager
Position code: MCA_00882
Level: 6

Responsible for

Working with customers, quality control & operations to ensure product meets customer needs.

Report to

Head of Sales & Marketing.

Supervises

May supervise more junior technical staff

Main activities

- liaison with quality control staff to monitor & blend product
- liaison with clients to establish product technical specifications and identify problems with product
- undertake research to identify solutions to quality & better use of product
- participate in contract negotiation
- ongoing customer liaison on quality

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds a degree in metallurgy or engineering with operational experience.

Other comments

Alternative Titles: Nil. This is position may operate at a corporate level or within a specific decentralised division.

Position Description

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

Responsible for

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

Report to

Chief Executive Officer / Managing Director

Supervises

Strategic planning team(s), business analysts

Main activities

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

Key skills

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

Internal contacts

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

External contacts

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

Typical experience

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

Other comments

Position Description

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

Responsible for

Leading specific strategic projects aimed at the development of specific processes

Report to

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

Supervises

Team of strategy professionals specialising in business analysis and project management

Main activities

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

Key skills

- Project management
- People management
- Stakeholder management

Internal contacts

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

External contacts

External consultants, Suppliers,

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

Head of Strategy.

Supervises

Strategy Analysts.

Main activities

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

Key skills

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

Internal contacts

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

External contacts**Typical experience**

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

Other comments

Position Description

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

Responsible for

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

Report to

Strategy Manager

Supervises

No formal supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

All divisions

External contacts**Typical experience**

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

Other comments

Position Description

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

Responsible for

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

Report to

Strategy Manager.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

All divisions

External contacts

Typical experience

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

Other comments

Position Description

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

Responsible for

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

Report to

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

Supervises

Contracts Manager, Procurement Manager and Logistics Manager.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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

Position Description

Position title: Procurement Manager
Position code: MCA_00985
Level: 5

Responsible for

To develop & manage the Company's procurement of materials and equipment to minimise expenditure consistent with maintaining production schedules & meeting supply obligations in accordance with company policy.

Report to

Head of Supply Chain.

Supervises

Senior Procurement Officers, Procurement Officers and procurement administration personnel.

Main activities

- leading all procurement activities to support company operations and onshore and offshore schedules;
- coordinating all material strategies to meet organisational commitments and goals;
- identifying, communicating and evaluating material availability gaps;
- managing supplier delivery performance;
- analysing and negotiating price;
- identifying short & long term supply & distribution strategies to meet the Company's business objectives;
- developing & maintaining productive relationships with key suppliers of materials critical to production;
- establishing & maintaining appropriate contractual arrangements with suppliers; and,
- managing and developing systems to support the purchasing process

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative knowledge and application of supply chain methodologies, strategic analysis and implementation including risk analysis.

Position Description

Position title: Senior Procurement Officer
Position code: MCA_00986
Level: 4

Responsible for

Responsible for the procurement and expediting delivery of equipment and material in a timely and cost effective manner and in accordance with company policy.

Report to

Procurement Manager or Head of Supply Chain.

Supervises

Procurement Officers. May supervise procurement administration personnel.

Main activities

- preparing and issuing tender documentation, enquiries and purchase orders for high value/high risk items;
- arranging for the commercial and technical evaluation of bids, and ensuring that purchase orders comply with appropriate specifications;
- identifying and recommending appropriate procurement strategies to minimise costs without compromising service levels;
- developing a sound knowledge of the supplier base to maximize their contribution to the business in compliance with the company's local market development policy;
- ensuring timely purchasing commitments to meet customer requirements;
- attending material status meetings with customers, and keeping them updated on the progress of all outstanding orders/requisitions;
- developing detailed levels of material knowledge for a varied range of different product types; and,
- monitoring work in progress to ensure that all activities are adequately addressed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Experience (8 to 10 years') in purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

May interface with production and maintenance teams and logistics.

Position Description

Position title: Procurement Officer
Position code: MCA_00987
Level: 2

Responsible for

Responsible for the procurement and expediting delivery of equipment and material in a timely and cost effective manner and in accordance with company policy.

Report to

Senior Procurement Officer.

Supervises

May supervise procurement administration personnel.

Main activities

- preparing and issuing tender documentation, enquiries and purchase orders for low value/low risk items;
- arranging for the commercial and technical evaluation of bids, and ensuring that purchase orders comply with appropriate specifications;
- developing a sound knowledge of the supplier base to maximize their contribution to the business in compliance with the company's local market development policy;
- assisting with the registration of new sources of supply, including vendor visits where appropriate;
- ensuring timely purchasing commitments to meet customer requirements;
- attending material status meetings with customers, and keeping them updated of the progress of all outstanding orders/requisitions;
- developing detailed levels of material knowledge for a varied range of different product types; and,
- monitoring work in progress to ensure that all activities are adequately addressed.

Key skills

Nil.

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

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Experience (4 to 7 years') in purchasing, supply, logistics & contract administration. Potential graduate position.

Other comments

May interface with production and maintenance teams and logistic team members.

Position Description

Position title: Contracts Manager
Position code: MCA_00990
Level: 6

Responsible for

To develop and manage the Company's service contracts and agreements to ensure requisite services are obtained at minimum cost consistent with specified standards to facilitate company objectives.

Report to

Head of Procurement & Logistics OR Head of Business Development.

Supervises

Senior Contracts Officer, Contract Officer.

Main activities

- Responsibilities include:
- establishing and monitoring standards for negotiations and contract documentation;
- liaison with internal customers and senior procurement personnel with respect to specifying required services;
- managing the preparation of contract documentation;
- ensuring the proper commercial and technical evaluation of tenders;
- conducting and coordinating commercial and legal negotiations with contractors;
- liaison with company legal, risk management and audit personnel;
- ensuring the registration and safe custody of contract documentation;
- managing contractor claims for variations, progress claims and extensions;
- regularly evaluating the quality and performance of contractors; managing business relationships with key internal customer groups ;and
- developing and maintaining sound business relationships with actual and potential contractors.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in commerce, engineering or law. Substantial experience (10-15 years) at a senior level establishing and managing high-value long-term service contracts.

Other comments

Position Description

Position title: Senior Contracts Advisor (Corp)
Position code: MCA_00991
Level: 4

Responsible for

Responsible for ensuring all contractual matters are properly and effectively negotiated, documented and implemented according to company standards.

Report to

Contracts Manager.

Supervises

Contracts Advisors. May supervise contracts administration personnel.

Main activities

- contributing to and reviewing the scopes of work and contract conditions;
- preparing contractual documents;
- administering, tendering, evaluation and award of contracts;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- providing the Senior/Project Managers with updates on contractor performance and assisting in the resolution of contracts disputes;
- ensuring all commercial requirements of the contracts are satisfied; and,
- developing and maintaining sound professional relationships with key suppliers.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in a business discipline.

Substantial experience (7+ years) at a senior level in contracts / supply and contract administration.

Other comments

Interface with production and maintenance and logistics team members.

Position Description

Position title: Contracts Advisor
Position code: MCA_00992
Level: 3

Responsible for

Responsible for ensuring all contractual matters are properly and effectively negotiated, documented and implemented according to company standards.

Report to

Senior Contracts Advisors.

Supervises

May supervise contracts administration personnel.

Main activities

- Key activities can include:
- contributing to and reviewing the scopes of work and contract conditions;
- preparing contractual documents;
- administering, tendering, evaluation and award of contracts;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- providing the Senior/Project Managers with updates on contractor performance and assisting in the resolution of contracts disputes;
- ensuring all commercial requirements of the contracts are satisfied; and,
- developing and maintaining sound professional relationships with key suppliers.

Key skills

Nil.

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

Undergraduate degree or equivalent required (QS/Technical/Economic of Business related). Desired – Professional Supply Chain or Procurement qualification (CIPS/CPM). Experience (4 to 7 years') in contracts/supply and contract administration.

Other comments

Interface with production and maintenance and logistics teams

Position Description

Position title: Logistics Manager (Corp)
Position code: MCA_00883
Level: 6

Responsible for

To ensure company's or supplier's products are delivered on time, on specification and cost effectively.

Report to

Head of Sales & Marketing.

Supervises

Senior Logistics / Shipping Officer.

Main activities

- liaison with quality control staff to monitor & blend product;
- scheduling shipping / transport to meet contractual obligations;
- identifying and resolving road / rail / shipping problems;
- negotiating with transport agencies to ensure availability and penalties for demurrage, force majeure etc
- review / preparation of all contractual documents;
- facilitating customs obligations; and
- ongoing customer liaison on delivery.

Key skills

Nil.

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

The incumbent normally holds a degree in commerce. Incumbents normally have extensive experience in shipping and logistics.

Other comments

This position is matched in the survey as a day work position at a Head Office location. This position usually operates at a corporate level or within a specific decentralised division.

Position Description

Position title: Senior Logistics / Shipping Officer (Corp)
Position code: MCA_00880
Level: 4

Responsible for

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

Report to

Logistics Manager (Corp) or Supply Logistics Manager (Corp)

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.

Position Description

Position title: Logistics / Shipping Officer (Corp)
Position code: MCA_00884
Level: 2

Responsible for

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

Report to

Logistics Manager or Supply Logistics Manager (Corp)

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 / raiing 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.

Position Description

Position title: Head of Exploration
Position code: MCA_00701
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: National Manager – Exploration
Position code: MCA_00702
Level: 6

Responsible for

This position is normally only employed in large organisations with substantial multinational exploration programs.

Report to

Head of Exploration.

Supervises

Regional Exploration Managers, District Geologists & Senior Exploration Geologists.

Main activities

- planning and directing exploration activities in a country (e.g. Australia), continent (e.g. Asia) or other major land mass;
- assessing profitable opportunities for acquisition or development;
- participating in the negotiation of joint ventures and acquisitions;
- participating in the development of exploration properties to production stage;
- management of the relevant exploration budget; and
- managing relations with government at all levels and promoting the company's activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Position Description

Position title: Exploration Manager
Position code: MCA_00703
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.

Position Description

Position title: Head of Technical/Ore Reserves
Position code: MCA_00704
Level: 6

Responsible for

Being the organisation's principal expert and adviser on the integrity of the ore reserve calculations.

Report to

Head of Exploration or National Exploration Manager.

Supervises

May supervise technical staff e.g. Senior Resource Geologist.

Main activities

- developing policies, procedures and standards for exploration activities and the determination of ore reserves;
- reviewing and interpreting reports and data on reserve estimates;
- developing and evaluating software for the modelling of ore bodies and calculation of ore reserves;
- preparing reports for use by the Board, shareholders, press and other stakeholders on ore reserves; &
- reviewing and evaluating new technology and other exploration methods for their application in the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in Geology with extensive relevant experience and acknowledged technical expertise. This is similar to Level 4 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Chief Geologist. This position does not necessarily have supervisory responsibilities.

Position Description

Position title: Principal Exploration Geologist (Combined)
Position code: MCA_00741
Level: 5

Responsible for

This position is responsible for the identification and generation of viable 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 proposals and evaluation reports;
- supervision of geophysical and geochemical surveys;
- assisting in the development of exploration plans for existing and new acreage/tenants ;
- 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 and/or minerals 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. This position contains all variations of work environments and work patterns.

Position Description

Position title: Principal Exploration Geologist (Surface Shift - Cont)
Position code: MCA_00741.S.SC
Level: 5

Responsible for

This position is the first level of exploration management and is responsible for the identification and generation of exploration 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;
- planning and selection of ground for exploration activity;
- supervision and control of drilling programs;
- 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 minerals 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

Alternative Title (District Geologist) May supervise small teams of field-based professionals. May supervise small teams of field-based professionals. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Principal Exploration Geologist (Surface/Shift - Non Cont)
Position code: MCA_00741.S.SNC
Level: 5

Responsible for

This position is the first level of exploration management and is responsible for the identification and generation of exploration 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;
- planning and selection of ground for exploration activity;
- supervision and control of drilling programs;
- 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 minerals 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

Alternative Title (District Geologist) May supervise small teams of field-based professionals. May supervise small teams of field-based professionals. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Principal Exploration Geologist (Underground Day)
Position code: MCA_00741.U.D
Level: 5

Responsible for

This position is the first level of exploration management and is responsible for the identification and generation of exploration 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;
- planning and selection of ground for exploration activity;
- supervision and control of drilling programs;
- 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 minerals 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

Alternative Title (District Geologist) May supervise small teams of field-based professionals. May supervise small teams of field-based professionals. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Principal Exploration Geologist (Underground Shift - Cont)
Position code: MCA_00741.U.SC
Level: 5

Responsible for

This position is the first level of exploration management and is responsible for the identification and generation of exploration 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;
- planning and selection of ground for exploration activity;
- supervision and control of drilling programs;
- 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 minerals 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

Alternative Title (District Geologist) May supervise small teams of field-based professionals. May supervise small teams of field-based professionals. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Principal Exploration Geologist (Underground/Shift - Non Cont)
Position code: MCA_00741.U.SNC
Level: 5

Responsible for

This position is the first level of exploration management and is responsible for the identification and generation of exploration 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;
- planning and selection of ground for exploration activity;
- supervision and control of drilling programs;
- 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 minerals 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

Alternative Title: (District Geologist) May supervise small teams of field-based professionals. May supervise small teams of field-based professionals. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Exploration Geologist (Combined)
Position code: MCA_00742
Level: 4

Responsible for

This position is responsible for the identification and generation exploration prospects.

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of area/reserves for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Exploration Geologist (Surface/Day)
Position code: MCA_00742.S.D
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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.

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Exploration Geologist (Surface Shift - Cont)
Position code: MCA_00742.S.SC
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Exploration Geologist (Surface/Shift - Non Cont)
Position code: MCA_00742.S.SNC
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Exploration Geologist (Underground/Day)
Position code: MCA_00742.U.D
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Exploration Geologist (Underground Shift - Cont)
Position code: MCA_00742.U.SC
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Exploration Geologist (Underground/Shift - Non Cont)
Position code: MCA_00742.U.SNC
Level: 4

Responsible for

This position is responsible for the evaluation and acquisition and development opportunities

Report to

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

Supervises

Experienced Exploration Geologists and Graduate Geoscientists.

Main activities

- generating proposals and evaluation reports;
- planning and selection of ground for exploration activity.
- supervision of geophysical and geochemical surveys
- evaluation of data 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Exploration Geologist (Combined)
Position code: MCA_00743
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. This position contains all variations of work environments and work patterns.

Position Description

Position title: Experienced Exploration Geologist (Surface/Day)
Position code: MCA_00743.S.D
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Exploration Geologist (Surface Shift - Cont)
Position code: MCA_00743.S.SC
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Exploration Geologist (Surface/Shift - Non Cont)
Position code: MCA_00743.S.SNC
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Exploration Geologist (Underground Day)
Position code: MCA_00743.U.D
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Exploration Geologist (Underground Shift - Cont)
Position code: MCA_00743.U.SC
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Exploration Geologist (Underground/Shift - Non Cont)
Position code: MCA_00743.U.SNC
Level: 3

Responsible for

This position is responsible for the identification and generation of viable 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 production of technical reports for the company.

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: Project Geologist, Geologist. May supervise small teams of field-based professionals. May supervise small teams of field-based personnel and to match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Head of Mine Site
Position code: MCA_00101
Level: 7

Responsible for

Providing overall management, direction and coordination of all aspects of site operations.

Report to

Chief Executive Officer or Head of Operations (Corporate)

Supervises

Mine operations, technical & commercial team.

Main activities

- Normally responsible for all aspects of site operations encompassing:
- mine production and mine planning;
- quality control;
- ore processing, gold recovery and (if applicable) other mineral recovery;
- maintenance of fixed and mobile plant and other facilities;
- camp or township administration;
- budgeting, cost control and asset management; and
- direction, motivation and health of the workforce.
- These activities may be carried out directly, or through other senior staff or contract personnel.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to be tertiary graduates in mining engineering, geology or metallurgy with appropriate state certification for underground or open cut mining activities.

Other comments

Alternative Titles: Resident Manager, Operations Manager, Mine Manager or General Manager. This is a surface position located at an open cut or underground mine at an operating site.

Position Description

Position title: Project Manager (Contract Mining) - Ops
Position code: MCA_00111
Level: 5

Responsible for

Within the constraints of contractual arrangements, normally responsible for all aspects of mine operations and services in close cooperation with the client. Activities may be carried out directly, or through other senior staff or sub-contract personnel.

Report to

Regional Operations Manager. Site liaison with Head of Mine Operations.

Supervises

Project operations, technical & commercial team.

Main activities

- managing mine production, mine scheduling, & mining engineering to meet contract requirements at minimum cost consistent with quality and safety requirements;
- establishing & maintaining excellent working relationships with client;
- ensuring all legislative requirements applicable to the contract operations are met;
- managing and accounting for finances, including cash flow, budgeting, cost control & asset management in accordance with head office policy and directives;
- identifying contract variations, negotiating minor variations or additional work within overall scope with the client, and participating in negotiations in respect of scope changes;
- administering, directing, motivating & ensuring the safety and health of all contractor employees, including sub-contractors; and
- may actively manage and resolve employee relations issues, including negotiations with union representatives.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are normally seasoned tertiary graduates in mining or civil engineering (or similar) with appropriate experience and state certification for underground or open-cut activities.

Other comments

Alternative Titles: Site Manager. The incumbent is engaged by the contractor. This is a surface position located at an open cut or underground mine at an operating site.

Position Description

Position title: Project Superintendent
Position code: MCA_00206
Level: 4

Responsible for

This role is responsible for enabling a diversified range of projects to be facilitated underground, including the safe co-ordination of a number of key mining activities including pastefill, de-watering, shotcreting and geotechnical engineering.

Report to

Head of Mine Operations.

Supervises

Mine dewatering, shotcreting and pastefill supervisors and operators. May supervise contractors engaged in these activities.

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- ensuring all incidents are reported & investigated and recommending changes and improvements to avoid recurrences;
- ensuring forecasts and schedules relating to pastefill and shotcreting activities and other projects are included in mine production plans;
- preparing & managing budgets and controlling contractors costs;
- ensuring dewatering, pastefill and shotcreting supervisors have the required labour, materials and equipment;
- ensuring contractors maintain contact with relevant site personnel before commencing operations;
- ensuring that dewatering discharge licence limitations are monitored and adhered to; and
- liaising with senior geotechnical staff to identify / scope, cost and implement improvement projects relating to pastefill and shotcreting activities

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have substantial experience in underground mining production roles including supervision. They may be qualified mining engineers or experienced production superintendents.

Other comments

Alternative Titles: Production Superintendent.

Position Description

Position title: Head of Mine Operations
Position code: MCA_00201
Level: 6

Responsible for

Managing all the day-to-day mining operations of the site to the company's business requirements and within statutory limits.

Report to

Head of Mine Site.

Supervises

Mine operations, maintenance & technical team.

Main activities

- Responsible for all aspects of mine production including:
- operations scheduling and mine planning;
- developing and enforcing grade control procedures;
- direction of (contract) mining personnel in their day to day activities of drilling, blasting and hauling ore or coal;
- ensuring a safe and healthy working environment;
- technical input into the development or acquisition of new mining equipment; and
- planning or undertaking maintenance on mobile plant.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to be tertiary graduates in mining engineering with appropriate state certification for underground or open cut activities. May be appointed as Mining Official.

Other comments

Alternative Titles: Underground Manager, Mining Manager.

Position Description

Position title: Site Services Superintendent
Position code: MCA_00103
Level: 4

Responsible for

Overseeing and providing services on site, typically including some or all of the following: Supply Chain, WHS, Environment, Camp, Administration, IT, HR.

Report to

Head of Mine Site, Head of Administration & Accounting; Project Services Manager, or Site / Area Manager

Supervises

Will supervisor head of the subfunction they oversee

Main activities

- Responsible for provision of site services, including some or all of the following:
- administration of contracts, including catering;
- purchasing and warehousing;
- develop and maintain inventory control systems, processes and procedures (receiving & issues and expediting & returns);
- ensure storage systems are effective;
- be the primary point of contact for all Supply governance and compliance issues and requests including facilitation of internal and external audits;
- manage camp facilities and personnel logistics;
- planning, implementing, developing & maintaining IT & communications systems on site;
- develop, implement & maintain WHS & Environmental policies & programs to meet company policies & legislative requirements;
- develop and implement site based Human Resources systems and services.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may qualify for this position through extensive experience in services functions on operational sites or through the possession of formal business administration/logistics qualifications.

Other comments

Alternative Titles: Site Services Manager. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Head of Business Improvement (Ops)
Position code: MCA_00615
Level: 5

Responsible for

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

Report to

Head of Mine Site, Corporate Executive.

Supervises

A small professional team at site.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Business Improvement Manager, Continuous Improvement (CI) Manager, BI Team Leader. Usually significant relevant operational experience and tertiary qualifications in engineering.

Position Description

Position title: Business Improvement Facilitator (Ops)
Position code: MCA_00616
Level: 3

Responsible for

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

Report to

Head of Business Improvement, Head of Mine Site, Manager Mine Operations Improvement.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Continuous Improvement (CI) Specialist, Business Improvement Analyst, Superintendent Business Improvement.

Position Description

Position title: Head of Maintenance
Position code: MCA_00401
Level: 6

Responsible for

Managing the maintenance requirements of the mine site, coal preparation plant and all ancillaries.

Report to

Head of Mine Site.

Supervises

Maintenance delivery & planning team.

Main activities

- Normally responsible for the maintenance of all equipment to ensure production targets are met by:
- maintenance scheduling of mobile and fixed plant;
- development and implementation of preventative maintenance programs;
- maintenance of camp facilities;
- modification of equipment and upgrade of existing facilities;
- in some operations, undertaking or supervising minor capital works; and
- ensuring a safe and healthy working environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to hold a relevant trades qualification (with supervisory experience) or a tertiary degree in engineering.

Other comments

Alternative Titles: Maintenance Manager

Position Description

Position title: Maintenance Superintendent
Position code: MCA_00421
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 (Combined)
Position code: MCA_00433
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

This position contains all variations of work environments and work patterns.

Position Description

Position title: Maintenance Supervisor (Surface Day)
Position code: MCA_00433.S.D
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Supervisor (Surface Shift - Cont)
Position code: MCA_00433.S.SC
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Supervisor (Surface Shift - Non Cont)
Position code: MCA_00433.S.SNC
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Supervisor (Underground Day)
Position code: MCA_00433.U.D
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Supervisor (Underground Shift - Cont)
Position code: MCA_00433.U.SC
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Supervisor (Underground Shift - Non Cont)
Position code: MCA_00433.U.SNC
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Inspector
Position code: MCA_04213
Level: 3

Responsible for

To conduct inspections of electrical works to ensure works are compliant with Australian standards and Company safety requirements and standards.

Report to

Maintenance Superintendent.

Supervises

May supervise contract employees.

Main activities

- carrying out inspections and audits of electrical works to ensure compliance with applicable state government Mines and Electrical Authority statutory requirements and Company safety standards; and
- providing advice about statutory and Company requirements to Electrical Supervisors, Tradespersons and Contractors.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will hold Electrical trades qualifications, including high voltage switching, and have 7 – 10 years trade experience in mining or heavy industry. May be required to pass examination to qualify as company Electrical Nominee in some states.

Other comments

This may be applicable to an open cut (surface) or underground work environment.

Position Description

Position title: Maintenance Coordinator (Combined)
Position code: MCA_04211
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises**Main activities**

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Maintenance Coordinator (Surface Day)
Position code: MCA_04211.S.D
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises

Main activities

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Coordinator (Surface Shift - Cont)
Position code: MCA_04211.S.SC
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises

Main activities

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Coordinator (Surface Shift - Non Cont)
Position code: MCA_04211.S.SNC
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises

Main activities

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Coordinator (Underground Day)
Position code: MCA_04211.U.D
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises**Main activities**

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Coordinator (Underground Shift - Cont)
Position code: MCA_04211.U.SC
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises

Main activities

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Coordinator (Underground Shift - Non Cont)
Position code: MCA_04211.U.SNC
Level: 3

Responsible for

To co-ordinate planned and preventative maintenance activities with a high focus on the integration of maintenance with other activities to achieve planned production and to identify potential improvements to the maintenance side of the overall mining and production processes.

Report to

Maintenance Superintendent.

Supervises

Main activities

- coordinating all aspects of planned and preventative maintenance activity including liaison with superintendents; supervisors; technical services staff; production personnel; and contractors;
- ensuring the planned and preventative maintenance programs align with mine production schedules to ensure no interruptions to planned production;
- identifying potential improvements to the maintenance process;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of management and communication skills. Incumbents hold relevant trade qualifications and have substantial experience in maintenance and maintenance planning.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Combined)
Position code: MCA_00442
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 input to scheduled and breakdown maintenance activities.

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. This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Day)
Position code: MCA_00442.S.D
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Shift - Cont)
Position code: MCA_00442.S.SC
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Shift - Non Cont)
Position code: MCA_00442.S.SNC
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Underground Day)
Position code: MCA_00442.U.D
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Underground Shift - Cont)
Position code: MCA_00442.U.SC
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Underground Shift - Non Cont)
Position code: MCA_00442.U.SNC
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 input to scheduled and breakdown maintenance activities.

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Combined)
Position code: MCA_00443
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. This position contains all variations of work environments and work patterns.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Day)
Position code: MCA_00443.S.D
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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Shift - Cont)
Position code: MCA_00443.S.SC
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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Shift - Non Cont)
Position code: MCA_00443.S.SNC
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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Underground Day)
Position code: MCA_00443.U.D
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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Underground Shift - Cont)
Position code: MCA_00443.U.SC
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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Underground Shift - Non Cont)
Position code: MCA_00443.U.SNC
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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Graduate Maintenance/Reliability Engineer (>1 year)
Position code: MCA_00444
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 (<1 year)
Position code: MCA_04441
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

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

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Engineering tertiary qualification.

Other comments

Position Description

Position title: Reliability Technician (Combined)
Position code: MCA_00496
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Reliability Technician (Surface Day)
Position code: MCA_00496.S.D
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Reliability Technician (Surface Shift - Cont)
Position code: MCA_00496.S.SC
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Reliability Technician (Surface Shift - Non Cont)
Position code: MCA_00496.S.SNC
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Reliability Technician (Underground Day)
Position code: MCA_00496.U.D
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Reliability Technician (Underground Shift - Cont)
Position code: MCA_00496.U.SC
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Reliability Technician (Underground Shift - Non Cont)
Position code: MCA_00496.U.SNC
Level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

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

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance Planner (Combined)
Position code: MCA_00440
Level: 3

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. This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Maintenance Planner (Surface Day)
Position code: MCA_00440.S.D
Level: 3

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Surface Shift - Cont)
Position code: MCA_00440.S.SC
Level: 3

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Surface Shift - Non Cont)
Position code: MCA_00440.S.SNC
Level: 3

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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Underground Day)
Position code: MCA_00440.U.D
Level: 3

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance Planner (Underground/Shift - Cont)
Position code: MCA_00440.U.SC
Level: 3

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Maintenance Planner (Underground/Shift - Non Cont)
Position code: MCA_00440.U.SNC
Level: 3

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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Planner (Combined)
Position code: MCA_00441
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

This position contains all variations of work environments and work patterns.

Position Description

Position title: Maintenance Planner (Surface Day)
Position code: MCA_00441.S.D
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Surface Shift - Cont)
Position code: MCA_00441.S.SC
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Surface Shift - Non Cont)
Position code: MCA_00441.S.SNC
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

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Underground Day)
Position code: MCA_00441.U.D
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Planner (Underground Shift - Cont)
Position code: MCA_00441.U.SC
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Maintenance Planner (Underground Shift - Non Cont)
Position code: MCA_00441.U.SNC
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

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Leading Hand (Combined)
Position code: MCA_00460
Level: 3

Responsible for

To assist the Maintenance Supervisor 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 .This position contains all variations of work environments and work patterns.

Position Description

Position title: Trades Leading Hand (Surface Day)
Position code: MCA_00460.S.D
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Surface Shift - Cont)
Position code: MCA_00460.S.SC
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Surface Shift - Non Cont)
Position code: MCA_00460.S.SNC
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Underground Day)
Position code: MCA_00460.U.D
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Leading Hand (Underground Shift - Cont)
Position code: MCA_00460.U.SC
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Leading Hand (Underground Shift - Non Cont)
Position code: MCA_00460.U.SNC
Level: 3

Responsible for

To assist the Maintenance Supervisor 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. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Dual Trade Technician (Combined)
Position code: MCA_00467
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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). This position contains all variations of work environments and work patterns.

Position Description

Position title: Dual Trade Technician (Surface Day)
Position code: MCA_00467.S.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Surface Shift - Cont)
Position code: MCA_00467.S.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Surface Shift - Non Cont)
Position code: MCA_00467.S.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Underground Day)
Position code: MCA_00467.U.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Dual Trade Technician (Underground Shift - Cont)
Position code: MCA_00467.U.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Dual Trade Technician (Underground/Shift - Non Cont)
Position code: MCA_00467.U.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson (Combined)
Position code: MCA_00461
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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. OR if applicable Hydrocarbons and/or LNG experience.

Other comments

Alternative Titles: Mechanical Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Mechanical Tradesperson (Surface Day)
Position code: MCA_00461.S.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Surface Shift - Cont)
Position code: MCA_00461.S.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Surface Shift - Non Cont)
Position code: MCA_00461.S.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Underground Day)
Position code: MCA_00461.U.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson (Underground Shift - Cont)
Position code: MCA_00461.U.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson (Underground Shift - Non Cont)
Position code: MCA_00461.U.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson - Entry (Combined)
Position code: MCA_00463
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. This position contains all variations of work environments and work patterns.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Day)
Position code: MCA_00463.S.D
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Shift - Cont)
Position code: MCA_00463.S.SC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Shift - Non Cont)
Position code: MCA_00463.S.SNC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Underground Day)
Position code: MCA_00463.U.D
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises

Main activities

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson - Entry (Underground Shift - Cont)
Position code: MCA_00463.U.SC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mechanical Tradesperson - Entry (Underground Shift - Non Cont)
Position code: MCA_00463.U.SNC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, 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; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson (Combined)
Position code: MCA_00466
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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. In hydrocarbons and LNG, the incumbent is typically a skilled tradesperson with a strong background in instrument, controls and electrical equipment.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Electrical Tradesperson (Surface Day)
Position code: MCA_00466.S.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Surface Shift - Cont)
Position code: MCA_00466.S.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Surface Shift - Non Cont)
Position code: MCA_00466.S.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Underground Day)
Position code: MCA_00466.U.D
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson (Underground Shift - Cont)
Position code: MCA_00466.U.SC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson (Underground Shift - Non Cont)
Position code: MCA_00466.U.SNC
Level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed and mobile 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;
- 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.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson - Entry (Combined)
Position code: MCA_00468
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Day)
Position code: MCA_00468.S.D
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Shift - Cont)
Position code: MCA_00468.S.SC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Shift - Non Cont)
Position code: MCA_00468.S.SNC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Underground/Day)
Position code: MCA_00468.U.D
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson - Entry (Underground Shift - Cont)
Position code: MCA_00468.U.SC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Electrical Tradesperson - Entry (Underground Shift - Non Cont)
Position code: MCA_00468.U.SNC
Level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

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

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Assistant (Combined)
Position code: MCA_04691
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Trades Assistant (Surface Day)
Position code: MCA_04691.S.D
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Assistant (Surface Shift - Cont)
Position code: MCA_04691.S.SC
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title:	Trades Assistant (Surface Shift - Non Cont)
Position code:	MCA_04691.S.SNC
Level:	2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Assistant (Underground/Day)
Position code: MCA_04691.U.D
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Assistant (Underground/Shift - Cont)
Position code: MCA_04691.U.SC
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Trades Assistant (Underground/Shift - Non Cont)
Position code: MCA_04691.U.SNC
Level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

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

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: De-watering Technician (Combined)
Position code: MCA_04214
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises

Main activities

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: De-watering Technician (Surface Day)
Position code: MCA_04214.S.D
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises**Main activities**

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

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

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: De-watering Technician (Surface Shift - Cont)
Position code: MCA_04214.S.SC
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises**Main activities**

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

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

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: De-watering Technician (Surface Shift - Non Cont)
Position code: MCA_04214.S.SNC
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises**Main activities**

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

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

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: De-watering Technician (Underground Day)
Position code: MCA_04214.U.D
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises

Main activities

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: De-watering Technician (Underground Shift - Cont)
Position code: MCA_04214.U.SC
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises**Main activities**

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

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

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: De-watering Technician (Underground/Shift - Non Cont)
Position code: MCA_04214.U.SNC
Level: 2

Responsible for

Maintain the day-to-day watering equipment of the site and monitor water requirements.

Report to

Maintenance Superintendent

Supervises**Main activities**

- Monitor site water supplies, operation and maintenance of potable water treatment plant.
- Troubleshoot pump and piping solutions on site and perform routine maintenance
- Construct, monitor and maintain de-watering equipment (wells, pipelines, meters and pressure gauges)

- Install bore pump systems and bypasses
- Make repairs to water pipe lines (polyweld if required)
- Fuel and service pumping equipment

Key skills

Nil.

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

Incumbents will have basic mechanical aptitude, likely experienced with pumps and flows. Incumbents will have the ability to operate various equipment such as boom truck, forklift and loaders and may be experienced with well service work over rigs and / or pipeline construction and welding skills. Demonstrated ability to use Microsoft software required and ability to read and understand work orders.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Light Vehicle Mechanic (Combined)
Position code: MCA_00469
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. This position contains all variations of work environments and work patterns.

Position Description

Position title: Light Vehicle Mechanic (Surface Day)
Position code: MCA_00469.S.D
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Light Vehicle Mechanic (Surface Shift - Cont)
Position code: MCA_00469.S.SC
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Light Vehicle Mechanic (Surface Shift - Non Cont)
Position code: MCA_00469.S.SNC
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Light Vehicle Mechanic (Underground Day)
Position code: MCA_00469.U.D
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Light Vehicle Mechanic (Underground Shift - Cont)
Position code: MCA_00469.U.SC
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Light Vehicle Mechanic (Underground Shift - Non Cont)
Position code: MCA_00469.U.SNC
Level: 2

Responsible for

To service and repair the site light vehicle fleet in order to maintain vehicles in a safe and reliable condition according to manufacturers' specifications and particular site requirements.

Report to

Maintenance Supervisor or Light Vehicle Workshop Supervisor.

Supervises**Main activities**

- inspecting work areas for hazards, damage and defects;
- servicing light vehicles according to planned schedules;
- diagnosing faults or breakdowns in light vehicles;
- estimating time materials required to complete jobs;
- undertaking repairs or component changeouts as required;
- ordering spare parts and materials;
- maintaining vehicle service & repair histories;
- training apprentices; and
- cleaning and maintaining tools, equipment and work areas.

Key skills

Nil.

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

Incumbents hold trade qualifications in automotive engineering plus post trade certification in areas such as automotive air conditioning installation and repair. Experience in the service, repair and maintenance of a range of light vehicle makes and models if required.

Other comments

Alternative Titles: Auto Mechanic. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Auto Electrician (Combined)
Position code: MCA_04692
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises

Main activities

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Auto Electrician (Surface Day)
Position code: MCA_04692.S.D
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Auto Electrician (Surface Shift - Cont)
Position code: MCA_04692.S.SC
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Auto Electrician (Surface Shift - Non Cont)
Position code: MCA_04692.S.SNC
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Auto Electrician (Underground Day)
Position code: MCA_04692.U.D
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Auto Electrician (Underground Shift - Cont)
Position code: MCA_04692.U.SC
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Auto Electrician (Underground Shift - Non Cont)
Position code: MCA_04692.U.SNC
Level: 2

Responsible for

Install, maintain, identify faults and repair electrical wiring and computer based equipment in motor vehicles and related equipment, such as earth-moving and mining equipment.

Report to

Maintenance Supervisor

Supervises**Main activities**

- Maintenance and repair of varied electrical systems on a diverse range of plant equipment, heavy vehicles and passenger vehicles.
- service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, airbags and air conditioning.
- install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles.
- install electrically operated accessories such as radios, heating or demisting equipment, airconditioners, driving lamps and anti-theft systems.
- refer to circuit diagrams, and use meters and test instruments to find electrical faults.
- adjust engine control systems and timing to ensure vehicles are running at peak performance.
- test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries.
- repair or replace faulty ignition, electrical wiring, fuses, lamps and switches.

Key skills

Nil.

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

Trade Certificate in the field of Automotive Electrical and a working knowledge of the standard methods and practices of automotive electrical work and the materials and methods used

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Tyre Fitter (Combined)
Position code: MCA_00479
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Tyre Fitter (Surface Day)
Position code: MCA_00479.S.D
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

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

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Tyre Fitter (Surface Shift - Cont)
Position code: MCA_00479.S.SC
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

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

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

This role is applicable in Open Cut / Surface work environments.

Position Description

Position title: Tyre Fitter (Surface Shift - Non Cont)
Position code: MCA_00479.S.SNC
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

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

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Tyre Fitter (Underground/Day)
Position code: MCA_00479.U.D
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Tyre Fitter (Underground/Shift - Cont)
Position code: MCA_00479.U.SC
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

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

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Tyre Fitter (Underground Shift - Non Cont)
Position code: MCA_00479.U.SNC
Level: 2

Responsible for

This role is responsible for providing quality tyre maintenance and repairs to the operations' heavy mobile mining machinery

Report to

Maintenance Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area and plant for hazards, damage and defects;
- fitting, removing, repairing, servicing and conducting inspections to mobile machinery tyres and tubes;
- determining the suitability of wheel components to stay in service;
- cleaning, painting, and crack testing rim components;
- assessing and advising the suitability of wheel components for serviceability; and
- contributing to meeting maintenance budget targets by scheduled inspections, servicing, adjustments, troubleshooting and timely repairs.

Key skills

Nil.

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

Incumbents will have completed the Certificate II in Tyre Fitting or equivalent, hold a current "HR" Driver's Licence and have a minimum of two years of experience fitting tyres and providing maintenance to site specific heavy equipment.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Welder
Position code: MCA_04693
Level: 2

Responsible for

To contribute to the construction of, and carry out preventive and breakdown maintenance to fixed and mobile plant. Lay out, fit, and fabricate metal components to assemble structural forms, such as machinery frames, bridge parts, and pressure vessels, using knowledge of welding techniques, metallurgy, and engineering requirements.

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises

May supervise apprentices.

Main activities

- Specific duties may include:
- Read blueprints and drawings and take or read measurements to plan layout and procedures;
- Determine the appropriate welding equipment or method based on requirements;
- Set up components for welding according to specifications (e.g. cut material with powered saws to match measurements);
- Operate angle grinders to prepare the parts that must be welded;
- Align components using callipers, rulers etc. and clamp pieces;
- Weld components using manual or semi-automatic welding equipment in various positions (vertical, horizontal or overhead);
- Repair machinery and other components by welding pieces and filling gaps;
- Test and inspect welded surfaces and structure to discover flaws.

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 mining, hydrocarbon and/or LNG plant experience.

Other comments

Boiler Makers / Welders may specialise in certain types of welding, such as custom fabrication, pressure vessel welding, pipeline construction welding, structural construction welding or machinery and equipment repair welding. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Carpenter
Position code: MCA_04694
Level: 2

Responsible for

To contribute to the construction of, and carry out preventive and breakdown maintenance to fixed and mobile plant.

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises

May supervise apprentices.

Main activities

- Specific duties may include:
- Read blueprints, drawings and sketches to fully grasp requirements
- Take measurements and calculate the size and amount of material needed
- Cut, shape and smooth lumber and other material (e.g. fiberglass) according to measurements
- Build window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items
- Lay out floorings, roofing's or drywalls ensuring they are levelled and compatible
- Carve and assemble furniture, cabinets, shelves and other items and install them where designated
- Inspect places and conduct repairs or maintenance
- Build scaffolding and other construction structures.

Key skills

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment. The incumbent is typically a skilled tradesperson with mining, hydrocarbon and/or LNG plant experience.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Plumber
Position code: MCA_04695
Level: 2

Responsible for

To contribute to the construction of, and carry out preventive and breakdown maintenance to fixed and mobile plant by installing and maintaining well-functioning systems that transport water, waste, gases or hot liquids.

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises

May supervise apprentices.

Main activities

- Specific duties may include:
- Read blueprints and drawings to understand or plan the layout of plumbing, waste disposal and water supply systems;
- Cut, assemble and install pipes and tubes with attention to existing infrastructure (e.g. electrical wiring);
- Install and maintain water supply systems;
- Locate and repair issues with water supply lines (e.g. leaks);
- Repair or replace broken drainage lines, clogged drains, faucets etc.;
- Repair domestic appliances (e.g. washing machines) and fixtures (e.g. sinks) etc.;
- Install and maintain gas and liquid heating systems (air-conditioning units, radiators etc.);
- Install waste disposal and sanitary systems with well-functioning DWV systems.

Key skills

Nil.

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

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment. The incumbent is typically a skilled tradesperson with mining, hydrocarbon and/or LNG plant experience.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Rigger
Position code: MCA_04696
Level: 2

Responsible for

To set up or repair rigging on an operational site.

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include:
- Align, level, and anchor machinery;
- Attach loads to rigging to provide support or prepare them for moving, using hand and power tools;
- Attach pulleys and blocks to fixed overhead structures such as beams, ceilings, and gin pole booms, using bolts and clamps;
- Control movement of heavy equipment through narrow openings or confined spaces, using chainfalls, gin poles, gallows frames, and other equipment;
- Dismantle and store rigging equipment after use;
- Fabricate, set up, and repair rigging, supporting structures, hoists, and pulling gear, using hand and power tools;
- Manipulate rigging lines, hoists, and pulling gear to move or support materials such as heavy equipment;
- Select gear such as cables, pulleys, and winches, according to load weights and sizes, facilities, and work schedules;
- Signal or verbally direct workers engaged in hoisting and moving loads, in order to ensure safety of workers and materials; Tilt, dip, and turn suspended loads to manoeuvre over, under, and/or around obstacles, using multi-point suspension techniques;
- Clean and dress machine surfaces and component parts.

Key skills

Nil.

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

Incumbents will have completed appropriate training and hold a rigging licence. They will have relevant experience gained in a heavy industry environment.

Other comments

Position Description

Position title: Apprentice Mechanical Fitter Year 1
Position code: MCA_04631
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- digging trenches;
- load/unload equipment and materials;
- pull wire and install mechanical devices;
- getting material to assist qualified tradespersons complete tasks;
- learning mechanical technician techniques and applying knowledge; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Entry level role with no, or limited, experience, within first year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 2
Position code: MCA_04632
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within second year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 3
Position code: MCA_04633
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within third year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 4
Position code: MCA_04634
Level: 2

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within forth year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 1
Position code: MCA_04681
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- digging trenches for underground electrical conduit;
- load/unload equipment and materials;
- pull wire and install electrical devices;
- learn how to bend conduit and install it;
- getting material to assist qualified tradespersons complete tasks; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

- The purpose of an apprenticeship is to provide an individual with the opportunity to develop skills and knowledge in a particular trade through completing on the job training with a host employer and completing an approved course of formal training through a registered training provider such as TAFE

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

Entry level role with no, or limited, experience, within first year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 2
Position code: MCA_04682
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within second year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 3
Position code: MCA_04683
Level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within third year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 4
Position code: MCA_04684
Level: 2

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed and mobile plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, 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 of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

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

Limited experience, within forth year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Refrigeration Technician
Position code: MCA_04697
Level: 2

Responsible for

Maintaining heating/air conditioning systems; identifying repair and/ or replacement needs; providing necessary information on the proper uses of the equipment; and assisting other skilled trades as required

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises

Main activities

- stalls heating/air conditioning/refrigeration equipment and systems for the purpose of providing comfort inside facilities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have completed appropriate training in refrigeration and air conditioning and relevant industry experience.

Other comments

Position Description

Position title: Sandblaster/Painter
Position code: MCA_04698
Level: 2

Responsible for

Operate spray painting & sandblasting equipment to apply protective coatings and paints to fabricated structural steel material.

Report to

Maintenance Supervisor or Trades Leading Hand

Supervises

Main activities

- Select the appropriate paint or mix paints according to a pre-determined formula. Paint small items and apply touch-ups. Operate equipment to clean, wash, strip sand and remove corrosion. Fill dents or otherwise prepare fabricated steel items for application of paint and or other protective coatings.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will have relevant industry experience

Other comments

Position Description

Position title: Mine Superintendent
Position code: MCA_00221
Level: 4

Responsible for

To coordinate shift production activities so that continuity of operations is achieved in accordance with budget tonnage and quality objectives and ensuring all resources are available for optimal production. This is the second line of supervision and is found in operations where staff supervisors are rostered on continuous shifts.

Report to

Head of Mine Operations.

Supervises

Mine Supervisor and / or contractors

Main activities

- monitoring and controlling the daily activities of the mining contractor or shift supervisors to ensure continuity of operations and that budget targets are achieved
- production reporting
- ensuring grade control procedures are followed
- liaison with maintenance personnel to ensure optimal equipment availability
- inspecting the workplace for safe and healthy work practices and environment and actively promoting mine safety among workforce
- ensuring activities are consistent with safe mining practices
- ensuring that employees receive proper induction and training in safe work practices
- ensuring positive industrial relations are promoted around the mine
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. May hold a degree in a mining related discipline. Depending upon the commodity, may be required to hold appropriate State Certificate of Competency and appointment as Mining Official (e.g. Manager or Under-Manager).

Other comments

Alternative Titles: Mine General Supervisor; Senior Mining Supervisor; Underground Foreman; Under-Manager-in-Charge, Mine Captain. This position is located at an open cut or underground mine at an operating site.

Position Description

Position title: Mine Supervisor (Combined)
Position code: MCA_00222
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Under-Manager, Underground Foreman, Shift Boss, or Team Leader;
This position contains all variations of work environments and work patterns.

Position Description

Position title: Mine Supervisor (Surface Day)
Position code: MCA_00222.S.D
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Shift Boss, or Team Leader; To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Supervisor (Surface Shift - Cont)
Position code: MCA_00222.S.SC
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Shift Boss, or Team Leader; To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Supervisor (Surface Shift - Non Cont)
Position code: MCA_00222.S.SNC
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Shift Boss, or Team Leader; To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Supervisor (Underground Day)
Position code: MCA_00222.U.D
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Under-Manager, Underground Foreman, Shift Boss, or Team Leader;
To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Supervisor (Underground Shift - Cont)
Position code: MCA_00222.U.SC
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Under-Manager, Underground Foreman, Shift Boss, or Team Leader;
To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Supervisor (Underground Shift - Non Cont)
Position code: MCA_00222.U.SNC
Level: 3

Responsible for

Providing direct supervision of the daily activities of a shift of open cut or underground production and development miners and ancillary personnel.

Report to

Mine Superintendent

Supervises

Production and development miners (e.g. Jumbo Operator or Shovel Operator) & less experienced mining personnel (e.g. Haul Truck Driver or Nipper).

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives
- regularly inspecting workplace for safe and healthy work practices and environment and actively promoting mine safety among the workforce
- supervising the operations of draglines, excavators, shovels and front-end loaders
- supervising drilling, blasting, and haulage of waste and ore or coal
- ensuring grade control procedures are followed
- supervising workers in a manner which promotes good personnel management and positive employee relations
- liaison with maintenance personnel to ensure optimal equipment availability
- duties may be partially defined by statute

Key skills

Nil.

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

Selection is determined by experience and the demonstration of supervisory skills. Incumbents may be required to hold appropriate state Certificate of Competency and appointment as Mining Official (e.g. Open Cut Examiner) for open cut mining activities.

Other comments

Alternate titles: Under-Manager, Underground Foreman, Shift Boss, or Team Leader;
To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Planning Engineer (Combined)
Position code: MCA_02411
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises**Main activities**

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

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

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Mine Planning Engineer (Surface Day)
Position code: MCA_02411.S.D
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises**Main activities**

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

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

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Planning Engineer (Surface Shift - Cont)
Position code: MCA_02411.S.SC
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises

Main activities

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Planning Engineer (Surface Shift - Non Cont)
Position code: MCA_02411.S.SNC
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises**Main activities**

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

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

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Planning Engineer (Underground Day)
Position code: MCA_02411.U.D
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises

Main activities

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Planning Engineer (Underground Shift - Cont)
Position code: MCA_02411.U.SC
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises**Main activities**

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

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

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Planning Engineer (Underground Shift - Non Cont)
Position code: MCA_02411.U.SNC
Level: 4

Responsible for

To determine the optimal extraction strategy for the ore-body and to develop mine plans accordingly.

Report to

Superintendent Mining Engineering.

Supervises**Main activities**

- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- ensuring development and infrastructure designs are practical and cost effective;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

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

- Tertiary degree in Mining Engineering or equivalent.
- Business / Commerce qualification.
- Minimum 5 years' experience in an underground mine including practical operational experience.
- Experience with computer aided mine design and standard business software.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mine Planning Engineer
Position code: MCA_02412
Level: 3

Responsible for

Normally the incumbent operates under general supervision and assists in determining the optimal extraction strategy for the ore-body and in developing mine plans accordingly.

Report to

Senior Mining Planning Engineer or Superintendent Mining Engineering

Supervises

May supervise Graduate Mine Planning Engineers.

Main activities

- Main activities
- developing mine plans for the optimum extraction of ore;
- ensuring all design work maximises the economic potential of the ore-body;
- actively seeking the input of mine operations and peer review of design work;
- distributing plans to operations personnel and monitoring progress against plan;
- maintaining electronic and other filing systems for mine planning design and construction; and
- contributing to the department's business plan.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.<new line>Experience with computer aided mine design and standard business software.

Other comments

This position is applicable at an open cut or underground mine at an operating site.

Position Description

Position title: Mining Coordinator - Underground (Combined)
Position code: MCA_00226
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent

Supervises

Nil

Main activities

- coordinating all aspects of development, and / or longwall, and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining. May hold a ticket for a statutory role.

Other comments

Alternate Titles: Development Coordinator, Longwall Coordinator; This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Mining Coordinator - Underground (Day)
Position code: MCA_00226.U.D
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent

Supervises

Nil

Main activities

- coordinating all aspects of development, and / or longwall, and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining. May hold a ticket for a statutory role.

Other comments

Alternate Titles: Development Coordinator, Longwall Coordinator; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mining Coordinator - Underground (Shift - Cont)
Position code: MCA_00226.U.SC
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent

Supervises

Nil

Main activities

- coordinating all aspects of development, and / or longwall, and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining. May hold a ticket for a statutory role.

Other comments

Alternate Titles: Development Coordinator, Longwall Coordinator; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mining Coordinator - Underground (Shift - Non Cont)
Position code: MCA_00226.U.SNC
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent

Supervises

Nil

Main activities

- coordinating all aspects of development, and / or longwall, and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining. May hold a ticket for a statutory role.

Other comments

Alternate Titles: Development Coordinator, Longwall Coordinator; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Deputy / ERZ Controller - Underground (Combined)
Position code: MCA_00235
Level: 3

Responsible for

A front line leadership role, responsible for the day-to-day functioning and performance of a production crew. This role is primarily concerned with managing people and equipment to effectively carry out planned work activities. Certain statutory obligations.

Report to

Supervises

Senior Operator / Miner Underground, Haulage Operator, and Entry Level Underground Miner.

Main activities

- prioritise work activities of the crew to achieve production and maintenance targets established in shift planning processes;
- provide leadership to crew members, setting positive example and assisting in issues of team development;
- contribute to and implement the safety management plan of the mine;
- perform statutory inspections (as required) of work area and equipment in accordance with legislation;
- monitor crew compliance with audit standards and safety procedures, adhering to correct machine operating and engineering procedures;
- participate in shift communication processes as well as identify, convey and be accountable for issues impacting the crew's effectiveness and performance; and
- complete required levels of reporting as part of information-flow on site.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Third Class Certificate of Competency (Underground) or similar as required by legislation. Seven or more years mining experience with at least 4 years in coal performing in an operating crew. Demonstrated leadership ability of small team.

Other comments

Alternative Titles: Crew Leader. This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Deputy / ERZ Controller - Underground (Underground Day)
Position code: MCA_00235.U.D
Level: 3

Responsible for

A front line leadership role, responsible for the day-to-day functioning and performance of a production crew. This role is primarily concerned with managing people and equipment to effectively carry out planned work activities. Certain statutory obligations.

Report to

Supervises

Senior Operator / Miner Underground, Haulage Operator, and Entry Level Underground Miner.

Main activities

- prioritise work activities of the crew to achieve production and maintenance targets established in shift planning processes;
- provide leadership to crew members, setting positive example and assisting in issues of team development;
- contribute to and implement the safety management plan of the mine;
- perform statutory inspections (as required) of work area and equipment in accordance with legislation;
- monitor crew compliance with audit standards and safety procedures, adhering to correct machine operating and engineering procedures;
- participate in shift communication processes as well as identify, convey and be accountable for issues impacting the crew's effectiveness and performance; and
- complete required levels of reporting as part of information-flow on site.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Third Class Certificate of Competency (Underground) or similar as required by legislation. Seven or more years mining experience with at least 4 years in coal performing in an operating crew. Demonstrated leadership ability of small team.

Other comments

Alternative Titles: Crew Leader. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Deputy / ERZ Controller - Underground (Underground Shift - Cont)
Position code: MCA_00235.U.SC
Level: 3

Responsible for

A front line leadership role, responsible for the day-to-day functioning and performance of a production crew. This role is primarily concerned with managing people and equipment to effectively carry out planned work activities. Certain statutory obligations.

Report to

Supervises

Senior Operator / Miner Underground, Haulage Operator, and Entry Level Underground Miner.

Main activities

- prioritise work activities of the crew to achieve production and maintenance targets established in shift planning processes;
- provide leadership to crew members, setting positive example and assisting in issues of team development;
- contribute to and implement the safety management plan of the mine;
- perform statutory inspections (as required) of work area and equipment in accordance with legislation;
- monitor crew compliance with audit standards and safety procedures, adhering to correct machine operating and engineering procedures;
- participate in shift communication processes as well as identify, convey and be accountable for issues impacting the crew's effectiveness and performance; and
- complete required levels of reporting as part of information-flow on site.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Third Class Certificate of Competency (Underground) or similar as required by legislation. Seven or more years mining experience with at least 4 years in coal performing in an operating crew. Demonstrated leadership ability of small team.

Other comments

Alternative Titles: Crew Leader. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Deputy / ERZ Controller - Underground (Underground Shift - Non Cont)
Position code: MCA_00235.U.SNC
Level: 3

Responsible for

A front line leadership role, responsible for the day-to-day functioning and performance of a production crew. This role is primarily concerned with managing people and equipment to effectively carry out planned work activities. Certain statutory obligations.

Report to**Supervises**

Senior Operator / Miner Underground, Haulage Operator, and Entry Level Underground Miner.

Main activities

- prioritise work activities of the crew to achieve production and maintenance targets established in shift planning processes;
- provide leadership to crew members, setting positive example and assisting in issues of team development;
- contribute to and implement the safety management plan of the mine;
- perform statutory inspections (as required) of work area and equipment in accordance with legislation;
- monitor crew compliance with audit standards and safety procedures, adhering to correct machine operating and engineering procedures;
- participate in shift communication processes as well as identify, convey and be accountable for issues impacting the crew's effectiveness and performance; and
- complete required levels of reporting as part of information-flow on site.

Key skills

Nil.

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

Third Class Certificate of Competency (Underground) or similar as required by legislation. Seven or more years mining experience with at least 4 years in coal performing in an operating crew. Demonstrated leadership ability of small team.

Other comments

Alternative Titles: Crew Leader. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Production Coordinator - Open Cut (Combined)
Position code: MCA_00216
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent.

Supervises

Nil

Main activities

- coordinating all aspects of development and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Production Coordinator - Open Cut (Day)
Position code: MCA_00216.S.D
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent.

Supervises

Nil

Main activities

- coordinating all aspects of development and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Production Coordinator - Open Cut (Shift - Cont)
Position code: MCA_00216.S.SC
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent.

Supervises

Nil

Main activities

- coordinating all aspects of development and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Production Coordinator - Open Cut (Shift - Non Cont)
Position code: MCA_00216.S.SNC
Level: 3

Responsible for

To coordinate development and production operations and the integration of maintenance and other activities to achieve planned production and to identify potential improvements to the mining process.

Report to

Mine Superintendent.

Supervises

Nil

Main activities

- coordinating all aspects of development and / or production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;
- identifying potential improvements to the mining process;
- ensuring activities are aligned to planned development and production forecasts and budgets
- monitoring actual versus target production and initiating remedial action as appropriate;
- ensuring activities comply with safety, environmental and statutory requirements;
- conducting and reviewing hazard & risk assessments and communicating outcomes to all mining personnel; and
- promoting safety among the workforce.

Key skills

Nil.

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

Selection is determined by experience and the demonstration of sound management and communication skills. Incumbents would have the capacity to work in a multi-disciplinary and team environment with a proven record of managing projects. Normally the incumbent would have at least 10 years' experience in mining.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Crew Leader/Leading Hand - Open Cut (Combined)
Position code: MCA_00231
Level: 3

Responsible for

To assist the Mine Supervisor with the allocation and monitoring of shift activities of mining and ancillary personnel.

Report to

Mine Supervisor or Mine Superintendent.

Supervises

Main activities

- leading a team of mine production operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Crew Leader/Leading Hand - Open Cut (Day)
Position code: MCA_00231.S.D
Level: 3

Responsible for

To assist the Mine Supervisor with the allocation and monitoring of shift activities of mining and ancillary personnel.

Report to

Mine Supervisor or Mine Superintendent.

Supervises

Main activities

- leading a team of mine production operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Crew Leader/Leading Hand - Open Cut (Shift - Cont)
Position code: MCA_00231.S.SC
Level: 3

Responsible for

To assist the Mine Supervisor with the allocation and monitoring of shift activities of mining and ancillary personnel.

Report to

Mine Supervisor or Mine Superintendent.

Supervises

Main activities

- leading a team of mine production operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Crew Leader/Leading Hand - Open Cut (Shift - Non Cont)
Position code: MCA_00231.S.SNC
Level: 3

Responsible for

To assist the Mine Supervisor with the allocation and monitoring of shift activities of mining and ancillary personnel.

Report to

Mine Supervisor or Mine Superintendent.

Supervises

Main activities

- leading a team of mine production operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Control Officer (Combined)
Position code: MCA_00255
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

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

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. This position contains all variations of work environments and work patterns.

Position Description

Position title: Mine Control Officer (Surface Day)
Position code: MCA_00255.S.D
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

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

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Control Officer (Surface Shift - Cont)
Position code: MCA_00255.S.SC
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Control Officer (Surface Shift - Non Cont)
Position code: MCA_00255.S.SNC
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Control Officer (Underground Day)
Position code: MCA_00255.U.D
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Control Officer (Underground Shift - Cont)
Position code: MCA_00255.U.SC
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Control Officer (Underground Shift - Non Cont)
Position code: MCA_00255.U.SNC
Level: 2

Responsible for

To provide direct communication between surface & underground operations to facilitate an appropriate response in the event of an incident & on a day-to-day basis facilitate the achievement of budgeted production targets.

Report to

Variable - Head of Mine Operations or Mine Superintendent..

Supervises

Nil

Main activities

- monitoring & reporting on gas levels & other key OH&S parameters;
- providing a focus for communications in the event of an incident & activate necessary procedures;
- facilitating radio & other communications between mine production, maintenance & services;
- helping to resolve communication problems between work areas;
- monitoring & recording the location & movement of equipment, personnel & supplies;
- facilitating the efficient movement of equipment, personnel & supplies; and
- providing input into the development of safety & other procedures around the mine.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has underground experience & has a detailed knowledge of all company & statutory safety procedures & requirements.

Other comments

Alternate titles: Emergency Response Coordinator. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Top Operator/Miner (Jumbo) - Underground (Combined)
Position code: MCA_00263
Level: 2

Responsible for

Responsible for drilling faces using a Jumbo drill and other metalliferous mining equipment or the operation of one or more of the following: continuous miner, longwall miner, (shearer) or bolting equipment.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and ensuring adequate ventilation;
- washing and barring down work area;
- inspecting and servicing equipment;
- operating mining equipment;
- collaring and drilling holes. and
- ordering of adequate parts and consumables

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of underground mining equipment and techniques and hold an appropriate blasting permit. May hold Certificate III in Underground Metalliferous Mining or similar coal mining qualification.

Other comments

Alternate title: Jumbo Operator, Top Underground Miner; This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Top Operator/Miner (Jumbo) - Underground (Day)
Position code: MCA_00263.U.D
Level: 2

Responsible for

Responsible for drilling faces using a Jumbo drill and other metalliferous mining equipment or the operation of one or more of the following: continuous miner, longwall miner, (shearer) or bolting equipment.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and ensuring adequate ventilation;
- washing and barring down work area;
- inspecting and servicing equipment;
- operating mining equipment;
- collaring and drilling holes. and
- ordering of adequate parts and consumables

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of underground mining equipment and techniques and hold an appropriate blasting permit. May hold Certificate III in Underground Metalliferous Mining or similar coal mining qualification.

Other comments

Alternate title: Jumbo Operator, Top Underground Miner; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Top Operator/Miner (Jumbo) - Underground (Shift - Cont)
Position code: MCA_00263.U.SC
Level: 2

Responsible for

Responsible for drilling faces using a Jumbo drill and other metalliferous mining equipment or the operation of one or more of the following: continuous miner, longwall miner, (shearer) or bolting equipment.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and ensuring adequate ventilation;
- washing and barring down work area;
- inspecting and servicing equipment;
- operating mining equipment;
- collaring and drilling holes. and
- ordering of adequate parts and consumables

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of underground mining equipment and techniques and hold an appropriate blasting permit. May hold Certificate III in Underground Metalliferous Mining or similar coal mining qualification.

Other comments

Alternate title: Jumbo Operator, Top Underground Miner; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Top Operator/Miner (Jumbo) - Underground (Shift - Non Cont)
Position code: MCA_00263.U.SNC
Level: 2

Responsible for

Responsible for drilling faces using a Jumbo drill and other metalliferous mining equipment or the operation of one or more of the following: continuous miner, longwall miner, (shearer) or bolting equipment.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and ensuring adequate ventilation;
- washing and barring down work area;
- inspecting and servicing equipment;
- operating mining equipment;
- collaring and drilling holes. and
- ordering of adequate parts and consumables

Key skills

Nil.

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

Incumbents should have extensive knowledge of underground mining equipment and techniques and hold an appropriate blasting permit. May hold Certificate III in Underground Metalliferous Mining or similar coal mining qualification.

Other comments

Alternate title: Jumbo Operator, Top Underground Miner; To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Haulage Operator - Underground (Combined)
Position code: MCA_00264
Level: 1

Responsible for

Responsible for the collection and haulage of ore and mullock.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- conducting pre-start inspection of dump truck and work environment;
- collecting ore / mullock and tip at correct location;
- assisting other personnel in washing and barring down workplaces; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold Certificate II in Metalliferous Mining Operations (Underground). May be studying for Certificate III in Metalliferous Mining Operations (Underground).

Other comments

This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Haulage Operator - Underground (Day)
Position code: MCA_00264.U.D
Level: 1

Responsible for

Responsible for the collection and haulage of ore and mullock.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- conducting pre-start inspection of dump truck and work environment;
- collecting ore / mullock and tip at correct location;
- assisting other personnel in washing and barring down workplaces; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold Certificate II in Metalliferous Mining Operations (Underground). May be studying for Certificate III in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Haulage Operator - Underground (Shift - Cont)
Position code: MCA_00264.U.SC
Level: 1

Responsible for

Responsible for the collection and haulage of ore and mullock.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- conducting pre-start inspection of dump truck and work environment;
- collecting ore / mullock and tip at correct location;
- assisting other personnel in washing and barring down workplaces; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold Certificate II in Metalliferous Mining Operations (Underground). May be studying for Certificate III in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Haulage Operator - Underground (Shift - Non Cont)
Position code: MCA_00264.U.SNC
Level: 1

Responsible for

Responsible for the collection and haulage of ore and mullock.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- conducting pre-start inspection of dump truck and work environment;
- collecting ore / mullock and tip at correct location;
- assisting other personnel in washing and barring down workplaces; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold Certificate II in Metalliferous Mining Operations (Underground). May be studying for Certificate III in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Entry Level Underground Miner
Position code: MCA_002641
Level: 1

Responsible for

To operate, under supervision, mining equipment. Undertake training in more complex mobile & fixed equipment operation.

Report to

Mine Supervisor - Underground

Supervises

Nil

Main activities

- inspecting work area & identifying hazards;
- inspecting and servicing equipment;
- operating equipment as directed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Appropriate company qualification for equipment. This is an entry level position.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Dispatch Officer (Combined)
Position code: MCA_00256
Level: 2

Responsible for

To coordinate people, machinery & equipment in the mine in order to achieve production targets & to serve as the central communications point for all personnel in the mine, especially in an emergency situation.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- minimising queuing at shovels and tip heads by re-directing trucks in accordance with mine plan;
- providing equipment servicing schedules to maintenance & production personnel at shift change;
- liaison with maintenance regarding access to equipment requiring maintenance & release back to operators;
- coordinating in-mine equipment break-down and service activities;
- capturing, validating and recording mine site data utilising appropriate systems;
- coordinating the refueling of trucks and mobile equipment to minimise production down time;
- providing communication links between mine production, maintenance, crushing & screening and service personnel;
- reporting incidents such as incorrect coding of load and material types;
- monitoring other mine-site radio channels as required;
- timely and accurate preparation of daily, weekly & monthly dispatch records; and
- providing a first point of contact for the entire mine in emergency situations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents require previous mining experience as an operator; experience with modular mining software and fleet management systems; and strong communication skills.

Other comments

Alternative Titles: Pit Controller. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Dispatch Officer (Surface Day)
Position code: MCA_00256.S.D
Level: 2

Responsible for

To coordinate people, machinery & equipment in the mine in order to achieve production targets & to serve as the central communications point for all personnel in the mine, especially in an emergency situation.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- minimising queuing at shovels and tip heads by re-directing trucks in accordance with mine plan;
- providing equipment servicing schedules to maintenance & production personnel at shift change;
- liaison with maintenance regarding access to equipment requiring maintenance & release back to operators;
- coordinating in-mine equipment break-down and service activities;
- capturing, validating and recording mine site data utilising appropriate systems;
- coordinating the refueling of trucks and mobile equipment to minimise production down time;
- providing communication links between mine production, maintenance, crushing & screening and service personnel;
- reporting incidents such as incorrect coding of load and material types;
- monitoring other mine-site radio channels as required;
- timely and accurate preparation of daily, weekly & monthly dispatch records; and
- providing a first point of contact for the entire mine in emergency situations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents require previous mining experience as an operator; experience with modular mining software and fleet management systems; and strong communication skills.

Other comments

Alternative Titles: Pit Controller. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dispatch Officer (Surface Shift - Cont)
Position code: MCA_00256.S.SC
Level: 2

Responsible for

To coordinate people, machinery & equipment in the mine in order to achieve production targets & to serve as the central communications point for all personnel in the mine, especially in an emergency situation.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- minimising queuing at shovels and tip heads by re-directing trucks in accordance with mine plan;
- providing equipment servicing schedules to maintenance & production personnel at shift change;
- liaison with maintenance regarding access to equipment requiring maintenance & release back to operators;
- coordinating in-mine equipment break-down and service activities;
- capturing, validating and recording mine site data utilising appropriate systems;
- coordinating the refueling of trucks and mobile equipment to minimise production down time;
- providing communication links between mine production, maintenance, crushing & screening and service personnel;
- reporting incidents such as incorrect coding of load and material types;
- monitoring other mine-site radio channels as required;
- timely and accurate preparation of daily, weekly & monthly dispatch records; and
- providing a first point of contact for the entire mine in emergency situations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents require previous mining experience as an operator; experience with modular mining software and fleet management systems; and strong communication skills.

Other comments

Alternative Titles: Pit Controller. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dispatch Officer (Surface Shift - Non Cont)
Position code: MCA_00256.S.SNC
Level: 2

Responsible for

To coordinate people, machinery & equipment in the mine in order to achieve production targets & to serve as the central communications point for all personnel in the mine, especially in an emergency situation.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- minimising queuing at shovels and tip heads by re-directing trucks in accordance with mine plan;
- providing equipment servicing schedules to maintenance & production personnel at shift change;
- liaison with maintenance regarding access to equipment requiring maintenance & release back to operators;
- coordinating in-mine equipment break-down and service activities;
- capturing, validating and recording mine site data utilising appropriate systems;
- coordinating the refueling of trucks and mobile equipment to minimise production down time;
- providing communication links between mine production, maintenance, crushing & screening and service personnel;
- reporting incidents such as incorrect coding of load and material types;
- monitoring other mine-site radio channels as required;
- timely and accurate preparation of daily, weekly & monthly dispatch records; and
- providing a first point of contact for the entire mine in emergency situations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents require previous mining experience as an operator; experience with modular mining software and fleet management systems; and strong communication skills.

Other comments

Alternative Titles: Pit Controller. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Combined)
Position code: MCA_00261
Level: 2

Responsible for

Responsible for the operation of the primary production / digging tool such as a dragline, shovel or excavator or front-end loader.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- inspection of work area & identification of hazards;
- inspecting and servicing equipment;
- planning digging activities to ensure optimal ore or coal recovery;
- digging of ore/coal & waste to ensure optimal recovery;
- organising & loading trucks; and
- training more junior production employees.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May hold Certificate II in Mining / Field Exploration or Certificate III in Small Mining Operations (Open Cut) and training toward Certificate IV in Surface Coal Mining (Open Cut Examiner) or an Advanced Diploma of Surface Coal Mining. Incumbents should have extensive knowledge of and experience in the operation of digging equipment and the organisation of work.

Other comments

Alternative Titles: Shovel Operator or Excavator Operator. Where an operation does not employ shovels, include ONLY operators of excavators greater than 150 tonnes dry-weight. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Day)
Position code: MCA_00261.S.D
Level: 2

Responsible for

Responsible for the operation of the primary production / digging tool such as a dragline, shovel or excavator or front-end loader.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- inspection of work area & identification of hazards;
- inspecting and servicing equipment;
- planning digging activities to ensure optimal ore or coal recovery;
- digging of ore/coal & waste to ensure optimal recovery;
- organising & loading trucks; and
- training more junior production employees.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May hold Certificate II in Mining / Field Exploration or Certificate III in Small Mining Operations (Open Cut) and training toward Certificate IV in Surface Coal Mining (Open Cut Examiner) or an Advanced Diploma of Surface Coal Mining. Incumbents should have extensive knowledge of and experience in the operation of digging equipment and the organisation of work.

Other comments

Alternative Titles: Shovel Operator or Excavator Operator. Where an operation does not employ shovels, include ONLY operators of excavators greater than 150 tonnes dry-weight. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Shift - Cont)
Position code: MCA_00261.S.SC
Level: 2

Responsible for

Responsible for the operation of the primary production / digging tool such as a dragline, shovel or excavator or front-end loader.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- inspection of work area & identification of hazards;
- inspecting and servicing equipment;
- planning digging activities to ensure optimal ore or coal recovery;
- digging of ore/coal & waste to ensure optimal recovery;
- organising & loading trucks; and
- training more junior production employees.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May hold Certificate II in Mining / Field Exploration or Certificate III in Small Mining Operations (Open Cut) and training toward Certificate IV in Surface Coal Mining (Open Cut Examiner) or an Advanced Diploma of Surface Coal Mining. Incumbents should have extensive knowledge of and experience in the operation of digging equipment and the organisation of work.

Other comments

Alternative Titles: Shovel Operator or Excavator Operator. Where an operation does not employ shovels, include ONLY operators of excavators greater than 150 tonnes dry-weight. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut (Shift - Non Cont)
Position code: MCA_00261.S.SNC
Level: 2

Responsible for

Responsible for the operation of the primary production / digging tool such as a dragline, shovel or excavator or front-end loader.

Report to

Mine Supervisor.

Supervises

Nil

Main activities

- inspection of work area & identification of hazards;
- inspecting and servicing equipment;
- planning digging activities to ensure optimal ore or coal recovery;
- digging of ore/coal & waste to ensure optimal recovery;
- organising & loading trucks; and
- training more junior production employees.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Appropriate company qualification & certification for equipment. May hold Certificate II in Mining / Field Exploration or Certificate III in Small Mining Operations (Open Cut) and training toward Certificate IV in Surface Coal Mining (Open Cut Examiner) or an Advanced Diploma of Surface Coal Mining. Incumbents should have extensive knowledge of and experience in the operation of digging equipment and the organisation of work.

Other comments

Alternative Titles: Shovel Operator or Excavator Operator. Where an operation does not employ shovels, include ONLY operators of excavators greater than 150 tonnes dry-weight. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Entry Level Operator/Miner (Haul Truck) Open Cut (Combined)
Position code: MCA_00262
Level: 1

Responsible for

This is a production worker normally employed on haul truck operation or other tasks around the pit. Undertake training in more complex mobile equipment operation.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and identifying hazards;
- pre-start inspection of dump truck and work environment;
- collection of ore / waste and tipping at correct location; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

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

The incumbent is typically undergoing a site-specific training program to achieve competency in a range of equipment operation. As training progresses the incumbent will learn the operation of other earthmoving equipment. May hold or be working toward Certificate II in Mining / Field Exploration.

Other comments

Alternative Titles: Haul Truck Driver. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Entry Level Operator/Miner (Haul Truck) Open Cut (Day)
Position code: MCA_00262.S.D
Level: 1

Responsible for

This is a production worker normally employed on haul truck operation or other tasks around the pit. Undertake training in more complex mobile equipment operation.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and identifying hazards;
- pre-start inspection of dump truck and work environment;
- collection of ore / waste and tipping at correct location; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is typically undergoing a site-specific training program to achieve competency in a range of equipment operation. As training progresses the incumbent will learn the operation of other earthmoving equipment. May hold or be working toward Certificate II in Mining / Field Exploration.

Other comments

Alternative Titles: Haul Truck Driver. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Entry Level Operator/Miner (Haul Truck) Open Cut (Shift - Cont)
Position code: MCA_00262.S.SC
Level: 1

Responsible for

This is a production worker normally employed on haul truck operation or other tasks around the pit. Undertake training in more complex mobile equipment operation.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and identifying hazards;
- pre-start inspection of dump truck and work environment;
- collection of ore / waste and tipping at correct location; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is typically undergoing a site-specific training program to achieve competency in a range of equipment operation. As training progresses the incumbent will learn the operation of other earthmoving equipment. May hold or be working toward Certificate II in Mining / Field Exploration.

Other comments

Alternative Titles: Haul Truck Driver. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Entry Level Operator/Miner (Haul Truck) Open Cut (Shift - Non Cont)
Position code: MCA_00262.S.SNC
Level: 1

Responsible for

This is a production worker normally employed on haul truck operation or other tasks around the pit. Undertake training in more complex mobile equipment operation.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- inspecting work area and identifying hazards;
- pre-start inspection of dump truck and work environment;
- collection of ore / waste and tipping at correct location; and
- monitoring of the control panel of the truck to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is typically undergoing a site-specific training program to achieve competency in a range of equipment operation. As training progresses the incumbent will learn the operation of other earthmoving equipment. May hold or be working toward Certificate II in Mining / Field Exploration.

Other comments

Alternative Titles: Haul Truck Driver. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Equipment Serviceperson - Open Cut (Combined)
Position code: MCA_00274
Level: 2

Responsible for

To check, service and make minor repairs to fixed and mobile equipment in the field.

Report to

Mine Supervisor (Open Cut) Maintenance Supervisor.

Supervises**Main activities**

- inspecting the work areas to identify and correct hazards, damage and defects;
- conducting pre-start checks on fixed and mobile equipment;
- operating the service truck and ensuring adequate supplies are available;
- changing oil and filters on mobile equipment;
- greasing and doing minor mechanical repairs to engines, gearboxes, transmission and hydraulic systems on a range of fixed plant and mobile equipment;
- refuelling mobile equipment in the field; and
- completing service records and log sheets.

Key skills

Nil.

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

Incumbents do not normally hold trade certificates, but have demonstrated mechanical aptitude. Experience in a similar role in a heavy industrial environment.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Equipment Serviceperson - Open Cut (Day)
Position code: MCA_00274.S.D
Level: 2

Responsible for

To check, service and make minor repairs to fixed and mobile equipment in the field.

Report to

Mine Supervisor (Open Cut) Maintenance Supervisor.

Supervises

Main activities

- inspecting the work areas to identify and correct hazards, damage and defects;
- conducting pre-start checks on fixed and mobile equipment;
- operating the service truck and ensuring adequate supplies are available;
- changing oil and filters on mobile equipment;
- greasing and doing minor mechanical repairs to engines, gearboxes, transmission and hydraulic systems on a range of fixed plant and mobile equipment;
- refuelling mobile equipment in the field; and
- completing service records and log sheets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents do not normally hold trade certificates, but have demonstrated mechanical aptitude. Experience in a similar role in a heavy industrial environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Equipment Serviceperson - Open Cut (Shift - Cont)
Position code: MCA_00274.S.SC
Level: 2

Responsible for

To check, service and make minor repairs to fixed and mobile equipment in the field.

Report to

Mine Supervisor (Open Cut) Maintenance Supervisor.

Supervises**Main activities**

- inspecting the work areas to identify and correct hazards, damage and defects;
- conducting pre-start checks on fixed and mobile equipment;
- operating the service truck and ensuring adequate supplies are available;
- changing oil and filters on mobile equipment;
- greasing and doing minor mechanical repairs to engines, gearboxes, transmission and hydraulic systems on a range of fixed plant and mobile equipment;
- refuelling mobile equipment in the field; and
- completing service records and log sheets.

Key skills

Nil.

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

Incumbents do not normally hold trade certificates, but have demonstrated mechanical aptitude. Experience in a similar role in a heavy industrial environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Equipment Serviceperson - Open Cut (Shift - Non Cont)
Position code: MCA_00274.S.SNC
Level: 2

Responsible for

To check, service and make minor repairs to fixed and mobile equipment in the field.

Report to

Mine Supervisor (Open Cut) Maintenance Supervisor.

Supervises**Main activities**

- inspecting the work areas to identify and correct hazards, damage and defects;
- conducting pre-start checks on fixed and mobile equipment;
- operating the service truck and ensuring adequate supplies are available;
- changing oil and filters on mobile equipment;
- greasing and doing minor mechanical repairs to engines, gearboxes, transmission and hydraulic systems on a range of fixed plant and mobile equipment;
- refuelling mobile equipment in the field; and
- completing service records and log sheets.

Key skills

Nil.

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

Incumbents do not normally hold trade certificates, but have demonstrated mechanical aptitude. Experience in a similar role in a heavy industrial environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Drill & Blast Supervisor - Open Cut (Combined)
Position code: MCA_00225
Level: 3

Responsible for

Supervising drilling & blasting activities to the company's business requirements and within statutory limits.

Report to

Mine Superintendent

Supervises

Mine Technician Open Cut / Surface; Shotfirer; Top Production Driller.

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives;
- conducting regular workplace inspections for safe and healthy work practices and environment and actively promoting mine safety among the workforce;
- supervising drilling & blasting;
- ensuring grade control procedures are followed; and
- supervising workers in a manner which promotes good personnel management and positive employee relations.
- Duties may be partially defined by statute.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents are required to hold appropriate state certification. May hold Restricted or Unrestricted Shotfirer's Permit.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Drill & Blast Supervisor - Open Cut (Day)
Position code: MCA_00225.S.D
Level: 3

Responsible for

Supervising drilling & blasting activities to the company's business requirements and within statutory limits.

Report to

Mine Superintendent

Supervises

Mine Technician Open Cut / Surface; Shotfirer; Top Production Driller.

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives;
- conducting regular workplace inspections for safe and healthy work practices and environment and actively promoting mine safety among the workforce;
- supervising drilling & blasting;
- ensuring grade control procedures are followed; and
- supervising workers in a manner which promotes good personnel management and positive employee relations.
- Duties may be partially defined by statute.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents are required to hold appropriate state certification. May hold Restricted or Unrestricted Shotfirer's Permit.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Drill & Blast Supervisor - Open Cut (Shift - Cont)
Position code: MCA_00225.S.SC
Level: 3

Responsible for

Supervising drilling & blasting activities to the company's business requirements and within statutory limits.

Report to

Mine Superintendent

Supervises

Mine Technician Open Cut / Surface; Shotfirer; Top Production Driller.

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives;
- conducting regular workplace inspections for safe and healthy work practices and environment and actively promoting mine safety among the workforce;
- supervising drilling & blasting;
- ensuring grade control procedures are followed; and
- supervising workers in a manner which promotes good personnel management and positive employee relations.
- Duties may be partially defined by statute.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents are required to hold appropriate state certification. May hold Restricted or Unrestricted Shotfirer's Permit.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Drill & Blast Supervisor - Open Cut (Shift - Non Cont)
Position code: MCA_00225.S.SNC
Level: 3

Responsible for

Supervising drilling & blasting activities to the company's business requirements and within statutory limits.

Report to

Mine Superintendent

Supervises

Mine Technician Open Cut / Surface; Shotfirer; Top Production Driller.

Main activities

- allocating, monitoring and controlling the daily activities of mining and ancillary personnel in accordance with budget objectives;
- conducting regular workplace inspections for safe and healthy work practices and environment and actively promoting mine safety among the workforce;
- supervising drilling & blasting;
- ensuring grade control procedures are followed; and
- supervising workers in a manner which promotes good personnel management and positive employee relations.
- Duties may be partially defined by statute.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and the demonstration of supervisory skills. Incumbents are required to hold appropriate state certification. May hold Restricted or Unrestricted Shotfirer's Permit.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Drill & Blast Engineer - Open Cut (Combined)
Position code: MCA_002251
Level: 4

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues, and manage daily Drill and Blast activities. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Mine Superintendent

Supervises

Drill & Blast Engineer

Main activities

- scheduling drill and blast activities to maintain production targets;
- developing and implementing a QA/QC program;
- provide daily drilling and blasting proposals;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 6 to 8 years experience

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Senior Drill & Blast Engineer - Open Cut (Day)
Position code: MCA_002251.S.D
Level: 4

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues, and manage daily Drill and Blast activities. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Mine Superintendent

Supervises

Drill & Blast Engineer

Main activities

- scheduling drill and blast activities to maintain production targets;
- developing and implementing a QA/QC program;
- provide daily drilling and blasting proposals;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 6 to 8 years experience

Other comments

This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Senior Drill & Blast Engineer - Open Cut (Shift - Cont)
Position code: MCA_002251.S.SC
Level: 4

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues, and manage daily Drill and Blast activities. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Mine Superintendent

Supervises

Drill & Blast Engineer

Main activities

- scheduling drill and blast activities to maintain production targets;
- developing and implementing a QA/QC program;
- provide daily drilling and blasting proposals;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 6 to 8 years experience

Other comments

this could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Senior Drill & Blast Engineer - Open Cut (Shift - Non Cont)
Position code: MCA_002251.S.SNC
Level: 4

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues, and manage daily Drill and Blast activities. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Mine Superintendent

Supervises

Drill & Blast Engineer

Main activities

- scheduling drill and blast activities to maintain production targets;
- developing and implementing a QA/QC program;
- provide daily drilling and blasting proposals;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 6 to 8 years experience

Other comments

This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Drill & Blast Engineer - Open Cut (Combined)
Position code: MCA_002252
Level: 3

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Senior Blast Engineer

Supervises

May supervise junior engineers

Main activities

- scheduling drill and blast activities to maintain production targets;
- provide daily drilling and blasting proposals;
- liaise with senior mine engineer on site and provide assistance for mine engineering activities;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 3 to 5 years experience

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Drill & Blast Engineer - Open Cut (Day)
Position code: MCA_002252.S.D
Level: 3

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Senior Blast Engineer

Supervises

May supervise junior engineers

Main activities

- scheduling drill and blast activities to maintain production targets;
- provide daily drilling and blasting proposals;
- liaise with senior mine engineer on site and provide assistance for mine engineering activities;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 3 to 5 years experience

Other comments

this could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Drill & Blast Engineer - Open Cut (Shift - Cont)
Position code: MCA_002252.S.SC
Level: 3

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Senior Blast Engineer

Supervises

May supervise junior engineers

Main activities

- scheduling drill and blast activities to maintain production targets;
- provide daily drilling and blasting proposals;
- liaise with senior mine engineer on site and provide assistance for mine engineering activities;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 3 to 5 years experience

Other comments

this could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Drill & Blast Engineer - Open Cut (Shift - Non Cont)
Position code: MCA_002252.S.SNC
Level: 3

Responsible for

To provide technical advice and planning to the Mining Manager and colleagues. Develop blast designs, supervising junior engineers and seeking out ways to improve performance and methodology.

Report to

Senior Blast Engineer

Supervises

May supervise junior engineers

Main activities

- scheduling drill and blast activities to maintain production targets;
- provide daily drilling and blasting proposals;
- liaise with senior mine engineer on site and provide assistance for mine engineering activities;
- develop a weekly and monthly mine plan for drill and blast.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications in mining or surveying. 3 to 5 years experience

Other comments

this could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Shotfirer - Open Cut (Combined)
Position code: MCA_00268
Level: 2

Responsible for

Responsible for the loading, priming & firing of blast holes:

Report to

Drill & Blast Supervisor or Mine Supervisor.

Supervises

Nil

Main activities

- Duties include:
- inspecting work area & identifying hazards;
- inspecting & servicing equipment;
- locating, priming & wiring blast holes according to designated pattern;
- testing firing pattern; and
- firing & inspecting the blast, detonating misfires & declaring site safe.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May have completed a short TAFE program. May hold Restricted or Unrestricted Shotfirer's Permit. Extensive knowledge of & experience in the loading, priming & firing of blast holes & the detonation of misfires.

Other comments

Alternative Titles: Blast Crew Operator. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Shotfirer - Open Cut (Day)
Position code: MCA_00268.S.D
Level: 2

Responsible for

Responsible for the loading, priming & firing of blast holes:

Report to

Drill & Blast Supervisor or Mine Supervisor.

Supervises

Nil

Main activities

- Duties include:
- inspecting work area & identifying hazards;
- inspecting & servicing equipment;
- locating, priming & wiring blast holes according to designated pattern;
- testing firing pattern; and
- firing & inspecting the blast, detonating misfires & declaring site safe.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May have completed a short TAFE program. May hold Restricted or Unrestricted Shotfirer's Permit. Extensive knowledge of & experience in the loading, priming & firing of blast holes & the detonation of misfires.

Other comments

Alternative Titles: Blast Crew Operator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Shotfirer - Open Cut (Shift - Cont)
Position code: MCA_00268.S.SC
Level: 2

Responsible for

Responsible for the loading, priming & firing of blast holes:

Report to

Drill & Blast Supervisor or Mine Supervisor.

Supervises

Nil

Main activities

- Duties include:
- inspecting work area & identifying hazards;
- inspecting & servicing equipment;
- locating, priming & wiring blast holes according to designated pattern;
- testing firing pattern; and
- firing & inspecting the blast, detonating misfires & declaring site safe.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May have completed a short TAFE program. May hold Restricted or Unrestricted Shotfirer's Permit. Extensive knowledge of & experience in the loading, priming & firing of blast holes & the detonation of misfires.

Other comments

Alternative Titles: Blast Crew Operator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Shotfirer - Open Cut (Shift - Non Cont)
Position code: MCA_00268.S.SNC
Level: 2

Responsible for

Responsible for the loading, priming & firing of blast holes:

Report to

Drill & Blast Supervisor or Mine Supervisor.

Supervises

Nil

Main activities

- Duties include:
- inspecting work area & identifying hazards;
- inspecting & servicing equipment;
- locating, priming & wiring blast holes according to designated pattern;
- testing firing pattern; and
- firing & inspecting the blast, detonating misfires & declaring site safe.

Key skills

Nil.

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

Appropriate company qualification & certification for equipment. May have completed a short TAFE program. May hold Restricted or Unrestricted Shotfirer's Permit. Extensive knowledge of & experience in the loading, priming & firing of blast holes & the detonation of misfires.

Other comments

Alternative Titles: Blast Crew Operator. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Open Cut Examiner (Combined)
Position code: MCA_02222
Level: 3

Responsible for

To ensure the safety of all persons within surface excavation areas while mining is practiced and to assist in the review / development of the Safety & Health Management System.

Report to

Mine Superintendent

Supervises

Open Cut Production Miners and ancillary personnel.

Main activities

- Ensure a safe environment is maintained for all employees and subcontractors by monitoring conditions and activities in the surface excavation.
- Ensure all Statutory Inspections are carried out and reported in accordance with mines regulations.
- Comply with relevant legislation and mines regulations.
- Comply with and enforce site policies, procedures, practices and standards.
- Proactively seek out and rectify hazards in the surface evacuation, conduct incident investigations and risk assessments.

- May also have day to day supervision of other staff operating in the pit.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

May have supervisory or trades qualifications. Appropriate state Certificate of Competency and appointment as Mining Official: Open Cut Examiner for open cut mining activities. Experience in a relevant position and the demonstration of supervisory skills.

Other comments

This role is a statutory position, and a requirement of operating an Open Cut Mine, within the Coal Mining Industry. The qualification may be held by an incumbent in an alternate position, most typically Mine Supervisor (Open Cut) however may also be stand alone, fulfilling the statutory role for one or more open cut operations for an organisation. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Open Cut Examiner (Day)
Position code: MCA_02222.S.D
Level: 3

Responsible for

To ensure the safety of all persons within surface excavation areas while mining is practiced and to assist in the review / development of the Safety & Health Management System.

Report to

Mine Superintendent

Supervises

Open Cut Production Miners and ancillary personnel.

Main activities

- Ensure a safe environment is maintained for all employees and subcontractors by monitoring conditions and activities in the surface excavation.
- Ensure all Statutory Inspections are carried out and reported in accordance with mines regulations.
- Comply with relevant legislation and mines regulations.
- Comply with and enforce site policies, procedures, practices and standards.
- Proactively seek out and rectify hazards in the surface evacuation, conduct incident investigations and risk assessments.

- May also have day to day supervision of other staff operating in the pit.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

May have supervisory or trades qualifications. Appropriate state Certificate of Competency and appointment as Mining Official: Open Cut Examiner for open cut mining activities. Experience in a relevant position and the demonstration of supervisory skills.

Other comments

This role is a statutory position, and a requirement of operating an Open Cut Mine, within the Coal Mining Industry. The qualification may be held by an incumbent in an alternate position, most typically Mine Supervisor (Open Cut) however may also be stand alone, fulfilling the statutory role for one or more open cut operations for an organisation.

Position Description

Position title: Open Cut Examiner (Shift - Cont)
Position code: MCA_02222.S.SC
Level: 3

Responsible for

To ensure the safety of all persons within surface excavation areas while mining is practiced and to assist in the review / development of the Safety & Health Management System.

Report to

Mine Superintendent

Supervises

Open Cut Production Miners and ancillary personnel.

Main activities

- Ensure a safe environment is maintained for all employees and subcontractors by monitoring conditions and activities in the surface excavation.
- Ensure all Statutory Inspections are carried out and reported in accordance with mines regulations.
- Comply with relevant legislation and mines regulations.
- Comply with and enforce site policies, procedures, practices and standards.
- Proactively seek out and rectify hazards in the surface evacuation, conduct incident investigations and risk assessments.

- May also have day to day supervision of other staff operating in the pit.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

May have supervisory or trades qualifications. Appropriate state Certificate of Competency and appointment as Mining Official: Open Cut Examiner for open cut mining activities. Experience in a relevant position and the demonstration of supervisory skills.

Other comments

This role is a statutory position, and a requirement of operating an Open Cut Mine, within the Coal Mining Industry. The qualification may be held by an incumbent in an alternate position, most typically Mine Supervisor (Open Cut) however may also be stand alone, fulfilling the statutory role for one or more open cut operations for an organisation.

Position Description

Position title: Open Cut Examiner (Shift - Non Cont)
Position code: MCA_02222.S.SNC
Level: 3

Responsible for

To ensure the safety of all persons within surface excavation areas while mining is practiced and to assist in the review / development of the Safety & Health Management System.

Report to

Mine Superintendent

Supervises

Open Cut Production Miners and ancillary personnel.

Main activities

- Ensure a safe environment is maintained for all employees and subcontractors by monitoring conditions and activities in the surface excavation.
- Ensure all Statutory Inspections are carried out and reported in accordance with mines regulations.
- Comply with relevant legislation and mines regulations.
- Comply with and enforce site policies, procedures, practices and standards.
- Proactively seek out and rectify hazards in the surface evacuation, conduct incident investigations and risk assessments.

- May also have day to day supervision of other staff operating in the pit.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

May have supervisory or trades qualifications. Appropriate state Certificate of Competency and appointment as Mining Official: Open Cut Examiner for open cut mining activities. Experience in a relevant position and the demonstration of supervisory skills.

Other comments

This role is a statutory position, and a requirement of operating an Open Cut Mine, within the Coal Mining Industry. The qualification may be held by an incumbent in an alternate position, most typically Mine Supervisor (Open Cut) however may also be stand alone, fulfilling the statutory role for one or more open cut operations for an organisation.

Position Description

Position title: Serviceperson - Underground (Combined)
Position code: MCA_00271
Level: 2

Responsible for

Responsible for services to underground mining operations.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area & identifying hazards;
- assisting with installation and maintenance of underground services including water, air and ventilation services;
- installing and removing communication equipment;
- assisting with charging up; and
- watering and scaling of development and production headings.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold or be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

Alternative Titles: Service crew. This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Serviceperson - Underground (Day)
Position code: MCA_00271.U.D
Level: 2

Responsible for

Responsible for services to underground mining operations.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area & identifying hazards;
- assisting with installation and maintenance of underground services including water, air and ventilation services;
- installing and removing communication equipment;
- assisting with charging up; and
- watering and scaling of development and production headings.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold or be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

Alternative Titles: Service crew. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Serviceperson - Underground (Shift - Cont)
Position code: MCA_00271.U.SC
Level: 2

Responsible for

Responsible for services to underground mining operations.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area & identifying hazards;
- assisting with installation and maintenance of underground services including water, air and ventilation services;
- installing and removing communication equipment;
- assisting with charging up; and
- watering and scaling of development and production headings.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold or be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

Alternative Titles: Service crew. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Serviceperson - Underground (Shift - Non Cont)
Position code: MCA_00271.U.SNC
Level: 2

Responsible for

Responsible for services to underground mining operations.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- inspecting work area & identifying hazards;
- assisting with installation and maintenance of underground services including water, air and ventilation services;
- installing and removing communication equipment;
- assisting with charging up; and
- watering and scaling of development and production headings.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of underground mining procedures. May hold or be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

Alternative Titles: Service crew. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Nipper - Underground (Combined)
Position code: MCA_00273
Level: 1

Responsible for

Responsible for general all round underground duties.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- delivering and picking-up equipment such as tools, explosives, piping and services;
- delivering and picking-up personnel to development and production areas;
- removing of waste items from underground workings to waste dumps;
- providing general assistance to all underground mining areas; and
- assessing potential hazards and making the necessary changes to rectify them.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have general knowledge of underground mining procedures. May be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

This position contains all work pattern variations for incumbents who are predominately working underground.

Position Description

Position title: Nipper - Underground (Day)
Position code: MCA_00273.U.D
Level: 1

Responsible for

Responsible for general all round underground duties.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- delivering and picking-up equipment such as tools, explosives, piping and services;
- delivering and picking-up personnel to development and production areas;
- removing of waste items from underground workings to waste dumps;
- providing general assistance to all underground mining areas; and
- assessing potential hazards and making the necessary changes to rectify them.

Key skills

Nil.

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

Incumbents should have general knowledge of underground mining procedures. May be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Nipper - Underground (Shift - Cont)
Position code: MCA_00273.U.SC
Level: 1

Responsible for

Responsible for general all round underground duties.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- delivering and picking-up equipment such as tools, explosives, piping and services;
- delivering and picking-up personnel to development and production areas;
- removing of waste items from underground workings to waste dumps;
- providing general assistance to all underground mining areas; and
- assessing potential hazards and making the necessary changes to rectify them.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have general knowledge of underground mining procedures. May be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Nipper - Underground (Shift - Non Cont)
Position code: MCA_00273.U.SNC
Level: 1

Responsible for

Responsible for general all round underground duties.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:
- delivering and picking-up equipment such as tools, explosives, piping and services;
- delivering and picking-up personnel to development and production areas;
- removing of waste items from underground workings to waste dumps;
- providing general assistance to all underground mining areas; and
- assessing potential hazards and making the necessary changes to rectify them.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have general knowledge of underground mining procedures. May be completing Cert II in Metalliferous Mining Operations (Underground).

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Crane Operator
Position code: MCA_02621
Level: 2

Responsible for

Operate mobile cranes, mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in various directions.

Report to

Mining Superintendent, Mining Supervisor, or Production Coordinator; Site/Construction Superintendent, or Site/Construction Supervisor

Supervises**Main activities**

- Specific duties may include:
- Load and unload bundles from trucks, and move containers to storage bins, using moving equipment;
- Move levers, depress foot pedals, and turn dials to operate cranes, cherry pickers, electromagnets, or other moving equipment for lifting, moving, and placing loads;
- Review daily work schedules to determine orders, sequences, and special loading instructions;
- Weigh bundles, using floor scales, and record weights for company records;
- Clean, lubricate, and maintain mechanisms such as cables, pulleys, and grappling devices, making repairs as necessary;
- Direct truck drivers backing vehicles into loading bays, and cover, uncover, and secure loads for delivery;
- Inspect and adjust crane mechanisms and lifting accessories in order to prevent malfunctions and damage;
- Inspect cables and grappling devices for wear, and install or replace cables as needed.

Key skills

Nil.

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

Incumbents will have completed appropriate training and hold a crane operations and/or mobile slewing certificate. They will have relevant experience gained in a heavy industry environment.

Other comments

Position Description

Position title: Head of Technical Services
Position code: MCA_00503
Level: 6

Responsible for

To provide technical services to the mine site; including mine planning and scheduling, geology, survey, ventilation, environmental and quality issues.

Report to

Head of Mine Site

Supervises

Engineers, Surveyors, scientific, technical, ventilation and environmental positions.

Main activities

- plant engineering, project engineering and mine development;
 - improving productive capacity through the application of engineering / technical innovation;
 - long-range planning and budgeting for equipment and facility requirements; and
 - determining opportunities for improved efficiency.
- May also have responsibility for the following functions:
- surveying;
 - mine geology;
 - environmental management; and
 - ventilation (in an underground mine).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate technical discipline. May require appropriate state Certificate of Competency and appointment as Mining Official for underground or open cut mining activities. Broad and varied experience in the mining industry.

Other comments

Alternative Titles: Mining Services Manager, Technical Services and Quality Manager.

Position Description

Position title: Principal Mining Engineer (Ops) (Combined)
Position code: MCA_02501
Level: 5

Responsible for

To provide high level technical input and support to the development of mining plans (greater than 5 years) for all current and future operations; feasibility studies relating to development projects and acquisitions; and engineering related project investigations and capital justifications.

Report to

May report to Group Mining Engineer or Head of Business Development or Head of Technical Services

Supervises

May supervise Senior Mining Engineer (Corporate) or other experienced Mining / Geotechnical Engineers

Main activities

- Duties may include:
- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- developing preliminary and detailed standards and documentation for projects;
- developing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects;
- managing the coordination of long term mine planning activities across the organisation; and
- developing life of mine plans (beyond 5 year plans) for current and future mine operations;

Key skills

Nil.

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

Incumbents would hold a tertiary degree in Mining Engineering and have more than 10 years of professional experience, including mine design and planning

Other comments

This position contains all variations of work environments and work patterns. The equivalent Head Office position is Principal Mining Engineer (Corporate)

Position Description

Position title: Principal Mining Engineer (Ops) (Surface/Day)
Position code: MCA_02501.S.D
Level: 5

Responsible for

To provide high level technical input and support to the development of mining plans (greater than 5 years) for all current and future operations; feasibility studies relating to development projects and acquisitions; and engineering related project investigations and capital justifications.

Report to

Group Mining Engineer or Head of Business Development or Head of Technical Services

Supervises

May supervise Senior Mining Engineer (Corporate) or other experienced Mining / Geotechnical Engineers

Main activities

- Duties may include:
- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- developing preliminary and detailed standards and documentation for projects;
- developing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects;
- managing the coordination of long term mine planning activities across the organisation; and
- developing life of mine plans (beyond 5 year plans) for current and future mine operations;

Key skills

Nil.

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

Incumbents would hold a tertiary degree in Mining Engineering and have more than 10 years of professional experience, including mine design and planning

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine. The equivalent Head Office position is Principal Mining Engineer (Corporate)

Position Description

Position title: Principal Mining Engineer (Ops) (Surface Shift - Cont)
Position code: MCA_02501.S.SC
Level: 5

Responsible for

To provide high level technical input and support to the development of mining plans (greater than 5 years) for all current and future operations; feasibility studies relating to development projects and acquisitions; and engineering related project investigations and capital justifications.

Report to

Group Mining Engineer or Head of Business Development or Head of Technical Services

Supervises

May supervise Senior Mining Engineer (Corporate) or other experienced Mining / Geotechnical Engineers

Main activities

- Duties may include:
- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- developing preliminary and detailed standards and documentation for projects;
- developing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects;
- managing the coordination of long term mine planning activities across the organisation; and
- developing life of mine plans (beyond 5 year plans) for current and future mine operations;

Key skills

Nil.

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

Incumbents would hold a tertiary degree in Mining Engineering and have more than 10 years of professional experience, including mine design and planning

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine. The equivalent Head Office position is Principal Mining Engineer (Corporate)

Position Description

Position title: Principal Mining Engineer (Ops) (Surface Shift - Non Cont)
Position code: MCA_02501.S.SNC
Level: 5

Responsible for

To provide high level technical input and support to the development of mining plans (greater than 5 years) for all current and future operations; feasibility studies relating to development projects and acquisitions; and engineering related project investigations and capital justifications.

Report to

Group Mining Engineer or Head of Business Development or Head of Technical Services

Supervises

May supervise Senior Mining Engineer (Corporate) or other experienced Mining / Geotechnical Engineers

Main activities

- Duties may include:
- providing technical input into feasibility studies for development projects or acquisitions by the company;
- providing technical input into the development of new projects; upgrade of existing facilities; or purchase of major capital equipment;
- providing high level technical support for all mining and geotechnical engineering project work as required;
- developing preliminary and detailed standards and documentation for projects;
- developing documentation for standards, procedures, safe working practices and monitoring regimes in respect of projects;
- managing the coordination of long term mine planning activities across the organisation; and
- developing life of mine plans (beyond 5 year plans) for current and future mine operations;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would hold a tertiary degree in Mining Engineering and have more than 10 years of professional experience, including mine design and planning

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine. The equivalent Head Office position is Principal Mining Engineer (Corporate)

Position Description

Position title: Superintendent Mine Engineering
Position code: MCA_00250
Level: 4

Responsible for

To coordinate the development and application of short term mine plans to ensure production targets are met.

Report to

Head of Mine Operations.

Supervises

May supervise Short Term Mine Planning Engineers and Mine Training personnel.

Main activities

- developing and optimizing short term mine plans;
- ensuring short term mine plans align with long term mine plans;
- monitoring progress against plan and reporting significant deviations to Head of Mine Operations;
- carrying out project work directed to improving performance and efficient use of resources;
- facilitating the preparation of annual and quarterly forecasts and monthly cost variance reports;
- facilitating the induction and training of mine personnel consistent with minimum disruption to scheduled production activities; and
- ensuring operating competencies are verified.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering. Incumbents would normally have 10 + years of mine planning and production experience.

Other comments

Alternative Title: Superintendent Mine Planning. This position is applicable at an open cut (surface) or underground mine at an operating site.

Position Description

Position title: Mining Associate / Technical Officer
Position code: MCA_00254
Level: 2

Responsible for

Maintenance of key statistics for output levels, quality and other key variables. May provide guidance to the Head of Technical Services on planning and areas of improvement.

Report to

Head of Technical Services.

Supervises

Main activities

- maintaining production statistics versus budget and forecast
- maintaining and evaluating coal quality and recovery outputs against specifications
- Requires experience in underground coal mining. Competence in operating mine planning and AutoCAD software. May hold or be working towards Diploma in Mining Engineering.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

Position Description

Position title: Senior Mining Engineer (Combined)
Position code: MCA_00241
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Mining Engineer (Surface Day)
Position code: MCA_00241.S.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Mining Engineer (Surface Shift - Cont)
Position code: MCA_00241.S.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Mining Engineer (Surface Shift - Non Cont)
Position code: MCA_00241.S.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Service or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Mining Engineer (Underground Day)
Position code: MCA_00241.U.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mining Engineer (Underground Shift - Cont)
Position code: MCA_00241.U.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mining Engineer (Underground Shift - Non Cont)
Position code: MCA_00241.U.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Operations or Head of Technical Services or Superintendent Mine Engineering

Supervises

Experienced Mining Engineers.

Main activities

- Duties include:
- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervision of mining engineers & other technical staff in their day to day activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and have in the order of seven to ten years' relevant experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mining Engineer (Combined)
Position code: MCA_00242
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Experienced Mining Engineer (Surface Day)
Position code: MCA_00242.S.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mining Engineer (Surface Shift - Cont)
Position code: MCA_00242.S.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mining Engineer (Surface Shift - Non Cont)
Position code: MCA_00242.S.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mining Engineer (Underground Day)
Position code: MCA_00242.U.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mining Engineer (Underground Shift - Cont)
Position code: MCA_00242.U.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mining Engineer (Underground Shift - Non Cont)
Position code: MCA_00242.U.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine.

Report to

Senior Mining Engineer or Head of Mine Operations.

Supervises

Graduate Mining Engineer.

Main activities

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans;
- monitoring of mine ventilation (in underground operations) and providing other mine services; and
- supervising the activities of junior professionals or other technical staff.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and possess at least two years to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Graduate Mining Engineer (>1 year)
Position code: MCA_00243
Level: 2

Responsible for

Normally responsible under professional supervision for contributions to broader projects around the mine.

Report to

Senior Mining Engineer or Experienced Mining Engineer.

Supervises**Main activities**

- short, medium and long term mine planning activities;
- examining mining methods and equipment to improve performance;
- preparing drilling and blasting plans; and
- monitoring of mine ventilation (in underground operations) and providing other mine services.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering and be a new graduate or possess up to two completed years of relevant professional experience. This is similar to Level 1 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Junior Mining Engineer. This position is applicable at an open cut (surface) or underground mine at an operating site.

Position Description

Position title: Graduate Mining Engineer (<1 year)
Position code: MCA_02431
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Mining Engineer or Experienced Mining Engineer.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Mining or Civil Engineering tertiary qualification.

Other comments

Position Description

Position title: Chief Mine Surveyor (Combined)
Position code: MCA_00251
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Chief Mine Surveyor (Surface Day)
Position code: MCA_00251.S.D
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Chief Mine Surveyor (Surface Shift - Cont)
Position code: MCA_00251.S.SC
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine

Position Description

Position title: Chief Mine Surveyor (Surface Shift - Non Cont)
Position code: MCA_00251.S.SNC
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Chief Mine Surveyor (Underground Day)
Position code: MCA_00251.U.D
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Chief Mine Surveyor (Underground Shift - Cont)
Position code: MCA_00251.U.SC
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Chief Mine Surveyor (Underground Shift - Non Cont)
Position code: MCA_00251.U.SNC
Level: 5

Responsible for

To undertake the survey control of operations.

Report to

Head of Mine Operations or Head of Technical Services.

Supervises

Senior Mine Surveyor and Mine Surveyor.

Main activities

- Normally responsible for the supervision of other surveyors in undertaking the survey control of operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Surveyor (Combined)
Position code: MCA_00257
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Mine Surveyor (Surface Day)
Position code: MCA_00257.S.D
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Surveyor (Surface Shift - Cont)
Position code: MCA_00257.S.SC
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Surveyor (Surface Shift - Non Cont)
Position code: MCA_00257.S.SNC
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Surveyor (Underground Day)
Position code: MCA_00257.U.D
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Surveyor (Underground Shift - Cont)
Position code: MCA_00257.U.SC
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Surveyor (Underground Shift - Non Cont)
Position code: MCA_00257.U.SNC
Level: 4

Responsible for

Normally responsible for the supervision of other surveyors in undertaking the survey control of operations.

Report to

Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Surveyor. May supervise Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Surveyor (Combined)
Position code: MCA_00252
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Mine Surveyor (Surface Day)
Position code: MCA_00252.S.D
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Surveyor (Surface Shift - Cont)
Position code: MCA_00252.S.SC
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Surveyor (Surface Shift - Non Cont)
Position code: MCA_00252.S.SNC
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician or Mine Technician Open Cut / Surface.

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

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

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mine Surveyor (Underground Day)
Position code: MCA_00252.U.D
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Surveyor (Underground Shift - Cont)
Position code: MCA_00252.U.SC
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Mine Surveyor (Underground Shift - Non Cont)
Position code: MCA_00252.U.SNC
Level: 3

Responsible for

Normally responsible for undertaking the survey control of operations including calculating heights, depths, relative positions and property lines

Report to

Senior Mine Surveyor. May report to Chief Mine Surveyor or Head of Mine Operations if the only surveyor on site.

Supervises

Mine Technician

Main activities

- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration; and
- locating blast and exploration drill holes;
- defining lease boundaries, access roads & water-courses

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications entitling the incumbent to hold the appropriate state certificate.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Graduate Mine Surveyor
Position code: MCA_00253
Level: 2

Responsible for

To provide surveying services for the mine site and adjacent areas.

Report to

Chief Mine Surveyor or Mine Surveyor.

Supervises

Main activities

- Normally responsible under professional supervision for undertaking survey operations including:
- calculating heights, depths, relative positions and property lines;
- measuring total volume of material moved;
- measuring underground excavations;
- installing lines and grades in development ends and stopes;
- pegging out areas to be mined;
- measuring quantities of material blasted;
- surveying mine configuration;
- locating blast and exploration drill holes; and
- defining lease boundaries, access roads & water-courses.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary qualification in Surveying and be a new graduate or possess up to two completed years of relevant professional experience.

Other comments

This position is applicable at an open cut or underground mine at an operating site.

Position Description

Position title: Head of Mine Geology
Position code: MCA_00501
Level: 6

Responsible for

The incumbent is the most senior level of technical advice on mine geology locally available to the Head of Mine Site.

Report to

Head of Mine Site

Supervises

Mine geology team.

Main activities

- Normally responsible for all geological aspects associated with delineation of the ore bodies to be mined, including:
- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- direction of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to hold a degree in Geology with approximately ten years' experience.

Other comments

Alternative Titles: Chief Mine Geologist; Geology Manager.

Position Description

Position title: Superintendent Mine Geology
Position code: MCA_00521
Level: 4

Responsible for

To manage the mine geology activities to ensure the achievement of mine production targets.

Report to

Head of Mine Geology.

Supervises

May supervise Senior Mine Geologists, Mine Geologists and Geological Technicians.

Main activities

- Duties normally include:
- managing mine geology, blast blocking and data management procedures;
- standardising and monitoring geological work practices and procedures across the operation;
- supervising blast hole sampling, survey and other projects;
- supervising the preparation of short term geological models and data interpretation for mine reconciliations;
- facilitating the professional development of Geologists;
- participating in the preparation of business plans, operating and capital budgets and reports;
- managing and maintaining the geological quality assurance system; and
- liaison with Mine Planning, Mine Production and quality control personnel to ensure production plans are met.

Key skills

Nil.

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

Tertiary qualifications in Geology. Incumbents have significant geological experience including a good understanding of mine geology and mining practices. General and technical supervisory experience in a mining or related environment together with exposure to ore body modelling techniques are required.

Other comments

This surface position may be located at an open cut or underground mine at an operating site.

Position Description

Position title: Principal Geotechnical Engineer (Ops)
Position code: MCA_05401
Level: 5

Responsible for

This is the most senior geotechnical engineer on site and provides high level technical support and assistance to the operations on geotechnical issues.

Report to

Head of Mine Operations, Head of Mine Geology or Head of Technical Services. In certain organisations it might report through to the Group Mining Engineer (Corp)

Supervises

May supervise senior & experienced Geotechnical Engineers & consultants

Main activities

- assessing mining methods and mining strategies through the application of numerical modelling and other methodologies;
- optimising open pit, underground, waste dump, and mine infrastructure development;
- providing ground support design;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, and slope / ground monitoring;
- identifying geotechnical risks and opportunities in operations & projects and initiating appropriate action;
- ensuring innovation and continuous improvement; and
- developing, implementing & monitoring geotechnical systems and procedures across Company operations & projects

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanics / rock mechanics units) & have at least 10 years of relevant experience.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Superintendent Geotechnical Engineering
Position code: MCA_00540
Level: 4

Responsible for

This is a senior geotechnical engineer on site and provides supervision and technical support and assistance to the operation on geotechnical issues.

Report to

Head of Mine Operations, Head of Mine Geology or Head of Technical Services. This position may refer to the Principal Geotechnical Engineer on site for technical input.

Supervises

Senior Geotechnical Engineers & Experienced Geotechnical Engineers.

Main activities

- assessing mining methods and mining strategies through the application of numerical modelling and other methodologies;
- optimising open pit, underground, waste dump, and mine infrastructure development;
- providing ground support design;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, and slope / ground monitoring;
- identifying geotechnical risks and opportunities in operations and initiating appropriate action;
- ensuring innovation and continuous improvement; and
- ensuring that geotechnical systems and procedures are developed and monitored.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least 10 years of relevant experience.

Other comments

This surface position may be located at an open cut or underground mine at an operating site.

Position Description

Position title: Senior Geotechnical Engineer (Combined)
Position code: MCA_00541
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Geotechnical Engineer (Surface Day)
Position code: MCA_00541.S.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Geotechnical Engineer (Surface Shift - Cont)
Position code: MCA_00541.S.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Geotechnical Engineer (Surface Shift - Non Cont)
Position code: MCA_00541.S.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Geotechnical Engineer (Underground/Day)
Position code: MCA_00541.U.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Geotechnical Engineer (Underground Shift - Cont)
Position code: MCA_00541.U.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Geotechnical Engineer (Underground/Shift - Non Cont)
Position code: MCA_00541.U.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. Through the application of rock mechanics principles to mine design, the incumbent is responsible for optimising open pit, underground, waste dump, and mine infrastructure development.

Report to

Superintendent Geotechnical Engineering or Principal Geotechnical Engineer (Ops)

Supervises

Experienced Geotechnical Engineers and Pit Technicians.

Main activities

- developing & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- developing & implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of geotechnical engineers & other technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have at least seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Geotechnical Engineer (Combined)
Position code: MCA_00542
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role

Position Description

Position title: Experienced Geotechnical Engineer (Surface Day)
Position code: MCA_00542.S.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Geotechnical Engineer (Surface Shift - Cont)
Position code: MCA_00542.S.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Geotechnical Engineer (Surface Shift - Non Cont)
Position code: MCA_00542.S.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Geotechnical Engineer (Underground Day)
Position code: MCA_00542.U.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Geotechnical Engineer (Underground Shift - Cont)
Position code: MCA_00542.U.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Geotechnical Engineer (Underground Shift - Non Cont)
Position code: MCA_00542.U.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision. Through the application of rock mechanics principles to mine design, the incumbent is responsible for advice, planning and methodology to optimise open pit, underground, waste dump, and mine infrastructure development.

Report to

Senior Mining Engineer or Senior Geotechnical Engineer

Supervises

Graduate Mining Engineers & Pit Technicians

Main activities

- Specific tasks may include:
- contributing to & implementing standards & procedures in respect slope / ground monitoring / control and mine infrastructure;
- implementing monitoring regimes in respect of dumping, surface run-off & groundwater flows, & slope / ground monitoring;
- conducting geotechnical inspections of pits & underground, dumps & stockpiles & tailings dams;
- developing & monitoring safe work practices for work on or around slopes and underground;
- advise & assist engineers with recommendations on geotechnical issues regarding mine design/planning & operations as requested; and
- supervision of technical staff in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in mining or civil engineering or geology (with specialist geomechanic units) & have two to seven years of relevant experience.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Geologist (Combined)
Position code: MCA_00551
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Mine Geologist (Surface Day)
Position code: MCA_00551.S.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

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

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Geologist (Surface Shift - Cont)
Position code: MCA_00551.S.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

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

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Geologist (Surface Shift - Non Cont)
Position code: MCA_00551.S.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Mine Geologist (Underground Day)
Position code: MCA_00551.U.D
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Geologist (Underground Shift - Cont)
Position code: MCA_00551.U.SC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Senior Mine Geologist (Underground Shift - Non Cont)
Position code: MCA_00551.U.SNC
Level: 4

Responsible for

Normally the incumbent operates at a mature professional level with the capacity to make technical contributions to projects. The incumbent is responsible for technical advice, planning and methodology in the mine.

Report to

Head of Mine Geology, Head of Mine Operations or Head of Technical Services.

Supervises

Experienced Mine Geologist & field-based personnel.

Main activities

- setting exploration targets in and around the mining lease(s);
- production of data for co-ordination with mine planning;
- estimating ore reserves;
- developing grade control procedures; and
- supervision of professional geologists and sampling crews in data collection, collation, analysis and interpretation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in geology with seven to ten years' experience. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mine Geologist (Combined)
Position code: MCA_00552
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. This position contains all variations of work environments and work patterns.

Position Description

Position title: Experienced Mine Geologist (Surface Day)
Position code: MCA_00552.S.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mine Geologist (Surface Shift - Cont)
Position code: MCA_00552.S.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mine Geologist (Surface Shift - Non Cont)
Position code: MCA_00552.S.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

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

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Mine Geologist (Underground Day)
Position code: MCA_00552.U.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mine Geologist (Underground Shift - Cont)
Position code: MCA_00552.U.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Experienced Mine Geologist (Underground Shift - Non Cont)
Position code: MCA_00552.U.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the mine

Report to

Head of Mine Geology or Senior Mine Geologist.

Supervises

Field-based personnel.

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience. This is similar to Level 2 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Pit Geologist, Production Geologist. To match an incumbent to this position they need to be predominately working underground.

Position Description

Position title: Graduate Mine Geologist (>1 year)
Position code: MCA_00553
Level: 2

Responsible for

Normally responsible under professional supervision for contributions to broader projects around the mine.

Report to

Experienced Mine Geologist or Senior Mine Geologist.

Supervises

Main activities

- supervising sampling activities;
- geological mapping of the ore body;
- calculating ore reserves; and
- interpreting geological data.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a degree in geology and may be new graduates or possess up to two completed years of relevant professional experience. This is similar to Level 1 responsibility under the AusIMM classification system.

Other comments

This position may be located at an open cut or underground mine at an operating site.

Position Description

Position title: Graduate Mine Geologist (<1 year)
Position code: MCA_05531
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Experienced Mine Geologist or Senior Mine Geologist.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Geological tertiary qualification.

Other comments

Position Description

Position title: Head of Processing
Position code: MCA_00301
Level: 6

Responsible for

Effectively managing all aspects of the continuous production process to achieve planned production levels at optimum cost while meeting agreed quality.

Report to

Head of Mine Site.

Supervises

Process operations, maintenance & technical team.

Main activities

- Normally responsible for all aspects of continuous and efficient processing and associated laboratory services encompassing:
- direct supervision of process supervisors;
- ensuring plant production volume, cost and quality are on budget;
- crushing, processing and assaying of ore;
- on gold mines, gold recovery and security;
- planning or undertaking maintenance on plant (and in some organisations, maintenance around the entire operation);
- technical input into the development or acquisition of new processing plant or processes; and
- ensuring a safe and healthy working environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Significant relevant experience. Incumbents are expected to be tertiary graduates in metallurgy, chemical or process engineering, or related discipline. May require appropriate State Certificate of Competency and appointment as Mining Official or Plant Manager.

Other comments

Alternative Titles: Mill, Plant or Metallurgical Superintendent or Mill Manager. This is a surface position located at an open cut or underground mine or separate processing facility.

Position Description

Position title: Process/Mill Superintendent
Position code: MCA_00321
Level: 4

Responsible for

This is the second line of supervision and is found in operations where staff supervisors are rostered on continuous shifts.

Report to

Head of Ore Processing.

Supervises

Gold Room Supervisor & Mill Supervisor

Main activities

- Major responsibilities are the rostering of employees and ensuring all resources are available for the back shifts.
- Typically the position is responsible for gold room activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are normally selected on the basis of extensive experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill General Supervisor, Production Supervisor.

Position Description

Position title: Head of Laboratory
Position code: MCA_00305
Level: 5

Responsible for

Managing a laboratory which provides physical testing & chemical analyses of raw materials & process products.

Report to

Head of Coal Processing or Head of Technical Services or Head of Processing

Supervises

Chemists, Metallurgical Technicians, Laboratory Technicians

Main activities

- responsible for input into blending decisions through the assay of products by;
- developing and standardising analytical procedures;
- calibrating instruments;
- supervising the preparation of samples and their analyses;
- preparing reports on results;
- providing input to the acquisition of new analytical equipment or reagents.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree, or a post- secondary diploma or certificate in chemistry.

Other comments

Alternative Titles: Coal Quality Superintendent, Chief Chemist, Laboratory Manager, Laboratory Supervisor. This is the most senior level of technical advice at the mine site on the physical and chemical characteristics of coal. This position may be located at an operating site

Position Description

Position title: Superintendent Process Engineering
Position code: MCA_00340
Level: 4

Responsible for

To ensure the effective operation of the process plant and process control systems to achieve planned product quantity and quality.

Report to

Head of Coal Processing.

Supervises

May supervise Senior Process Engineers and Process Engineers.

Main activities

- Responsible for making technical contributions to planning and methodology in the plant Duties normally include:
- monitoring the performance of plant processes and process control systems and initiating remedial action as required;
- coordinating implementation of new process systems and equipment, and upgrades to existing systems;
- monitoring plant performance indicators;
- monitoring plant production quantity and quality against plan and reporting significant variances to the Manager Coal Processing;
- managing use and ensuring the availability of major plant consumables; and
- participating in the preparation of business plans, operating and capital budgets and reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Degree in process engineering or metallurgy or electrical engineering or related discipline. Significant practical experience in plant operations and with process control systems.

Other comments

Alternate titles: Superintendent, Metallurgy

Position Description

Position title: Senior Process Engineer (Combined)
Position code: MCA_00341
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

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- 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;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

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

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Process Engineer (Surface Day)
Position code: MCA_00341.S.D
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

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- 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;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Engineer (Surface Shift - Cont)
Position code: MCA_00341.S.SC
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

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- 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;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Engineer (Surface Shift - Non Cont)
Position code: MCA_00341.S.SNC
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

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- 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;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Combined)
Position code: MCA_00342
Level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties 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 would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Process Engineer (Surface Day)
Position code: MCA_00342.S.D
Level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties 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 would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Surface Shift - Cont)
Position code: MCA_00342.S.SC
Level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties 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 would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Surface Shift - Non Cont)
Position code: MCA_00342.S.SNC
Level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties 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 would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Graduate Process Engineer (>1 year)
Position code: MCA_00343
Level: 2

Responsible for

To carry out, under professional supervision, various technical process, production & engineering projects.

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

May supervise technicians.

Main activities

- Duties 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

A tertiary degree in process or chemical engineering, or metallurgy. Up to two years of relevant professional experience.

Other comments

Alternate titles: Graduate Metallurgist.

Position Description

Position title: Graduate Process Engineer (<1 year)
Position code: MCA_03431
Level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Metallurgy or Chemical Engineering tertiary qualification.

Other comments

Position Description

Position title: Process/Mill Supervisor (Combined)
Position code: MCA_00324
Level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

Day crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Process/Mill Supervisor (Surface Day)
Position code: MCA_00324.S.D
Level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

Day crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Process/Mill Supervisor (Surface Shift - Cont)
Position code: MCA_00324.S.SC
Level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Process/Mill Supervisor (Surface Shift - Non Cont)
Position code: MCA_00324.S.SNC
Level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Leading Hand Process Technician (Combined)
Position code: MCA_00360
Level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises

Main activities

- leading a team of process operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Day)
Position code: MCA_00360.S.D
Level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises

Main activities

- leading a team of process operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Shift - Cont)
Position code: MCA_00360.S.SC
Level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises

Main activities

- leading a team of process operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Shift - Non Cont)
Position code: MCA_00360.S.SNC
Level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises**Main activities**

- leading a team of process operators to achieve planned outputs;
- 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;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Senior Process Operator (Combined)
Position code: MCA_00361
Level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Process Operator (Surface Day)
Position code: MCA_00361.S.D
Level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Operator (Surface Shift - Cont)
Position code: MCA_00361.S.SC
Level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. This position is located within an underground, open cut mine or surface environment at an operating site.

Position Description

Position title: Senior Process Operator (Surface Shift - Non Cont)
Position code: MCA_00361.S.SNC
Level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Combined)
Position code: MCA_00362
Level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Process Operator (Surface Day)
Position code: MCA_00362.S.D
Level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Surface Shift - Cont)
Position code: MCA_00362.S.SC
Level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Surface Shift - Non Cont)
Position code: MCA_00362.S.SNC
Level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Combined)
Position code: MCA_00363
Level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level.

Position Description

Position title: Entry Process Operator (Surface Day)
Position code: MCA_00363.S.D
Level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Surface Shift - Cont)
Position code: MCA_00363.S.SC
Level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Surface Shift - Non Cont)
Position code: MCA_00363.S.SNC
Level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Superintendent Metallurgy
Position code: MCA_003401
Level: 4

Responsible for

To ensure the effective operation of the plant metallurgical and process control systems to achieve planned product quantity and quality.

Report to

Head of Processing.

Supervises

May supervise Senior Metallurgists, Metallurgists and laboratory personnel.

Main activities

- monitoring the performance of plant metallurgical and process control systems and initiating remedial action as required;
- coordinating implementation of new process systems and equipment, and upgrades to existing systems;
- ensuring safe and efficient operation of the metallurgical laboratory.
- monitoring plant performance indicators;
- monitoring plant production quantity and quality against plan and reporting significant variances to the Manager Processing;
- managing use and ensuring the availability of major plant consumables; and
- participating in the preparation of business plans, operating and capital budgets and reports.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Degree in Metallurgical, Chemical, Process engineering or metallurgy or electrical engineering or related discipline. Significant practical experience in plant operations and with process control systems.

Other comments

Position Description

Position title: Senior Metallurgist (Combined)
Position code: MCA_003411
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

Head of Technical / Head of Process Operations

Supervises

Experienced Metallurgists & sometimes laboratory

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- short, medium & long term planning of process activities;
- supervising the laboratory and gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise process performance;
- directing metallurgists in their day to day activities

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Metallurgist (Surface Day)
Position code: MCA_003411.S.D
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

Head of Technical / Head of Process Operations

Supervises

Experienced Metallurgists & sometimes laboratory

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- short, medium & long term planning of process activities;
- supervising the laboratory and gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise process performance;
- directing metallurgists in their day to day activities

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Metallurgist (Surface - Shift Cont)
Position code: MCA_003411.S.SC
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

Head of Technical / Head of Process Operations

Supervises

Experienced Metallurgists & sometimes laboratory

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- short, medium & long term planning of process activities;
- supervising the laboratory and gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise process performance;
- directing metallurgists in their day to day activities

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Metallurgist (Surface Shift - Non Cont)
Position code: MCA_003411.S.SNC
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

Head of Technical / Head of Process Operations

Supervises

Experienced Metallurgists & sometimes laboratory

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- short, medium & long term planning of process activities;
- supervising the laboratory and gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise process performance;
- directing metallurgists in their day to day activities

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Metallurgist (Combined)
Position code: MCA_003421
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the plant.

Report to

Head of Process Operations or Senior Metallurgist

Supervises

Graduate Metallurgists

Main activities

- short, medium & long term planning of process activities;
- supervising the gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise plant performance;

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Two to seven years' relevant experience.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Metallurgist (Surface Day)
Position code: MCA_003421.S.D
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the plant.

Report to

Head of Process Operations or Senior Metallurgist

Supervises

Graduate Metallurgists

Main activities

- short, medium & long term planning of process activities;
- supervising the gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise plant performance;

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Two to seven years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Metallurgist (Surface Shift Cont)
Position code: MCA_003421.S.SC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the plant.

Report to

Head of Process Operations or Senior Metallurgist

Supervises

Graduate Metallurgists

Main activities

- short, medium & long term planning of process activities;
- supervising the gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise plant performance;

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Two to seven years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Metallurgist (Surface Shift - Non Cont)
Position code: MCA_003421.S.SNC
Level: 3

Responsible for

Normally the incumbent operates under general supervision and is responsible for technical advice, planning and methodology in the plant.

Report to

Head of Process Operations or Senior Metallurgist

Supervises

Graduate Metallurgists

Main activities

- short, medium & long term planning of process activities;
- supervising the gold room;
- monitoring plant performance;
- carrying out metallurgical investigations to optimise plant performance;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold a tertiary degree in metallurgy or chemical engineering, (e.g. pyrometallurgy). Two to seven years' relevant experience.

Other comments

This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Superintendent Control - Remote
Position code: MCA_003402
Level: 4

Responsible for

The superintendent control is responsible for effective control and monitoring of and the quality of production data from, operational activities across the demand chain.

Report to

Head of Mine Operations and or Head of Processing

Supervises

Control Room Centre

Main activities

- monitoring the control team performance and initiate remedial action as required;
- contribute to the continuous improvement of control room execution processes and tools to increase accuracy, predictability and reliability of product quality.
- ensuring safe and efficient operation of the control room tools (SCADA) and production reporting tools and appropriate training implemented.
- monitoring KPI plant performance indicators;
- negotiating with maintenance and production superintendents, schedulers and planners to resolve competing requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering Degree, 8 years mining experience minimum of 4 years experience supervising a team. Relevant experience in either process control or a pit control position.

Other comments

Position Description

Position title: Supervisor control room - Remote
Position code: MCA_003403
Level: 3

Responsible for

The supervisor control is responsible for supervising and directing a team of controllers in the efficient control and monitoring of the control room ensuring completion of scheduled daily tasks, compiling quality production data and performing operational activities.

Report to

Superintendent Control

Supervises

Control Room Centre

Main activities

- prepare daily shift plans and ensuring handover as per the control room schedule.
- ensure activities are planned as per the plant schedules.
- contribute to the continuous improvement of control room execution processes and tools to increase accuracy, predictability and reliability of product quality.
- ensuring safe and efficient operation of the control room tools (SCADA) and production reporting tools and appropriate training implemented.
- monitoring KPI plant performance indicators;
- negotiating with maintenance and production superintendents, schedulers and planners to resolve competing requirements.
- promoting safety among the workforce

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering Degree, 4 years mining experience minimum of 4 years experience supervising a team. Relevant experience in either process control or a pit control position.

Other comments

Position Description

Position title: Controller Dispatch - Remote
Position code: MCA_003404
Level: 2

Responsible for

The controller dispatch is responsible for coordination and optimising the movement of mining equipment in and around the mine pit in order to extract material in an efficient and timely manner.

Report to

Supervisor Control

Supervises**Main activities**

- assist with the training and support of site based back up controllers;
- ensure mine operations vehicle movement needs are addressed in a safe, timely and professional manner;
- receive and undertake execution tasks as per the schedule;
- review production and time usage data at the end of each shift;
- contribute to the continuous improvement of control room execution processes and tools to increase accuracy, predictability and reliability of product quality;
- coordinate work of mine operations in conjunction with the mine production supervisor to ensure schedule and execute vehicle dispatching tasks;
- monitor and support blasting activities;
- perform route management activities, create and activate routes, dumps, stockpiles and parcels;
- mine vision housekeeping including misallocated loads and routes including running of reports;
- ensure mobile plant, auxillary equipment and other machine hours are accurately captured;
- maintenance of route seed times to promote accurate dynamic dispatching calculations;
- negotiating with maintenance and production superintendents, schedulers and planners to resolve competing requirements.
- promoting safety among the workforce

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

4 years mining experience and 2 years experience controlling using a mine fleet management system.

Other comments

Position Description

Position title: Controller Plant - Remote
Position code: MCA_003405
Level: 2

Responsible for

The controller plant is responsible for controlling the fixed plant infrastructure of the process plant, train load out and port loading facility circuits in order to safely maximise throughput rate and runtime.

Report to

Supervisor Control

Supervises**Main activities**

- assist with the training and support of site based back up controllers;
- ensure mine operations and maintenance teams needs are addressed in a safe, timely and professional manner;
- ensure clear and succinct communications are achieved to the respective sites;
- ensure the safe and efficient processing of ore through the fixed plant infrastructure;
- receive and undertake execution tasks as per the schedule;
- accurately monitor status of the fixed plant infrastructure to optimise capability;
- regularly communicate with site based maintenance and production supervisors in relation to process interruptions, faults and shutdown planning;
- promote safety among the workforce

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

4 years mining experience minimum and 2 years experience controlling a process plant

Other comments

Position Description

Position title: Admin Supervisor (Ops)
Position code: MCA_01631
Level: 3

Responsible for

This position is responsible for establishing and maintaining office facilities and services and overseeing the administrative staff at a site or operation

Report to

Head of Human Resources (Ops), Head of Finance and Admin,

Supervises

Supervises more junior secretarial staff.

Main activities

- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- managing office reception, and switchboard services;
- administering contracts for office services including leases, cleaning contracts, office equipment leases & servicing, telephone and data transmission facilities;
- purchasing and control of office requisites such as stationery, printing, computer consumables;
- arranging for the purchase of office equipment such as workstations, chairs, cupboards & bookshelves and filing cabinets;
- managing the collection, distribution & security of incoming and outgoing mail; and
- maintaining document control & retrieval systems for confidential and other information.

Key skills

Nil.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience.

Other comments

Alternative Titles: Head Secretary, Office Administrator, Administration Coordinator. This is an operational role

Position Description

Position title: Department Administrator - Senior (Ops)
Position code: MCA_01632
Level: 3

Responsible for

Acting as a lead person in an administrative unit or performing varied functions in a particular operational administrative area.

Report to

Administration Supervisor

Supervises

May supervise day-to-day operations of Administration Officers.

Main activities

- Supervising a group of staff within an administrative department, following and determining priority of assigned work.
- Maintaining all accounts payable, accounts receivable, ledgers, import/export transactions.
- Managing stock control, processing orders, processing freight changes, insuring maintenance of statistical records/returns.
- Cashiering and banking, carrying out foreign exchange transactions and insurance claims.
- Ensuring satisfactory completion of all necessary documentation before final processing.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for policies and procedures.

Key skills

- Excellent interpersonal and communication skills.
- Advanced MS Office skills.
- Ability to prioritise individual work load with that of the Team.
- Developing supervisory skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers and Clients, External Auditors.

Typical experience

At least 5 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

This is an operational role

Position Description

Position title: Departmental Clerk / Administrator (Ops)
Position code: MCA_00163
Level: 2

Responsible for

Responsible for providing general administrative support to a specific department.

Report to

Department Manager or Deputy Manager.

Supervises

Nil

Main activities

- Specific duties include:
- collating statistics and data for reports;
- record management;
- maintaining safety and other databases for the particular department;
- arranging site inductions for visitors to the specific area;
- monthly reporting;
- flights arrangements and / or roster maintenance for departmental personnel; and
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be a familiar with computers and have basic to intermediate clerical skills.

Other comments

Alternative Titles: Mill / Mine/ Maintenance / Admin Clerk, Administrative Assistant. This is an operational role.

Position Description

Position title: Department Administrator - Entry (Ops)
Position code: MCA_01633
Level: 1

Responsible for

Providing administrative support for the organisation and internal Departments/Teams at a basic level.

Report to

Administration Supervisor

Supervises

No supervisory responsibilities.

Main activities

- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Opening and distributing mail.
- Typing of correspondence and data entry.
- Preparing invoices and processing orders.
- Ordering stationery and equipment supplies.
- Performing messenger duties and/or collections and arranging couriers.
- Maintaining general tidiness of conference/meeting rooms and their booking register.

Key skills

- Good interpersonal and communication skills.
- Sound MS Office skills.
- Organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

High school qualifications or equivalent with course work in business curriculum an advantage although not necessary.

Other comments

This is an operational role

Position Description

Position title: Site Administrator (Contract Mining)
Position code: MCA_00611
Level: 2

Responsible for

To provide a range of administrative and secretarial functions to support the Project Managers, Site Supervisors and other staff associated with the project.

Report to

Project Manager (Contract Mining).

Supervises**Main activities**

- managing site entry requests and accommodation requirements;
- typing and distributing site specific correspondence;
- preparing and distributing minutes of meetings;
- maintaining site work rosters;
- maintaining electronic and hard copy filing systems;
- maintaining various site registers including fuel, personal protective equipment, accommodation and project hours;
- collating time sheets and arranging authorisation; and
- maintaining local office facilities, services and supplies.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may qualify for this position through experience in Mine Administration, or as a result of, demonstrated competence in one or more of the major functional areas; e.g. Accounting, Human Resources or Purchasing and Supply. Incumbents need to have good verbal and written communication skills and be proficient in the use of appropriate computer software, e.g. Microsoft Office, Sharepoint.

Other comments

The incumbent is engaged by the contractor. This is an operational role

Position Description

Position title: Personal Assistant (Ops)
Position code: MCA_00161
Level: 2

Responsible for

Responsible for providing an administrative service to the Head of Mine Site and other senior staff.

Report to

Head of Mine Site

Supervises

Main activities

- Specific duties include:
- assist in the analysis of technical data through the design of spreadsheets & other computer based techniques;
- maintaining a filing system for confidential and other important information;
- typing letters, memos and reports; and
- a range of clerical functions which may include accounts payable work.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be proficient typists with computer and clerical skills and may be proficient in shorthand

Other comments

Alternative Titles: Secretary. This is an operational role.

Position Description

Position title: Receptionist (Ops)
Position code: MCA_00162
Level: 1

Responsible for

Responsible for providing general administrative support at the entry point of the mine site.

Report to

Various.

Supervises

Nil.

Main activities

- Specific duties include:
- attending the reception desk;
- maintaining a visitor log;
- operation of the switchboard;
- arranging site inductions for visitors to site; and
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would be familiar with computers and have basic to intermediate clerical skills.

Other comments

This is an operational role.

Position Description

Position title: Head of Environment (Ops)
Position code: MCA_00604
Level: 6

Responsible for

To develop, implement & maintain environmental policies & programs to meet company policies & legislative requirements.

Report to

Head of Mine Site.

Supervises

May supervise senior environmental scientists, engineers & field-based staff.

Main activities

- This is the most senior position on site responsible for the development & application of environmental policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate environmental policy;
- development of programs for environmental monitoring & reporting & identification of potential issues;
- development & implementation of studies in new areas of operations;
- development & implementation of rehabilitation programs;
- procuring equipment & services to perform audit, monitoring & rehabilitation programs;
- liaison with relevant government departments & other external organisations on environmental matters; and
- preparing reports, recommendations and submissions for Company management & Government.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds a degree in (environmental) science or engineering & extensive relevant experience.

Other comments

Alternative Titles: Environmental Manager. This is a Departmental Head & part of the site management team.

Position Description

Position title: Superintendent – Environment (Ops)
Position code: MCA_00670
Level: 4

Responsible for

To provide professional advice and leadership in the development and implementation of environmental policy and practice on site, including contributing to the development of corporate policy and practice.

Report to

Head of Environment, Head of OHS & E or Head of Technical Services.

Supervises

May supervise senior and experienced Environmental Scientists / Engineers.

Main activities

- supervising the application of, or research into, specialised areas;
- establishing and maintaining data collection and recording regimes;
- interpreting data to develop more effective monitoring programs and to assess the environmental impacts of major developments;
- planning and implementing solutions to environmental issues;
- preparing reports and recommendations for management;
- liaison with peer personnel at other company sites;
- maintaining knowledge of current relevant best practice and innovation in environmental activity;
- contributing to the development corporate policy and practice; and
- ensuring field teams operate in a safe & healthy manner.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary qualification in an environmental discipline together more than 10 years of relevant professional experience.

Other comments

Alternative Titles: May be referred to by discipline e.g. Superintendent - soil engineering, hydrology or marine biology. This is an operational role

Position Description

Position title: Senior Environmental Adviser (Ops)
Position code: MCA_00671
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 is an operational role

Position Description

Position title: Experienced Environmental Adviser (Ops)
Position code: MCA_00672
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

- 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. 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 is an operational role

Position Description

Position title: Graduate Environmental Adviser (Ops)
Position code: MCA_00673
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 is an operational role

Position Description

Position title: Head of Government/Community Affairs (Ops)
Position code: MCA_00607
Level: 5

Responsible for

This role is responsible for developing & implementing policies that promote the company's interests with stakeholders including the local community and government. This is the most senior community affairs position on site.

Report to

Head of Operations / Mine Site & may have functional "dotted line" reporting relationship to corporate External or Government Affairs Executive.

Supervises

Community liaison personnel including health workers, business project personnel, land management team members etc.

Main activities

- systematic identification of the needs of the communities in & around the operation in areas such as business development & health improvement;
- decisions on the priorities assigned to various programs;
- gaining access to resources (e.g. land & water) on agreed terms & extensions of access beyond agreements;
- leading discussions in terms of compensation;
- identification of issues in respect of sustainable development;
- promotion of the company as a sensitive & responsible corporate citizen;
- discussions with government agencies about agreed service standards; and
- the development & implementation of programs to promote positive community relations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree and have extensive practical experience in working with communities.

Other comments

Alternative Titles: Manager Community Relations. This is an operational role

Position Description

Position title: Community Superintendent (Ops)
Position code: MCA_00676
Level: 4

Responsible for

To develop strategies and lead projects and programmes that drive the Company's long term social license to operate.

Report to

Head of Community / Government Affairs.

Supervises

Community Relations Advisor.

Main activities

- developing and managing a community relations and stakeholder engagement strategy and an issues management framework to support the company's social licence to operate;
- coordinating employee involvement in community initiatives including committee representation and sponsored events;
- attending meetings & community events and representing the Company on various committees and working groups as required both internally and externally in the community;
- responding to public and community enquiries and managing community complaints; and
- establishing and maintaining good working relationships with key community stakeholders.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

This is an operational role

Position Description

Position title: Senior Community Affairs / Native Title / Heritage Adviser (Ops)
Position code: MCA_00627
Level: 4

Responsible for

Recommending and implementing programs taking into consideration the community and/or heritage involved.

Report to

Head of Government / Community Affairs (Operations)

Supervises

Community liaison personnel including health workers, business project personnel, land management team members.

Main activities

- This is a senior adviser role which may focus on a specific function or combination of functions such as community affairs or native title or heritage or a combination of these areas.
- identification & documentation of issues and matters relevant to the operation;
- recommendation & prioritisation of programs;
- providing specialist advice & information to managers and external agencies; and
- maintaining positive relations with government agencies & stakeholders.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

May hold a degree or diploma in an appropriate discipline. Extensive practical experience in community relations / native title / heritage matters.

Other comments

Alternative Titles: Senior Community Liaison Officer, Community Affairs Coordinator, Lands & Compensation Supervisor, Sustainable Development Supervisor. This is an operational role

Position Description

Position title: Community Relations Advisor (Ops)
Position code: MCA_00677
Level: 3

Responsible for

To coordinate, administer and effectively promote the Company's investment and representation program in the area.

Report to

Community Relations Superintendent (Operations).

Supervises

Main activities

- planning and executing local communication and recognition programmes;
- establishing and maintaining good working relationships with key community stakeholders including local government agencies, partners and community representative groups in the area;
- implementing and monitoring Corporate programmes in the area;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Other comments

This is an operational role

Position Description

Position title: Head of Administration & Accounting
Position code: MCA_00601
Level: 5

Responsible for

Overseeing and providing all accounting and administration services on site.

Report to

Head of Mine Site.

Supervises

Administration & accounting team on site.

Main activities

- Normally responsible for accounting, camp services, and administration including:
- preparation of budgets; cost and financial reporting;
- accounts payable and payroll administration;
- administration of contracts, including catering;
- purchasing and warehousing; and
- inventory and assets control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may qualify for this position through extensive experience in Mine Administration or through the possession of formal accounting qualifications.

Other comments

Alternative Titles: Administration Superintendent or Administration Manager. This is an operational role

Position Description

Position title: Superintendent – Accounting (Ops)
Position code: MCA_00650
Level: 4

Responsible for

To manage accounting and other related administrative functions at the site.

Report to

Head of Administration & Accounting.

Supervises

Senior Accountant (Operations), Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- establishing policies and practices, within corporate guidelines, for site finance and accounting activities;
- managing the preparation of annual operating budgets and capital expenditure programs;
- analysing and reporting on variances in actual vs budget expenditure;
- advising and assisting operations personnel with the preparation of capital expenditure applications and cost allocations;
- developing reporting packages and systems to track site operating performance
- managing the preparation of, and approving, financial reports for head office;
- managing local petty cash, accounts payable and payroll activities; and
- managing contracts for goods and services, e.g. communications, catering, transport.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has more than 10 years of relevant professional experience.

Other comments

This is an operational role

Position Description

Position title: Accounting Supervisor / Officer (Ops)
Position code: MCA_00641
Level: 3

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

Senior Accountant.

Supervises

Accounts Clerks (Operations).

Main activities

- Duties may include some, or all, of the following:
- 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

Alternative Titles: Senior Accounting Clerk, Senior Accounts Payable Clerk or Senior Accounts Supervisor. This is an operational role

Position Description

Position title: Senior Accountant (Ops)
Position code: MCA_00651
Level: 4

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling on site and or company accounting requirements and business performance.

Report to

Superintendent – Accounting (Operations) or Head of Administration & Accounting.

Supervises

Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- facilitation and co-ordination of the preparation of annual budgets
- analysis of variance in actual vs budget expenditure
- development of reporting packages and systems to track business performance

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has 7 to 10 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: Experienced Accountant (Ops)
Position code: MCA_00652
Level: 3

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling accounting requirements and may assist in the supervision of other administrative activities.

Report to

Head of Administration & Accounting or Senior Accountant.

Supervises

Accounting Supervisor / Officer (Operations).

Main activities

- preparation of monthly reports;
- preparation of annual and monthly budgets;
- conducting specific financial analyses for proposals and projects;
- preparing business unit performance and accounting reports;
- monitoring accounts to ensure compliance with company accounting standards; and
- analysing accounts and investigating variances from budget expenditure.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent usually holds a tertiary degree in accounting, has achieved or is working towards CPA or ACA accreditation, and has 2 to 7 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: Graduate Accountant (Ops)
Position code: MCA_00653
Level: 2

Responsible for

This position assists more senior accounting positions in fulfilling the operation's accounting requirements.

Report to

Senior Accountant (Operations) or Experienced Accountant (Operations).

Supervises**Main activities**

- Duties may include some, or all, of the following:
- assisting in the preparation of monthly and annual budgets;
- assisting in the preparation of management reports;
- reconciling ledgers and investigating anomalies; and
- analysing accounting performance against budget and investigating variances.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent usually holds a degree in accounting and may have started working towards CPA or ACA accreditation. The incumbent may be a new graduate or have up to two completed years of professional experience.

Other comments

Alternative Titles: Accountant, Assistant Accountant, Junior Accountant. This is an operational role

Position Description

Position title: Payroll Officer (Ops)
Position code: MCA_00654
Level: 2

Responsible for

This position is responsible for the regular, timely and accurate running of the payroll.

Report to

Head of Payroll or Head of Accounting & Administration or Head of Human Resources.

Supervises

Typically 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 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

Alternative Titles: Payroll Administrator, Payroll Clerk. This is an operational role

Position Description

Position title: Accounts Clerk (Ops)
Position code: MCA_00662
Level: 1

Responsible for

The incumbent processes the payment of invoices, maintains appropriate records and accounts.

Report to

Experienced Accountant (Operations) or Accounting Supervisor / Officer (Operations)

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

This is an operational role

Position Description

Position title: Senior Business Analyst (Ops)
Position code: MCA_00655
Level: 4

Responsible for

Responsible for technical / financial analyses of, and input into, major business decisions such as acquisitions, divestments and major capital developments and support for other operational requirements.

Report to

Head of Admin and Accounting Operations

Supervises

Business Analyst - Ops

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, and other projects on site;
- 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 management;

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: Business Analyst (Ops)
Position code: MCA_00656
Level: 3

Responsible for

Responsible for the technical/ financial analysis of & input into major business decisions such as acquisitions, divestments & major capital developments and operational requirements.

Report to

Senior Business Analyst Ops

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 ;

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

Position Description

Position title: Head of Health & Safety (Ops)
Position code: MCA_00603
Level: 5

Responsible for

To develop & implement OH&S policies that ensure to the health, safety & well-being of employees, contractors & visitors on site.

Report to

Head of Mine Site.

Supervises

Superintendent – Occupational Health & Safety, Senior OH&S Advisers & Occupational Health Nurses & other specialists as required.

Main activities

- This position is responsible for the development & application of occupational health & safety policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate OH&S policy;
- programs for the induction & training of personnel in safe work practices;
- development of safe work practices in new operational activities (incl contractors);
- the development & implementation of various monitoring programs;
- the development and implementation of risk management methodologies & safety engineering (HAZOP);
- accident & incident investigations & initiating changes in procedures & equipment;
- procedures to ensure the supply of appropriate safety equipment;
- workplace inspection by issuing safety working permits;
- research into improving OH&S on site; operation of first aid post; liaison with relevant government departments & other external organisations on OH&S matters; reporting on site health & safety performance; and management of the organisation's Workers Compensation practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents will usually hold a tertiary degree or have extensive practical experience as well as completion of a specialised program in occupational health & safety.

Other comments

Alternative Titles: Manager Occupational Health & Safety. This is a Departmental Head & part of the site management team.

Position Description

Position title: Head of Health, Safety & Environment (Ops)
Position code: MCA_00605
Level: 5

Responsible for

To develop, implement & maintain OHS & E policies & programs to meet company policies & legislative requirements.

Report to

Head of Mine Site.

Supervises

Occupational health, safety & environmental personnel & consultants.

Main activities

- Duties include:
- conducting audits & identification of potential environmental issues;
- calibrating & maintaining required equipment;
- conducting & reporting on prescribed monitoring programs (e.g. noise & dust);
- developing & implementing rehabilitation programs;
- conducting safety inductions for new employees & contractors;
- ensuring serviceability of all safety equipment;
- the development and implementation of risk management methodologies, including environmental and safety engineering (HAZOP)
- investigating accidents & incidents;
- reporting on safety performance & maintaining operational OH&S records as required; operating the first aid post; maintaining the hazardous materials register; procuring & maintaining personal protective equipment (PPE); and liaison with relevant government departments & other external organisations on OHS & environmental matters.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will usually hold a tertiary degree or have extensive practical experience as well as completion of a specialised programs in occupational health & safety & environment.

Other comments

Alternative Titles: Manager OHS & Environment. This is a Departmental Head & part of the site management team.

Position Description

Position title: Superintendent – Health & Safety (Ops)
Position code: MCA_00690
Level: 4

Responsible for

To develop and implement site based OH&S systems and services; to implement corporate OH&S policies and procedures on site; and, to advise on their application.

Report to

Head of Occupational Health & Safety.

Supervises

May supervise Senior OH&S Adviser, Experienced OH&S Adviser, Graduate OH&S Adviser. May also supervise Occupational Health Nurse, Emergency Services Officer and external service providers.

Main activities

- designing, developing, preparing and conducting OH&S training;
- identifying site OH&S training needs and researching appropriate solutions;
- analysing trends in OH&S;
- maintaining and reporting site OH&S performance measures;
- establishing and managing site security requirements and arrangements;
- managing site drug and alcohol testing regimes;
- managing and conducting accident & incident investigations;
- investigating and recommending improved procedures and systems, of work or equipment;
- monitoring legislative requirements; liaison with peer OH&S personnel at other Company sites; and contributing to the development of corporate OH&S policy and practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be expected to hold appropriate tertiary qualifications and have more than 10 years relevant experience.

Other comments

This is an operational role

Position Description

Position title: Senior Health & Safety Adviser (Ops)
Position code: MCA_00691
Level: 4

Responsible for

To provide health and safety services & advice on their application on sites or assets. May provide specialised advice in a technical area of health and safety.

Report to

Head of Health, Safety & Security (Operations) or Head of Human Resources (Operations). May report to the head of an operating department.

Supervises

May supervise more junior H&S Advisers & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate solutions;
- ensuring safety training courses meet defined competency standards & regulatory requirements;
- monitoring & identifying trends in Health & Safety;
- conducting accident & incident investigations & proposing new systems of work or equipment; and,
- maintaining Workers' Compensation claim records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree in an appropriate discipline 8 to 10 years' professional experience with recognised expertise.

Other comments

Alternative Titles: Senior Occupational Health & Safety Scientist or Engineer; OH&S Superintendent, Senior Occupational Hygienist. Operational role

Position Description

Position title: Experienced Health & Safety Adviser (Ops)
Position code: MCA_00692
Level: 3

Responsible for

To provide advice & services to line management in the application of H&S practices. May provide specialised advice in a technical area of H&S.

Report to

Senior Health & Safety Adviser (Operations) or may report through an operating department.

Supervises

May supervise external training providers.

Main activities

- assisting in designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate training solutions;
- preparing data on safety performance, identifying trends & opportunities for improvement;
- conducting safety audits;
- undertaking or assisting in accident & incident investigations; and,
- processing Workers' Compensation claims.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area & 4 to 7 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in H&S practice.

Other comments

Alternative Titles: Occupational Health & Safety Scientist or Engineer; Occupational Hygienist; Safety Training Adviser. May report through an operating department providing induction & safety training to workers. This is an operational role

Position Description

Position title: Graduate Health & Safety Adviser (Ops)
Position code: MCA_00693
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 is an operational role

Position Description

Position title: Occupational Health Nurse (Ops)
Position code: MCA_00663
Level: 3

Responsible for

The principal role of the position is to provide emergency treatment to mine site personnel in the event of their sustaining an injury or disability.

Report to

Head of Occupational Health and Safety or Superintendent – Occupational Health & Safety or Head of Administration & Accounting.

Supervises

Main activities

- Additional duties may include:
- conducting health monitoring programs;
- providing advice on lifestyle; and
- monitoring and reporting on injury frequency rates.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds suitable qualifications for state registration as a nurse with specific workplace training or experience.

Other comments

Alternative Titles: Paramedic, Site Nurse. The incumbent may be employed in a variety of supplementary act. This is an operational role

Position Description

Position title: Emergency Services Officer (Ops)
Position code: MCA_00695
Level: 2

Responsible for

Responsible for providing site security, first aid & emergency response services.

Report to

Senior Emergency Services Officer or Superintendent; or Head OH&S.

Supervises

Main activities

- Duties include at least two of the following major areas:
- Security
- identify actual or potential security breaches & initiate remedial action;
- control the movement of vehicles, goods & personnel entering & exiting site;
- physically check the security of Company facilities; and
- conduct visitor site induction.
- provide first aid treatment & medical transport, & complete relevant medical forms;
- conduct first aid training;
- maintain first aid stocks throughout operations; and conduct drug & alcohol testing. Emergency Response check, monitor & respond to alarm systems; coordinate responses to emergency situations; and

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Occupational First Aid Certificate & / or Security Officers Licence & relevant industrial, police or military experience.

Other comments

Alternative Titles: Security / First Aid Officer, Emergency Services Officer. Operational role

Position Description

Position title: Paramedic
Position code: MCA_00696
Level: 3

Responsible for

Providing emergency medical assistance

Report to

Senior Emergency Services Officer or HSE Superintendent; or Head OH&S.

Supervises

Main activities

- Determines the nature and extent of the patient's condition while trying to ascertain whether the patient has pre-existing medical problems.
- Treats patients with minor injuries on the scene of an accident or at their home before or instead of transporting them to a medical facility.
- Emergency treatments for more complicated problems are carried out under the direction of medical doctors by radio preceding or during transport.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Requires certification as an EMT Paramedic.

Other comments

Position Description

Position title: Head of Human Resources (Ops)
Position code: MCA_00602
Level: 5

Responsible for

To develop & implement HR & ER policies on site that ensure optimal deployment of the workforce.

Report to

Head of Mine Site & may have functional "dotted line" reporting relationship to Head of Human Resources (Corporate).

Supervises

Human resources, employee relations & sometimes, OH&S personnel.

Main activities

- This is the most senior position on site responsible for the development & application of Human Resources policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate HR policy;
- recruitment of personnel;
- orientation / induction of new employees & ongoing employee training & development (including Graduate, Trainee and Apprentice programs);
- remuneration & benefits policy;
- employee relations matters & negotiation of agreements;
- administration of personnel records (e.g. leave & payroll);
- liaison with relevant government departments & other external organisations on HR / ER matters; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually hold a degree in commerce or behavioural sciences or have extensive practical experience in on-site HR & ER matters.

Other comments

Alternative Titles: Manager Human Resources, Manager Employee Relations. This is an operational role

Position Description

Position title: Superintendent – Human Resources (Ops)
Position code: MCA_00680
Level: 4

Responsible for

To develop and implement site based Human Resources systems and services; to implement corporate Human Resources policies and procedures on site; and, to advise on their application.

Report to

Head of Human Resources.

Supervises

May supervise Senior Human Resources Adviser, Experienced Human Resources Adviser, Graduate Human Resources Adviser and Human resources Officer.

Main activities

- managing site recruiting, activities;
- managing the transfer and reclassification of employees to, from and within the site;
- managing and / or conducting training & development programs;
- undertaking research on HR and ER issues & preparing reports and recommendations;
- representing the organisation in site employee relations issues;
- administering salary, benefits & superannuation;
- inducting new employees;
- reporting to line management and corporate HR;
- liaison with peer HR / ER personnel at other Company sites; and, contributing to the development of corporate HR / ER policy and practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be expected to hold appropriate tertiary qualifications and have more than 10 years of relevant experience.

Other comments

Alternative Titles: Employee Relations Superintendent. Operational role

Position Description

Position title: Senior Human Resources Adviser (Ops)
Position code: MCA_00681
Level: 4

Responsible for

To provide HR & ER services & advice on the application of policy on site.

Report to

Superintendent – Human Resources (Operations), Head of Human Resources or Head of Administration/Accounting or may be part of an operating department.

Supervises

May supervise more junior HR & ER practitioners.

Main activities

- Duties include supervising the application of or research into specialised policy development in respect of some or all of the following:
- recruiting, terminating & transferring personnel;
- managing and / or conducting training & development programs;
- undertaking research on HR issues & preparation of reports;
- administering salary, benefits & superannuation;
- inducting new employees; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area. Extensive practical experience in HR or ER matters.

Other comments

Alternative Titles: Employee Relations Superintendent. The incumbent may supervise other HR practitioners This is an operational role

Position Description

Position title: Experienced Human Resources Adviser (Ops)
Position code: MCA_00682
Level: 3

Responsible for

To assist in ensuring that approved HR & employee relations policies & programs are implemented.

Report to

Senior Human Resources Adviser or may report through an operating department.

Supervises**Main activities**

- duties include assisting with some or all of the following:
- recruiting, terminating & transferring personnel;
- co-ordinating and / or conducting training programs;
- administering personnel records (e.g. leave & payroll);
- administering salary & superannuation;
- inducting new employees;
- undertaking research & investigations under general supervision; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A degree or diploma in an appropriate area & 2 to 5 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in employee relations or human resources practice.

Other comments

Alternative Titles: Employee Relations Advisor. This is an operational role

Position Description

Position title: Graduate Human Resources Adviser (Ops)
Position code: MCA_00683
Level: 2

Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

Report to

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;
- 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 a behavioural or other relevant discipline. May be a new graduate or have limited (normally up to two completed years') relevant professional experience.

Other comments

Alternative Titles: Human Resources Adviser, HR Assistant. This is an operational role

Position Description

Position title: Senior Training Adviser/Co-ordinator (Ops)
Position code: MCA_00632
Level: 4

Responsible for

Planning, coordinating and managing on-site training programmes for the Operations personnel to ensure best practice outcomes.

Report to

Head of HR Ops, or HR Supt Ops

Supervises

Training Advisor

Main activities

- planning, coordinating and conducting general and specialised employee training, educational and development programs;
- identifying training needs and coordinate 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 is an operational role.

Position Description

Position title: Training Adviser (Ops)
Position code: MCA_00633
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 is an operational role

Position Description

Position title: Human Resources Officer (Ops)
Position code: MCA_00685
Level: 2

Responsible for

Timely and accurate processing of employee documentation and the maintenance of human resources records utilising manual and computer based systems.

Report to

Production Manager. May report through Corporate Human Resources group

Supervises

Nil

Main activities

- preparing or initiating and distributing letters of appointment, promotion, transfer and associated documentation;
- processing new employee documentation relating to superannuation fund membership, payroll arrangements, site accommodation or FIFO arrangements as appropriate;
- maintaining, updating and distributing employee work roster details;
- administering relocation arrangements to site for new employees, and for employees relocating to or from site;
- processing employee termination arrangements including liaison with payroll personnel;
- providing regular and ad hoc site employee statistics and reports;
- processing employee exit interview documentation; and
- utilising computer based systems to create and maintain accurate employee records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have substantial experience with Human Resource systems such as SAP, CHRIS and Microsoft applications, will have strong customer service skills and may have experience in a centralised HR or shared services function.

Other comments

Alternative Titles: Human Resources Coordinator. This is an operational role

Position Description

Position title: Head of Information Technology (Ops)
Position code: MCA_00606
Level: 5

Responsible for

Ensuring the effective development and operation of computing and information services on site.

Report to

Head of Administration & Accounting on site & may have functional reporting relationship to Head of Information Technology (Corporate).

Supervises

Computer Technical Support Officer (Operations).

Main activities

- planning, implementing, developing & maintaining IT & communications systems on site. Duties may include:
- planning & implementing hardware and software improvements;
- managing security of systems & communications through the development & communication of appropriate site procedures;
- providing input to the selection, installation & use of computing equipment & software;
- maintaining up-to-date knowledge of industry innovations & recommending their application on site, where appropriate; and
- supervising the performance of contractors & staff on site.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a degree in computing & typically has at least 7 years' relevant professional experience.

Other comments

Alternative Titles: IT Manager. Policy in respect of information technology (IT) is usually managed at a corporate level. This is an operational role

Position Description

Position title: Computer Technical Support Officer (Ops)
Position code: MCA_00646
Level: 2

Responsible for

This position is employed on a mine-site and is responsible for providing technical support to the commercial or technical computing groups.

Report to

Head of Information Technology (Operations).

Supervises

Nil

Main activities

- procuring, installing & configuring hardware & software;
- administering the licences for the use of proprietary software on site;
- administering service agreements with third party providers;
- developing and maintaining the site IT asset register;
- coordinating the relocation of hardware; and
- liaison with head office "Help Desk" personnel on user issues.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent may be a new graduate in computing but typically has gained practical computing skills on the job.

Other comments

Alternative Titles: Database Administrator, Help Desk, IT Support Technician. This is an operational role

Position Description

Position title: Head of Supply (Ops)
Position code: MCA_00621
Level: 5

Responsible for

Responsible for providing a procurement, supply and logistics service to all sectors of the organisation.

Report to

Head of Mine Site, Asset General Manager, or Head of Administration & Accounting

Supervises

Supply Superintendent, Supply Supervisor, Inventory / Material Planner and / or Purchasing Officer.

Main activities

- development and implementation of policies to ensure cost effective procurement, supply and logistic services;
- setting standards for contract negotiation and ensuring compliance;
- supervision of the receiving and issues functions;
- ensuring the development of effective systems for tendering, procurement, cataloguing, inventory control and warehousing; and
- ensuring effective systems are in place for customs clearance and transport of stores and equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold tertiary qualifications in supply management.

Other comments

Alternative Titles: Supply Manager. This is the highest level of procurement and supply management on site.

Position Description

Position title: Supply Superintendent (Ops)
Position code: MCA_06211
Level: 4

Responsible for

To provide a procurement, supply and logistics service to the operating site, or at larger sites, to coordinate one or more aspects of this function for example supply systems, compliance or projects.

Report to

Head of Supply or Head of Administration & Accounting.

Supervises

Supply Supervisor, Purchasing Officer and / or Storeperson

Main activities

- develop and maintain inventory control systems, processes and procedures (receiving & issues and expediting & returns) to ensure adequate supplies
- ensure storage systems are effective
- plan and implement an efficient warehouse layout and ensure the warehouse facility operates safely
- be the primary point of contact for all Supply governance and compliance issues and requests including facilitation of internal and external audits

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold tertiary qualifications in supply management, and / or have extensive warehouse experience.

Other comments

This is an operational role

Position Description

Position title: Inventory/Material Planner (Ops)
Position code: MCA_06611
Level: 3

Responsible for

To coordinate and expedite the flow of work and materials within or between operations and / or maintenance departments according to the production schedule, ensuring the correct quantity of materials is available as required

Report to

Head of Supply

Supervises

Main activities

- Reviewing and distributing production, work, and shipment schedules
- Conferring with department supervisors to determine progress of work and completion dates
- Compiling and maintaining inventory control schedules and reports on progress of work, inventory levels, costs, and production problems
- Forecast future demand and ensure optimal inventory level is maintained to meet business requirements

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may hold a trade certificate or be qualified in parts, warehousing, and inventory management. They will possess good written and verbal communication skills and be proficient in systems. This is an operational role

Other comments

Position Description

Position title: Supply Supervisor (Ops)
Position code: MCA_00622
Level: 3

Responsible for

Responsible for the daily supervision of the on-site supply function. In larger organisations there may be multiple warehouses for different work areas.

Report to

Head of Supply or Head of Administration & Accounting.

Supervises

Storeperson.

Main activities

- Specific duties include:
- supervision of the receiving and issues functions;
- ensuring the correct costing & allocation of items & that all necessary documentation is available;
- ensuring effective systems are in place for the storage & issue of hazardous substances;
- binning of stock & yard control;
- supervision of expediting & returns functions; and
- ensuring a safe & healthy workplace.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally have extensive warehouse experience & demonstrated supervisory experience.

Other comments

Alternative Titles: Warehouse Supervisor. This is an operational role

Position Description

Position title: Senior Contracts Advisor (Ops)
Position code: MCA_00623
Level: 4

Responsible for

Responsible for ensuring all contractual matters are properly and effectively negotiated, documented and implemented according to company standards.

Report to

Contracts Manager.

Supervises

Contracts Advisors. May supervise contracts administration personnel.

Main activities

- contributing to and reviewing the scopes of work and contract conditions;
- preparing contractual documents;
- administering, tendering, evaluation and award of contracts;
- administering contractual aspects of major contracts;
- assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;
- providing the Senior/Project Managers with updates on contractor performance and assisting in the resolution of contracts disputes;
- ensuring all commercial requirements of the contracts are satisfied; and,
- developing and maintaining sound professional relationships with key suppliers.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in a business discipline.

Substantial experience (7+ years) at a senior level in contracts / supply and contract administration.

Other comments

Interface with production and maintenance and logistics team members.

Position Description

Position title: Contracts Adviser (Ops)
Position code: MCA_00624
Level: 3

Responsible for

This role is responsible for ensuring that all contractual matters are properly & effectively negotiated, documented & implemented according to company standards.

Report to

Head of Supply, Head of Finance & Administration or project management personnel

Supervises**Main activities**

- contributing to & reviewing the scopes of work & contract conditions;
- preparing contractual documents;
- administering tendering, evaluation & award of contracts;
- administering contractual aspects of major supply contracts;
- assessing, reviewing & advising Department Heads / Project Managers in respect of contractor claims for variations, progress claims & extensions;
- providing the Department Heads / Project Managers with updates on contractor performance & assisting in the resolution of contract disputes;
- ensuring that all commercial requirements of the contracts are satisfied.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering, commerce, law degree or equivalent or may hold post-trade qualifications. Experience in the administration & management of contracts & contractors.

Other comments

Alternative Titles: Contracts Engineer. Operational role

Position Description

Position title: Senior Purchasing Officer (Ops)
Position code: MCA_00625
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

Supply Supt or Head of Supply Chain

Supervises

Procurement Officers. May supervise procurement administration personnel.

Main activities

- preparing and issuing tender documentation, enquiries and purchase orders for high value/high risk items;
- arranging for the commercial and technical evaluation of bids, and ensuring that purchase orders comply with appropriate specifications;
- identifying and recommending appropriate procurement strategies to minimise costs without compromising service levels;
- developing a sound knowledge of the supplier base to maximize their contribution to the business in compliance with the company's local market development policy;
- ensuring timely purchasing commitments to meet customer requirements;
- attending material status meetings with customers, and keeping them updated on the progress of all outstanding orders/requisitions;
- developing detailed levels of material knowledge for a varied range of different product types; and,
- monitoring work in progress to ensure that all activities are adequately addressed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business discipline. Experience (8 to 10 years') in purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

May interface with production and maintenance teams and logistics.

Position Description

Position title: Purchasing Officer (Ops)
Position code: MCA_00661
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 is an operational role

Position Description

Position title: Storesperson (Ops)
Position code: MCA_00664
Level: 2

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. Exclude personnel with Leading Hand responsibilities. This is an operational role

Position Description

Position title: Senior Logistics / Shipping Officer (Ops)
Position code: MCA_008801
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 is an operational role

Position Description

Position title: Logistics / Shipping Officer (Ops)
Position code: MCA_008841
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 / raiing 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 is an operational role

Position Description

Position title: Senior Project Manager
Position code: MCA_00931
Level: 6

Responsible for

This role is responsible for the engineering, procurement, project controls & construction of major projects, ensuring work is completed safely, according to design, on time & on budget.

Report to

Various – Chief Executive Officer, Head of Business Development or Head of Operations.

Supervises

Project team members & may include one or more Project Managers, including service providers & sub-contractors.

Main activities

- developing & implement project plans & monitoring progress in respect of time, costs & quality;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities across projects;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time, quality, procurement or HR issues & taking corrective action
- seeking company approval for changes to scope;
- ensuring that the highest standards of health, safety & environmental management are implemented; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering degree or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with previous experience in design, construction & commissioning. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader. Typically incumbents will have 15 to 20 or more years of experience.

Other comments

The Senior Project Manager role is typically distinguished from the Project Manager by its focus on the management / supervision of multiple or large scale, multi-disciplinary projects, typically in excess of \$250 million.

Position Description

Position title: Project Manager
Position code: MCA_00932
Level: 5

Responsible for

This role is responsible for the engineering, procurement, project controls & construction of a project or projects, ensuring work is completed safely, according to design, on time & on budget. Activities may be carried out directly, or (more typically) through other senior staff or sub-contract personnel.

Report to

Senior Project Manager, Head of Business Development or Head of Operations.

Supervises

Project team members, including service providers & contractors.

Main activities

- developing & implementing the project plan & monitoring progress in respect of time, costs & quality;
- promoting a working environment that is safe & healthy & protects the environment;
- controlling & optimising the allocation of human & physical resources in respect of engineering, supervision & procurement activities on the project;
- maintaining & fostering relationships & contacts;
- identifying potential safety, cost, time & other issues & taking corrective action;
- identifying contract variations, negotiating minor variations & participating in negotiations in respect of scope changes; and
- developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent plus proven project management skills.

Proven experience in the administration & management of contracts & contractors. Has demonstrated field leadership experience. Typically incumbents will have 15 to 20 years of experience.

Other comments

Projects typically exceed \$50 million in value.

Position Description

Position title: Senior Project Engineer
Position code: MCA_00936
Level: 4

Responsible for

This position provides technical support & supervision during all project phases to ensure that project designs meet operational requirements & specified engineering standards.

Report to

Project Manager or Senior Project Manager.

Supervises

Project team members & contractors, including service providers & sub- contractors.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- supervising work & ensuring it meets quality, cost & time constraints;
- monitoring progress & identifying potential problems in respect of budgets, schedules, engineering standards;
- liaison with the Project Manager, design team, operations, service providers & other contractors on an ongoing basis;
- ensuring project teams operate in a safe & healthy manner; and
- resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least seven years' professional experience in project engineering & management.

Other comments

This role has a technical bias, but includes the management of an area or section of a large project, or the management of minor projects of less than \$50 million value.

Position Description

Position title: Experienced Project Engineer
Position code: MCA_00937
Level: 3

Responsible for

This position provides technical support during all project phases to ensure that project designs meet operational requirements & specified engineering standards.

Report to

Project Manager or Senior Project Engineer.

Supervises

May supervise the work of contractors and other service providers.

Main activities

- ensuring work undertaken complies with scope & meets operational requirements;
- preparing schedules for design work & obtaining approvals for flow sheets & drawings;
- obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
- monitoring & reporting on aspects of project quality, cost & progress;
- liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
- ensuring project teams operate in a safe & healthy manner; and
- resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Typically two to seven completed years' professional experience in project engineering & management.

Other comments

Position Description

Position title: Inventory Manager
Position code: Aon.LOG.65002.4
Level: 4

Responsible for

Managing the inventory control process to ensure the successful monitoring of stock and assisting with the purchasing function.

Report to

Distribution Director

Supervises

Inventory Controllers.

Main activities

- Monitoring the quality and field performance of inventory items and communicating the need for improvements to manufacturing or service executives.
- Planning distribution, storage and inventory management.
- Monitoring and documenting stock levels and stock transfers.
- May organise the sourcing and ordering of inventory from internal production, national and/or international suppliers.
- Ensuring the security of all stock, assets and preparing orders.
- Using sales, manufacturing and field statistics to establish inventory ranges and requirements.
- Providing assistance where necessary in the purchasing and receiving of orders.

Key skills

- Strong leadership skills.
- Attention to detail.
- Moderate computer skills.
- Strong cognitive/problem solving skills.

Internal contacts

Service workshops, distribution managers, financial management, customer service representatives, manufacturing department, marketing department and service departments.

External contacts

Major customers, agents and distributors, major suppliers and import agents,

Typical experience

At least 3 - 5 years in customer service coupled with a technical services diploma from a technical college or a familiar institution.

Other comments

Position Description

Position title: Senior Inventory / Product Planner
Position code: Aon.LOG.65005.4
Level: 4

Responsible for

Ensuring availability of product to meet sales forecasts, by way of inventory forecasting and planning.

Report to

Supervises

No formal supervisory responsibilities.

Main activities

- Forecasting of inventory requirements based on sales and tender plans.
- Assisting with the acquisition of product and consumables to meet demand forecasts.
- Monitoring actual inventory levels to remain within organisational guidelines.
- Assist in analysis of write off/write down of stock.
- Manage communication and reporting to relevant business divisions on inventory levels.
- Liaise with logistics team to monitor in-transit stock levels and reconcile with inventory levels and forecasts.
- Monitor and report on backorders.

Key skills

- Excellent organisational skills.
- Good written and verbal communication skills.
- Analytical and forecasting skills, and knowledge of basic statistical techniques.
- Working knowledge of sales forecasting methodologies.

Internal contacts

Logistics, Warehouse and Distribution, Sales, Marketing.

External contacts

Channel Partners.

Typical experience

3-5 years inventory control experience.

Other comments

Position Description

Position title: Inventory Controller
Position code: Aon.LOG.65002.3
Level: 3

Responsible for

The overall management of Stock, Planning Distribution, Storage and Inventory Management ensuring high stock supply and Inventory level.

Report to

Warehouse & Distribution Supervisor/Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Using sales, manufacturing and field statistics to establish Inventory ranges and requirements.
- Organising the sourcing and ordering of Inventory from internal production, national and/or international suppliers.
- Preparing orders, generating re-orders and requisitions.
- Maintaining accurate records including records of shipments from overseas and verifying shipments.
- Monitoring use-by-stocks and slow moving lines.
- Controlling stock adjustments, transfers and stock takes.
- Ensuring the security of all stock and assets.
- Providing management with regular stock reports and analysis.
- Monitoring the quality and field performance of Inventory items and communicating the need for improvements to Manufacturing or Service executives.
- Reviewing stock policies and procedures regularly and amending to ensure effective stock control.

Key skills

- Excellent customer service skills.
- Ability to work within a team.
- Ability to work under pressure and meet time constraints.
- Excellent organisational ability.

Internal contacts

Service Workshops, Distribution Managers, Financial Management, Customer Service, Manufacturing Department.

External contacts

Major Customers, Agents and Distributors, Major Suppliers, Import Agents.

Typical experience

1 - 3 years experience in an Inventory Control and Customer Service environment coupled with tertiary level qualifications, degree or diploma from a technical college or similar institution.

Other comments

Position Description

Position title: Consignment Inventory Analyst
Position code: Aon.LOG.65003.3
Level: 3

Responsible for

Analysis of sales reports and consignment inventory data and investigation of buying trends to recommend appropriate inventory levels.

Report to

Inventory Manager or Operations Manager

Supervises

No supervisory responsibilities.

Main activities

- Perform sales and consignment analysis and recommend appropriate inventory levels and actions for inventory correction.
- Work with sales data and reports to ensure that inventory levels stay within the guidelines and terms of the consignment agreements.
- Reduce expenses related to excess and obsolete inventory.
- Assist with stock and account audits and other reporting requirements.
- Investigate inventory discrepancies and perform transaction analysis and following up by taking appropriate corrective action.
- Liaise with customer and sales support team on processing of sales orders in relation to consignment accounts.

Key skills

- An understanding of the sales environment and consignment background.
- Excellent analytical and communication skills.
- Ability to work efficiently with external and internal stakeholders.
- Sound technological abilities.

Internal contacts

Management team, customer service and sales team.

External contacts

Major customers, agents and distributors, major suppliers and import agents.

Typical experience

3-5 years' experience in an involuntary or related environment coupled with tertiary level qualifications, degree or diploma from a technical college or similar institution

Other comments

Position Description

Position title: Inventory Administrator
Position code: Aon.LOG.65002.2
Level: 2

Responsible for

Coordinating inventory control through monitoring stock and/or assisting with purchasing function.

Report to

Inventory Manager

Supervises

No supervisory responsibilities.

Main activities

- Using sales, manufacturing and field statistics to establish inventory ranges and requirements.
- May organise the sourcing and ordering of inventory from internal production, national and/or international suppliers.
- Providing assistance where necessary in the purchasing and receiving of orders.
- Monitoring and documenting stock levels and stock transfers.
- Ensuring the security of all stock, assets and preparing orders.

Key skills

- Customer service liaison
- Good organisational abilities
- Ability to work without supervision
- Basic computer skills

Internal contacts

Customer service representatives, manufacturing department, marketing department.

External contacts

Major customers, agents and distributors, major suppliers and import agents.

Typical experience

Typically 2-3 years in a distribution or inventory associated field.

Other comments

Position Description

Position title: Functional Lead Logistics
Position code: Aon.LOG.65104.6
Level: 6

Responsible for

All purchasing, supply, warehousing, distribution and possibly production planning functions on a corporate basis.

Report to

CEO, Managing Director, General Manager.

Supervises

Logistics staff.

Main activities

- Formulating group or corporate logistics policies.
- Planning of materials.
- Participating in the compilation of budgets and forecasts and reporting to a senior executive team on performance to budget.
- Working to agreed revenue and expense budgets.
- Managing all operations of the division.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Overseeing repair centre functions.
- Inventory accuracy - physical inventory Level of Service (LOS).
- Negotiating major contracts with suppliers, transport companies etc.

Key skills

- Strong logistical background.

Internal contacts

CEO, Functional Directors/Managers.

External contacts

Customers, suppliers, transport and other contractors, federal and state government officials, unions, industry associates.

Typical experience

At least 10 to 15 years experience in and/or exposure to most, if not all, logistic functions. Preferably tertiary qualifications.

Other comments

This is a group professional role. Performance would be measured against the availability of equipment and materials at efficient levels, accuracy and security of inventory and management of subordinates.

Position Description

Position title: Logistics Manager
Position code: Aon.LOG.65104.5
Level: 5

Responsible for

Controlling the receipt, warehousing, transport and distribution of a range of company products and equipment.

Report to

National Service Operations Manager, Sales and Marketing Executive, Corporate Logistics Manager/Director.

Supervises

A team of warehouse and distribution staff, Repair Centre Engineers.

Main activities

- Coordinating a national warehousing and distribution operation to ensure the efficient and cost effective supply of equipment.
- Formulating national logistics policies and strategies.
- Ensuring the security of stock and assets.
- Analysing procedures and implementing methods which optimise handling, storage and transport resources.
- Negotiating cartage contracts.
- Preparing and updating national logistics budgets, and regularly reporting on performance.
- Recruiting and training logistics staff.
- Providing third party service.

Key skills

- Strong analytical and organisational skills.
- Proven abilities in cost centre management, negotiation and industrial relations.

Internal contacts

Sales and Service Management, Finance and Accounting, Human Resources and Industrial Relations staff.

External contacts

Suppliers, sub-contractors, union officials, Federal and State government departments, major customers.

Typical experience

Formal training and at least 5 - 10 years practical experience in logistics, coupled with tertiary qualifications.

Other comments

Position Description

Position title: Logistics Team Leader
Position code: Aon.LOG.65304.4
Level: 4

Responsible for

Leading a team of Logistics Officers to ensure effective and efficient tracking, monitoring and reporting of computers and peripheral equipment. Employees in this role may be individual contributors (i.e. Not team leaders) that are operating at a specialist level and handling complex work in this area.

Report to

Logistics Manager.

Supervises

Logistics Officers or may have no supervisory responsibilities.

Main activities

- Contributing to the coordination of a national warehousing and distribution operation to ensure the efficient and cost effective supply of equipment.
- Participating in the formulation of national logistics policies and strategies.
- Ensuring the security of stock and assets.
- Analysing procedures and identifying methods which optimise handling storage and transport resources.
- Participating in the negotiation of cartage contracts
- Assisting with the updating of national logistics budgets.
- Providing third party service.
- Supervising a team of Logistics Officers on a daily basis or providing specialised logistics advise to the business.

Key skills

- Strong analytical and organisational skills backed with formal training in logistics.
- Has proven abilities in cost centre management, negotiation and industrial relations.

Internal contacts

Sales and Service Management, Finance and Accounting, Human Resources and Industrial Relations staff.

External contacts

Suppliers, sub-contractors, union officials, federal and state government departments, major customers.

Typical experience

At least 5 - 8 years of experience in logistics and tertiary qualifications.

Other comments

This role requires hands on experience backed with formal training

Position Description

Position title: Senior Logistics Officer
Position code: Aon.LOG.65304.3
Level: 3

Responsible for

Providing efficient and effective tracking, monitoring, and reporting of parts, and publications.

Report to

Corporate Logistics Manager.

Supervises

No supervisory responsibilities.

Main activities

- Ensuring compliance with the company's Operating Principles, relevant policy, procedures, and related quality standards (e.g.AS3901 and AS3902) requirements, identifying and effectively responding to non-conformances and opportunities for improvement.
- Maintaining effective working relationships with field staff, assisting the coordinators in each location with respect to the requirements for tracking and reporting of parts.
- Reporting on all stock item movements and tracking data to ensure accurate information on sparing is consistently available on the spares management System.
- Reporting all required financial data to Regional and Head Office management.

Key skills

- Strong analytical and organising skills backed with formal training in logistics.
- Proven abilities in cost centre management and negotiation.

Internal contacts

Sales and Service management, Finance and Administration, Human Resources and Industrial Relations.

External contacts

Suppliers, sub-contractors, customers at all levels.

Typical experience

At least 2 - 5 years experience in logistics and tertiary qualifications.

Other comments

Position Description

Position title: Logistics Officer
Position code: Aon.LOG.65304.2
Level: 2

Responsible for

Providing efficient and effective tracking, monitoring and reporting of products, stock, equipment and parts.

Report to

Warehouse & Distribution Supervisor/Team Leader/Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the coordination of a warehousing and distribution operation to ensure the efficient and cost effective supply of equipment.
- Inputting all stock item movement and tracking data to ensure accurate information on product availability is consistently available on the organisation's product management system.
- Assisting with performing maintainability, reliability and availability analysis in accordance with project plans in order to achieve the desired logistics requirement/outcome.
- Placing orders with overseas suppliers, mainly other organisation subsidiaries, to meet forecast requirements.
- Working within established logistics policies and procedures to optimise handling storage and transport resources.
- Ensuring the security of stock and assets.
- Maintaining effective working relationships with field staff, assisting the coordinators in each location with respect to the requirements for tracking and reporting of parts.
- Ensuring compliance with the organisation's Operating Principles, relevant policy, procedures, and related quality standards, identifying and effectively responding to non-conformances and opportunities for improvement.
- Regularly reporting on Logistics performance against budget.

Key skills

- Strong communication, analytical and organisational skills.
- Proven abilities in cost centre management and negotiation.
- Customer service focus.

Internal contacts

Logistics Staff at all levels, Sales Management, Finance & Administration Staff, Human Resources Staff.

External contacts

Clients, Suppliers, Sub-contractors.

Typical experience

2 - 5 years of Logistics experience coupled with tertiary qualifications.

Other comments

Position Description

Position title: Logistics Analyst
Position code: Aon.LOG.65404.2
Level: 2

Responsible for

Undertaking analysis of routes, networks and infrastructure in order to monitor potential changes and restrictions to operations and provide data and recommendations accordingly.

Report to

Logistics Manager.

Supervises

No supervisory responsibilities.

Main activities

- Maintaining management information systems.
- Retrieving and analysing data.
- Preparing management reports.
- Impacting Logistics planning across the organisation.

Key skills

- Excel and access reporting skills.
- Operationally focused analysis.
- Good verbal and written communication skills.

Internal contacts

External contacts

Typical experience

3 - 5+ years experience in Logistics coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Functional Lead - Supply Chain
Position code: Aon.LOG.65004.6
Level: 6

Responsible for

Managing Warehousing and Distribution on a National basis, coordinating the Distribution of goods, materials or products through a national network.

Report to

National Operations Manager, General Manager, National Logistics Manager.

Supervises

Distribution Management and staff.

Main activities

- Controlling the efficiency of Warehousing and Distribution operations across a National network. Providing reliable and cost effective Distribution services on a national basis.
- Controlling expenditures within an approved budget.
- Minimising loss/damage in Distribution, administering policy and reviewing practices to prevent loss/damage of stock or assets.
- Analysing Distribution costs and trends and determining or recommending changes.
- Planning and implementing strategies on cartage rates and handling and storage arrangements.
- Monitoring shipping schedules and commitments and planning new Distribution centres and networks.
- Managing industrial relations on a national basis.
- Ensuring the safety of Warehousing and Distribution operations.

Key skills

- Strong organisational skills.
- Effective communication and people management skills.
- Strong negotiation skills.
- Basic understanding of accounting principles.
- Employee relations skills.

Internal contacts

State or Divisional Managers, Industrial Relations Manager, DP Manager, Transport Manager, Warehouse & Distribution Managers, Purchasing & Supply Managers.

External contacts

Major customers, Federal and State Officers, Union Officials, Transport and other Contractors

Typical experience

10 - 12+ years of experience, including substantial managerial experience and responsibility for major Cost Centres, coupled with relevant tertiary qualifications.

Other comments

Position Description

Position title: Supply Chain Manager
Position code: Aon.LOG.65004.5
Level: 5

Responsible for

Directing and controlling the Warehousing and Distribution operations in order to meet customer delivery requirements within time, cost and efficiency standards.

Report to

Operations Manager/National Warehouse and Distribution Manager, State Manager.

Supervises

Warehouse Staff, Transport Fleet Staff.

Main activities

- Ensuring customer requirements are met, with respect to delivery, time and quantity, by directing and controlling the Rail and Road Distribution operations.
- Maximising labour utilisation by ensuring that staff are effectively managed and allocated between Distribution and Warehousing functions.
- Minimising the cost of the transport operation by analysing and implementing procedures which result in optimal fleet utilisation.
- Ensuring that the customer orders are correctly filled by directing and controlling the Warehousing operation.
- Contributing to product quality maintenance by ensuring stock storage and stock levels are effectively maintained through efficient stock rotation and Warehousing.
- Assisting Marketing by maintaining regular liaison with customers.
- Contributing to the quality of delivered goods by liaising with road and rail transports and informing them of the correct handling procedures.
- Ensuring Warehouse security if required.
- May have garage responsibilities - truck cleaning and fuel supply.

Key skills

- Strong organisational skills
- Effective communication and people management skills.
- Strong negotiation skills.
- Employee relations skills.

Internal contacts

Accounting staff, Orders Department, State Manager, Sales Manager, Operations Manager.

External contacts

Customers, Transport Companies, Representatives, Suppliers.

Typical experience

8 - 10+ years of experience in aspects of Warehousing and Distribution.

Other comments

Position Description

Position title: Warehouse/Distribution Manager
Position code: Aon.LOG.65004.4
Level: 4

Responsible for

Effectively managing, streamlining and safeguarding all operations of a warehouse.

Report to

General Manager, Operations/Logistics Director.

Supervises

Warehouse & Distribution employees.

Main activities

- Managing all staff and activities of the warehouse to achieve maximum efficiency and effectiveness.
- Organising effective receipt, storage and dispatch of stock.
- Organising regular stock taking in order to analyse and report on inventory levels.
- Analysing and recommending improvements to warehouse processes and facilities.
- Managing all employee issues including performance management, employee safety and team building.
- Ensuring the effective operation and utilisation of a warehouse management system.

Key skills

- Proficiency in warehouse management systems and ERP principles.
- Effective communication and people management skills.
- Strong understanding of Occupational Health & Safety principles and legislation.
- Basic understanding of accounting principles.
- Strong analytical and process management skills.

Internal contacts

Accounts Department, Logistics, Operations Staff, Credit Control, Senior Management.

External contacts

System Vendors, Transport Companies, Rail Authorities, Suppliers.

Typical experience

At least 5 - 7 years in a warehousing/distribution/logistics environment.

Other comments

Position Description

Position title: Warehouse/Distribution Team Leader
Position code: Aon.LOG.65004.3
Level: 3

Responsible for

Supervising and coordinating the day-to-day activities of Warehouse & Distribution employees.

Report to

Warehouse/Distribution Manager.

Supervises

Stores & Warehouse employees.

Main activities

- Determining work requirements and allocating duties to Warehouse employees.
- Conferring with Warehouse Manager to organise effective receipt, storage and dispatch of stock.
- Ensuring customer requirements with respect to delivery, time and quantity are met by directing and controlling the rail and road distribution operations.
- Implementing improvements to warehouse processes and facilities.
- Minimising the cost of transport operation by analysing and implementing procedures that result in optimal fleet utilisation.
- Explaining and enforcing work safety issues to all Warehouse employees.
- Operating a warehouse management system to ensure seamless tracking of stock .
- Assisting, when required, with security responsibilities and/or with garage responsibilities such as truck cleaning and fuel supplies.

Key skills

- Proficiency in warehouse management systems and ERP principles.
- Effective communication and people management skills.
- Understanding of Occupational Health & Safety principles and legislation.
- Strong analytical and process management skills.

Internal contacts

Warehouse Management, Accounts Department, Logistics, Operations Staff, Credit Control, Senior Management.

External contacts

System Vendors, Transport Companies, Rail Authorities, Suppliers.

Typical experience

At least 3 years in a warehousing/distribution/logistics environment.

Other comments

Position Description

Position title: Dispatcher
Position code: Aon.LOG.65104.2
Level: 2

Responsible for

Receiving, checking and processing orders for goods and services.

Report to

Warehouse/Distribution Team Leader, Operations Manager

Supervises

No supervisory responsibilities.

Main activities

- Receiving, checking and processing orders for goods and services.
- Issuing and monitoring pick-up requests with company couriers.
- Conveying any special instructions to the respective courier in relation to specific shipments.
- Deploying couriers and other available resources to ensure adequate geographical coverage.
- Preparing contingency plans for activation in the event of unforeseeable courier interruptions such as traffic hazards.
- Confirming completion of delivery requirements in order to avoid delivery errors.
- Preparing invoices for dispatched goods.

Key skills

- Demonstrated organisational skills.
- Good analytical and planning skills.
- Strong communication skills, both written and verbal.

Internal contacts

Drivers, Customer Service.

External contacts

Contract Couriers, Customers.

Typical experience

At least 2 years dispatch experience, ideally coupled with previous experience as a Courier.

Other comments

Alternative Titles: Dispatch Clerk, Orders Clerk.

Position Description

Position title: Senior Stores/Warehouse Person
Position code: Aon.LOG.65204.2
Level: 2

Responsible for

Receiving, handling, sorting, scanning and dispatching goods within a store or warehouse.

Report to

Warehouse/Distribution Team Leader.

Supervises

May mentor more junior Stores/Warehouse employees.

Main activities

- Organising and controlling the day to day workflow - receiving, scanning, sorting and placing incoming goods on shelves.
- Unloading and loading of containers/vehicles of goods both inwards and outwards.
- Answering customer queries regarding stock location and progress.
- Operating computer system to obtain details of stock quantity and location.
- Operating machinery such as a forklift to lift, place and remove items.
- Assisting with regular stock takes and cleaning of worksite.
- Working in accordance with strict Occupational Health & Safety guidelines.
- Possibly assisting with packing and physical movement of goods according to workload demands.

Key skills

- Basic customer service skills.
- Understanding of Occupational Health & Safety principles and legislation.

Internal contacts

Warehouse Management, Accounts Department, Logistics, Operations Staff.

External contacts

Couriers, Transport Companies, Rail Authorities, Suppliers, Customers.

Typical experience

At least 1 - 3 years in a warehousing/distribution/logistics environment.

Other comments

Position Description

Position title: Stores/Warehouse Person
Position code: Aon.LOG.65004.1
Level: 1

Responsible for

Receiving, handling, sorting, scanning and dispatching goods within a store or warehouse.

Report to

Warehouse/Distribution Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Receiving, scanning, sorting and placing incoming goods on shelves.
- Unloading and loading of containers/vehicles of goods both inwards and outwards.
- Operating computer systems to obtain details of stock quantity and location.
- Operating machinery such as a forklift to lift, place and remove items.
- Assisting with regular stock takes and cleaning of worksite.
- Working in accordance with strict Occupational Health & Safety guidelines.
- Possibly assisting with packing and physical movement of goods according to workload demands.

Key skills

- Basic customer service skills.
- Understanding of Occupational Health & Safety principles and legislation.

Internal contacts

Warehouse Management, Accounts Department, Logistics, Operations Staff.

External contacts

May have some contact with Couriers, Transport Companies, Rail Authorities, Suppliers.

Typical experience

Often an entry level role into a warehousing/distribution/logistics environment.

Other comments

Position Description

Position title: Train Services Manager
Position code: Aon.OPR.90303.5
Level: 5

Responsible for

To provide leadership and management of the Train Services in the efficient and effective allocation of resources, by developing and implementing strategies to provide competently trained personnel, systems and practices that achieve the organisation's safety, operational requirements, transport specifications and commercial objectives.

Report to

Regional Manager; Area Manager

Supervises

Planning & Deployment Analyst; Crew Rostering Officer; Train Crew Manager

Main activities

- Lead, develop, co-ordinate and manage the implementation of business strategies to improve the safety and reliability of train services, productivity and efficiency of assets, resources and rosters to achieve organisational objectives.
- Continually monitor, review and report on Service performance, developing, co-ordinating and managing the implementation of business strategies to improve customer service, safety and operational performance and reduce delivery costs. Assist in retaining/improving service performance by developing and implementing required training programs for the crew.
- Manage long and short term train schedules to ensure the contracted service requirements of the customer are met and the services provided are cost effective.
- Manage staff rostering, forward planning and forecasting crew requirements per depot, ensuring roster is executed to provide efficient service.
- Develop relationships with customers and take on initiative to develop new business opportunities beneficial to customer and organisation.

Key skills

Nil.

Internal contacts

Unions, crew and area transportation manager.

External contacts

Customers, Unions

Typical experience

Leadership and front line management experience with a customer service focus for logistical planning in a large transport environment.

Other comments

Position Description

Position title: Crew Manager
Position code: Aon.OPR.90313.4
Level: 4

Responsible for

Manage and develop train crew within area of control. Provide operational support to ensure the safe and efficient working of trains. Operational support includes (but is not exclusively) managing resource allocation and implementing workplace changes, so to provide quality customer service delivery.

Report to

Train Services Manager

Supervises

Train Crew

Main activities

- Manage, coordinate and monitor the work performance, task and responsibilities of Locomotive Drivers under their control. Improve work performance by assisting in the development, evaluation and review of competency based training programs and implement as required. Review tasks, responsibilities and workload by reviewing rosters.
- Achieve operational objectives and transport specifications by effectively utilising locomotives.
- Provide strategic advice and recommendations to management and staff specifically in the areas of service delivery functions to ensure the achievement of business goals and objectives. Implement the related workplace change strategies and initiatives to achieve best practice, always fostering a customer service focused team.
- When required, co-ordinate investigations of accidents and incidents within designated area.

Key skills

- High level of management and people management skills.
- High level of skill to plan, develop, prioritise, administer and co-ordinate the train crew workforce.
- High level of skill to develop, plan and implement strategies and significant workplace change initiatives to achieve organisation's commercial objectives.
- High level of skill to analyse service delivery performance and develop strategies to enhance organisations productivity, efficiency and safety performance.
- Substantial level of consultation, negotiation and communication (both written and oral) skills to achieve business objectives including both internal and external customers.
- Knowledge of IT systems for reporting would be an advantage.

Internal contacts

HR, employees, Operations team, Safety department and Finance department.

External contacts

Unions, Customers

Typical experience

May have tertiary qualifications in Business related degree and/or relevant work experience in people management and/or customer service.

Other comments

Position Description

Position title: Crew Rostering Officer
Position code: Aon.OPR.90303.3
Level: 3

Responsible for

Provide effective and efficient rosters for employees at various locations to ensure passenger/freight services are run in an efficient and effective manner.

Report to

Train Services Manager

Supervises

No supervisory responsibilities.

Main activities

- Responsible and accountable for preparing rosters, including leave, shift and out of course/unplanned events that occur for Locomotive Drivers at various locations and for ensuring that the rosters are prepared in the most efficient and economical manner and are in line with rostering principles
- Monitor and arrange for deployment of Locomotive Drivers/Train Crew to meet operational demands at depots as required.
- Manage the IT system in relation to rostering e.g. data entry of sign on/ sign off times and the reporting of current and future rosters from the system.
- Prepare operational rosters to ensure fatigue levels are acceptable, and other legal requirements are met. Consult with unions to ensure if there is an enterprise bargaining agreement in place, it is also met.
- Responsible for ensuring the requirements of the company's rail safety management system are met to the level required of the position.
- Cater in the roster, time for training, accreditation and reaccreditation plans, recruitment and staff transfers.
- Develop and monitor and report key performance indicators and introduce new systems, procedures and practices to improve the efficiency of rostering and resource management in the region.

Key skills

- Strong communication and negotiation skills, so to detail rosters and amendments to train drivers and management.
- High level of skill in the production and implementation of efficient and effective daily, leave rosters, and skills in utilising rosters computer systems.
- Substantial level of skill to plan, analyse, develop and implement new roster and shiftwork processes, procedures and practices to achieve best practice.
- Knowledge of the industrial, commercial and legal framework within which the organisations train crew are rostered and supervised

Internal contacts

Depot Supervisor (Shift Manager, Station Duty Manager), train crew, Train Crew Manager, Train Services Manager, Payroll, Safety and Human Resource Department.

External contacts

Unions and fatigue experts.

Typical experience

May have experience in a regional crewing co-ordinator, train crew rostering or operations centre environment.

Other comments

The position is usually on a 24 hour 7 day roster.

Position Description

Position title: Planning & Deployment Analyst
Position code: Aon.OPR.90301.2
Level: 2

Responsible for

Plan and develop effective and efficient rosters for employees and coordinate the utilisation of locomotives to ensure freight services are run in an efficient and effective manner.

Report to

Train Services Manager

Supervises

No supervisory responsibilities.

Main activities

- Responsible and accountable for preparing rosters, including leave rosters and timekeeping functions, for Locomotive Drivers at the depot and for ensuring that the rosters are prepared in the most efficient and economical manner and are in line with rostering principles.
- Coordinate the locomotive and/or wagons requirements for the region including the effective and appropriate utilisation of locomotives and/or wagons to meet train operational requirements. This requires a deep understanding of the regions business, its requirements and service specifications to ensure organisational objectives are met.
- Consult, negotiate and liaise with customers, service providers and workplace representatives on issues associates with the production and implementation of master and daily rosters.
- Develop and monitor and report key performance indicators and introduce new systems, procedures and practices to improve the efficiency of rostering and resource management in the region. Recommend improvements to activity, service delivery standards and/or incident management practices for continual process improvement.
- Monitor and arrange for deployment of Locomotive Drivers to meet operational demands at the depot as required, including the management of contract Locomotive Drivers.
- Prepare operational rosters to ensure fatigue levels are acceptable.

Key skills

- High level of skill in leading, co-ordinating and supervising the activities and competence of a workgroup to achieve customer service, financial and workforce planning objectives.
- Substantial level of skill in planning, analysing, developing and implementing new roster and shiftwork processes, procedures and practices to achieve best roster practices and to produce key roster performance indicators.
- High level of skill in coaching, mentoring and evaluation practices. Strong communication and negotiation skills to articulate information, research and technical issues succinctly.
- Proven skills and knowledge in logistics planning, extensive knowledge of rostering and related industrial agreements.
- Problem solving.

Internal contacts

Management, Staff, Train C\crew

External contacts

Third party operators, Business clients

Typical experience

May possess a formal qualification and/or previous learning/work experience, in particular where specialist skills and knowledge with regards to deployment and servicing/ maintenance schedules for locomotives and motor vehicles have been developed..

Other comments

Position Description

Position title: Area Manager - Combined
Position code: Aon.TRN.92411.5
Level: 5

Responsible for

To lead, co-ordinate and manage mainline services and operations, optimising performance and activities and ensuring compliance with all legislative requirements and standards. There is a strong focus on customer service, safety and security.

Report to

Regional Manager - Mainline

Supervises

Train Services Manager; Train Drivers

Main activities

- Manage the rail operations and resources to ensure they operate efficiently, safely, are highly competitive, profitable, customer focussed and reliable.
- Maintain appropriate contact with major suppliers, customers, industry associations and government representatives to achieve the business objectives of operational services.
- Provide high level negotiation and communication with employees, public and government agencies as appropriate to achieve desired outcomes.
- Manage, monitor and analyse the financial performance of the area to ensure a cost effective and efficient commercial approach to the provision of all services.
- Develop, co-ordinate and ensure the implementation of systems, processes and reforms in line with business objectives.
- Monitor, identify and report on opportunities and potential threats to the region's operating environment both internally and externally.
- Target productivity measures are determined by working in close liaison with key customers, e.g. marketing, facilities, rollingstock maintenance, safety departments and the setting of performance measurements and review systems.

Key skills

- Lead with a strategic direction with commercial viability.
- High communication/negotiation and conceptual skills, with capacity to assess and communicate emerging complex issues. Ability to manage change in a diverse operational environment across multiple stakeholders.
- High level of skill in managing and developing transport strategies that provide integrated transport solutions and improve customer service and safety.
- Extensive knowledge of transport operations, regulatory requirements and associated policies and procedures.
- High level of skill in developing, implementing and maintaining management systems to ensure compliance with policies and legislative requirements as well as addressing identified risks.
- High level of skill to develop and manage key performance indicators, workforce plans, policies, procedures and budgets to achieve business objectives
- Oversee day to day management of staff.

Internal contacts

Operations, marketing, HR, engineering teams and planning/strategy manager.

External contacts

Regulatory bodies, local and state governments and project developers.

Typical experience

Business management experience for a service delivery organisation, and experience in dealing with community/business/government agencies. May have relevant tertiary qualification (e.g. in a business or engineering discipline).



Other comments

Position Description

Position title: Senior Train Driver - Combined
Position code: Aon.TRN.92411.4
Level: 4

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

May supervise trainee Train Drivers

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Assisting other operations staff with the safe and efficient working of trains.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

5+ years experience as a train driver.

Other comments

Position Description

Position title: Train Driver - Combined
Position code: Aon.TRN.92411.3
Level: 3

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

No formal supervisory responsibilities

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Assisting other operations staff with the safe and efficient working of trains.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

3-5 years experience as a train driver.

Other comments

Position Description

Position title: Junior Train Driver - Combined
Position code: Aon.TRN.92411.2
Level: 2

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

No formal supervisory responsibilities

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Operating as a driver's assistant and perform other duties as necessary according to skill, competence and training.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

1-3 years experience as a train driver. May be currently undertaking training and assessment.

Other comments

Position Description

Position title: Regional Manager - Resources
Position code: Aon.TRN.92405.6
Level: 6

Responsible for

Ensure that mainline services are delivered in a safe, reliable, efficient and cost effective manner, observant of legislative requirements and responsibilities, by ensuring a strategic service delivery focus in line with business objectives and priorities.

Report to

General Manager - Operations

Supervises

Area Manager - Resources

Main activities

- Provide leadership, strategic direction and management to achieve the area's goals, and ensure it operates safely, competitively, profitably, is customer focused and reliable, productive, and manages risk.
- Manage the region's above rail and/or below rail operations, rail safety management processes, standards and procedures to ensure they conform to the relevant compliance obligations.
- Ensure the delivery of services and the achievement of service standards expressed in both internal and external agreements. This will be influenced by possible consultation and discussions with local councils, community groups, local politicians and key service providers.
- Manage appropriate contact with major suppliers, customers, industry associations and government representatives to achieve the business objectives of operational services.
- Manage budget responsibilities.
- Team management and development, initiating performance improvements, and dealing with HR issues.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.

Key skills

- High level of skill in managing the daily functions associated with the operations of mainline service delivery to achieve commercially driven business targets and customer service focus.
- High level of skill in developing and implementing service delivery strategies at a divisional and group level that will achieve commercially and socially driven business objectives.
- High level of skills in strategic business management including financial and budget control, complex problem solving using innovation, and analytical thinking to respond to dynamic changing business needs.
- High level of interpersonal communication and negotiation skills, including the ability to explain and present complex concepts.

Internal contacts

Operations, marketing, HR, engineering teams and planning/strategy manager.

External contacts

Regulatory bodies, local and state governments and project developers.

Typical experience

Strategic business management for a large complex service delivery organisation, and experience in dealing with community/business/government agencies. May have relevant tertiary qualification (e.g. in a business or engineering discipline).

Other comments

Position Description

Position title: Area Manager- Resources
Position code: Aon.TRN.92405.5
Level: 5

Responsible for

To lead, co-ordinate and manage mainline services and operations, optimising performance and activities and ensuring compliance with all legislative requirements and standards. There is a strong focus on customer service, safety and security.

Report to

Regional Manager - Resources

Supervises

Train Services Manager; Train Drivers

Main activities

- Manage the rail operations and resources to ensure they operate efficiently, safely, are highly competitive, profitable, customer focussed and reliable.
- Maintain appropriate contact with major suppliers, customers, industry associations and government representatives to achieve the business objectives of operational services.
- Provide high level negotiation and communication with employees, public and government agencies as appropriate to achieve desired outcomes.
- Manage, monitor and analyse the financial performance of the area to ensure a cost effective and efficient commercial approach to the provision of all services.
- Develop, co-ordinate and ensure the implementation of systems, processes and reforms in line with business objectives.
- Monitor, identify and report on opportunities and potential threats to the region's operating environment both internally and externally.
- Target productivity measures are determined by working in close liaison with key customers, e.g. marketing, facilities, rollingstock maintenance, safety departments and the setting of performance measurements and review systems.

Key skills

- Lead with a strategic direction with commercial viability.
- High communication/negotiation and conceptual skills, with capacity to assess and communicate emerging complex issues. Ability to manage change in a diverse operational environment across multiple stakeholders.
- High level of skill in managing and developing transport strategies that provide integrated transport solutions and improve customer service and safety.
- Extensive knowledge of transport operations, regulatory requirements and associated policies and procedures.
- High level of skill in developing, implementing and maintaining management systems to ensure compliance with policies and legislative requirements as well as addressing identified risks.
- High level of skill to develop and manage key performance indicators, workforce plans, policies, procedures and budgets to achieve business objectives
- Oversee day to day management of staff.

Internal contacts

Operations, marketing, HR, engineering teams and planning/strategy manager.

External contacts

Regulatory bodies, local and state governments and project developers.

Typical experience

Business management experience for a service delivery organisation, and experience in dealing with community/business/government agencies. May have relevant tertiary qualification (e.g. in a business or engineering discipline).



Other comments

Position Description

Position title: Senior Train Driver - Resources
Position code: Aon.TRN.92405.4
Level: 4

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

May supervise trainee Train Drivers

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Assisting other operations staff with the safe and efficient working of trains.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

5+ years experience as a train driver.

Other comments

Position Description

Position title: Train Driver - Resources
Position code: Aon.TRN.92405.3
Level: 3

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

No formal supervisory responsibilities

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Assisting other operations staff with the safe and efficient working of trains.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

3-5 years experience as a train driver.

Other comments

Position Description

Position title: Junior Train Driver - Resources
Position code: Aon.TRN.92405.2
Level: 2

Responsible for

Undertaking theory and competency based practical training/assessment for the safe and efficient management of trains, in order to provide high quality customer service.

Report to

Crew Manager

Supervises

No formal supervisory responsibilities

Main activities

- Undertaking Locomotive Driver training and successfully complete training modules within the specified time period in a diligent manner.
- Applying theoretical knowledge from training to practical applications within a train operation's environment relevant to a specific depot.
- Operating as a driver's assistant and perform other duties as necessary according to skill, competence and training.
- Contributing to the proper care and maintenance of property and equipment utilised during training and the daily performance of duties.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Providing quality customer service through effective communication, teamwork and a high standard of personal presentation.
- Work irregular shifts, including weekends and statutory holidays.

Key skills

- Full knowledge of company guidelines, systems and any relevant legislation.
- Ability to provide efficient and timely service and professional service to company and clients
- Mind for safety and following process.

Internal contacts

Management, Train supervisors.

External contacts

Clients, Consumers.

Typical experience

1-3 years experience as a train driver. May be currently undertaking training and assessment.

Other comments

Position Description

Position title: Port Operations Manager
Position code: Aon.SHP.91704.4
Level: 4

Responsible for

Managing the cargo and third party claims for the port ensuring all procedures are followed in the specified time frame. Acting as the point of contact for overdue and lost containers researching and completing the various reports within the required time frame.

Report to

National Operations Manager.

Supervises

Port Operations Team.

Main activities

- Managing the cargo claims process for the Port.
- Managing the third party claims process for the Port.
- Receiving and researching the overdue container report, providing updates to the container control system to accurately reflect the situation.
- Investigating and resolving lost container issues.
Receiving and researching the lost container report actively seeking the recovery of the companies equipment.
- Assisting with container control functions as and when required.
- Undertaking audits of the accuracy of terminal input of export data with an emphasis on reducing the number of EDI rejections.
- Issuing electronic delivery orders to customers and container terminals.

Key skills

- Good communication skills.
- Good problem solving skills.
- Sound operational/commercial knowledge.

Internal contacts

National Container Management, Port Office Team.

External contacts

Container depots, transport and leasing companies.

Typical experience

Minimum 5 years experience in Shipping/Logistic fields. Experience in dealing with container depots.

Other comments

Position Description

Position title: Cargo Superintendent
Position code: Aon.SHP.91714.4
Level: 4

Responsible for

Manage vessels transiting through ports, including liaising with Port Contacts, Stevedores and Agents.

Report to

Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring operations in keeping with the shipping schedule and advising the line of berthing congestion. Monitoring operations in keeping with the shipping schedule.
- Ensuring capacity utilisation and maximisation of vessel revenue through liaising closely with Operations Manager.
- Meeting with Stevedores and Agents to create cargo plan.
- Supervising operations onboard when vessel arrives, working with external parties to ensure appropriate handling of timer and hazardous goods.
- Monitoring vessel and stevedore performance in relation to cargo plan and final voyage result. Ensure that budget overruns are minimised and are consistent with cargo loading requirements.
- Working with cargo team to develop improved techniques for cargo handling, stowage and care and developing guides and resources to help enhance cargo care.
- Negotiating of port and stevedoring contracts in conjunction with designated staff.
- Recommending innovative ways to improve supply chain management in accordance with the business plan and customer needs.
- Assisting with the management of stevedoring relationships. Completing regular operational reporting.

Key skills

- Excellent communication skills.
- Negotiation skills.
- Ability to plan and balance conflicting business priorities.
- Leadership, focus on quality, innovation.
- Excellent customer service skills.

Internal contacts

Operations Manager, Ship Planner, Port Operations Officer.

External contacts

Stevedores, Port Contacts, Agents, Government and other regulatory authorities, Vessel Masters, crew and customers.

Typical experience

At least 5 years experience in seafaring roles as well as shore based management experience. A relevant degree or diploma is preferred.

Other comments

Position Description

Position title: Senior Port Operations Officer
Position code: Aon.SHP.91704.3
Level: 3

Responsible for

Managing the container fleet in a port to meet the requirements of cargo bookings and imbalance instructions within the stock levels set by National Container Management. Ensuring that the container control system reflects an accurate picture of the stock position at all times.

Report to

Port Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring stock levels on a daily basis for all equipment types.
- Organising all empty imbalance movements both import, export and local.
- Reporting stock position and shipped on boards each week to National Container Management. Processing container sales, raising sale invoices and contracts.
- Updating the system with arrival and departure details of all vessels that call into port.
- Ensuring accuracy of the container control system.
- Monitoring EDI performance of empty container depots ensuring the container control system reflects all empty moves accurately.
- Arranging the off hire and on hire of leased containers as and when required. Ordering transport services, both road and rail.
- May assist with front counter/customer service and maintenance/repair duties when required.

Key skills

- Good communication skills.
- Good problem solving skills.
- Sound knowledge of all container types.

Internal contacts

National Container Manager, Port Office team.

External contacts

Container depots, transport companies and leasing companies.

Typical experience

3 - 5 years experience in Shipping/Logistics. Experience in dealing with container depots.

Other comments

Position Description

Position title: Port Operations Officer
Position code: Aon.SHP.91704.2
Level: 2

Responsible for

Managing the container fleet in a port to meet the requirements of cargo bookings and imbalance instructions within the stock levels set by National Container Management. Ensuring that the container control system reflects an accurate picture of the stock position at all times.

Report to

Port Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring stock levels on a daily basis for all equipment types.
- Organising all empty imbalance movements both export, import and local.
- Reporting stock position and shipped on boards each week to National Container Management.
Processing container sales, raising sale invoices and contracts.
- Updating system with arrival and departure details for all vessels that call into the port.
- Ensuring accuracy of the container control system.
- Monitoring EDI performance of empty container depots ensuring the container control system reflects all empty moves accurately.
- Arranging the off hire and on hire of leased containers as and when required.
Ordering transport services both road and rail.
- Assisting with front counter/customer services duties as and when required.
- Assisting with maintenance and repair duties as and when required.

Key skills

- Good communication skills.
- Good problem solving skills.
- Sound knowledge of all container types.

Internal contacts

National Container Management, Port Office Team.

External contacts

Container depots, transport companies and leasing companies.

Typical experience

1 - 3 years Shipping/Logistics experience. Experience in dealing with container depots.

Other comments

Position Description

Position title: Rollingstock Manager
Position code: Aon.ROL.91410.6
Level: 6

Responsible for

Providing effective leadership of Rollingstock maintenance operations to ensure profitable rail solutions which are results driven and customer focused. Driving high performance and optimising the utilisation of assets for the company.

Report to**Supervises**

Principal Rollingstock Engineer, Rollingstock Area Coordinator/Team Leader

Main activities

- Lead and demonstrate safety initiatives and safety behaviours by championing the relevant policies within the business.
- Lead and direct work teams to achieve desired outcomes while building a results driven, customer focused and accountable culture.
- Ensure all financial and budgetary requirements of asset management operations are managed to achieve overall business goals and objectives.
- Manage the efficient delivery of services, utilising geographically dispersed multidisciplinary teams and facilitate effective integration with supply and logistics chains.
- Manage the operational performance of rollingstock to improve business operations.
- Lead and manage change management programs required to optimise rollingstock operations.
- Liaise with key internal and external stakeholders, customers and local communities on all matters relating to business operations within the area.
- Lead, manage and coach team members to build a high performance team culture.

Key skills

- High level of leadership skill.
- High level of skill in managing a broad range of asset management activities, supply chain logistics and operational safety issues.
- High level of financial management skills.
- High level of skill in implementing change management strategies
- High level of interpersonal, relationship and communication skills.

Internal contacts

Management and employees of the organisation.

External contacts

Business clients of the organisation, contractors, government agencies and the public.

Typical experience

May have a formal qualification and/or previous learning/work experience, with specialist skills in rollingstock maintenance/engineering.

Other comments

Position Description

Position title: Principal Rollingstock Engineer
Position code: Aon.ROL.91410.5
Level: 5

Responsible for

Strategically managing the rollingstock engineering function to support new and existing operations. May include all or some of the following; specification and purchase of new freight rollingstock, major modifications and investigations to existing freight rollingstock and providing appropriate technical and professional expert advice.

Report to

Rollingstock Manager

Supervises

Other Engineers

Main activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Develop strategies for maintaining, monitoring, benchmarking and further developing the core technical competencies associated with rollingstock design, operation and maintenance required by the organisation, to meet short and long term needs and improving the organisation's competitive advantage for the rollingstock fleets.
- Develop and manage capital maintenance plans for rollingstock ensuring maximum value from the organisations investment.
- Excel in fleet management regarding acquisition to meet replacement strategies, or rebuild, capitalising on technological advances and industry trends.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.
- Manage the resources and assets of the rollingstock area, to provide commercially competitive, client-focused technical services related to rollingstock to meet the current and future needs of the organisation, its Business Groups and external clients.

Key skills

- High level of skill in leading and managing a large professional engineering team, creating a productive and continual process improvement environment.
- Extensive knowledge of railway transport operations, particularly in relation to the design, construction, maintenance and safety of rollingstock and the related infrastructure and operator interfaces.
- High level of conceptual and analytical skills.
- High level of skills in formulating and controlling workforce plans, expenditure and revenue budgets and conceptual and strategic plans to meet business objectives.
- High level of skill in contract management processes

Internal contacts

Management

External contacts

Service providers, existing and potential clients.

Typical experience

Senior engineering experience / management in a rail transport environment. Tertiary education in electrical engineering, with membership of Institute of Engineers.

Other comments

Position Description

Position title: Senior Rollingstock Engineer
Position code: Aon.ROL.91410.4
Level: 4

Responsible for

To develop policies and provide expert advice on technical standards related to the purchase, operation and maintenance of rollingstock electrical and electronic control and instrumentation systems, and project manage any design/acquisition/modifications of rollingstock.

Report to

Rollingstock Principal Maintenance Manager

Supervises

Other Engineers

Main activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Set technical standards for the design, purchase, operation and maintenance of computer and control systems, instruments and measurement systems as applied in the rollingstock environment. Ensure standards are met.
- Develop, research and implement risk minimisation processes and techniques in the introduction of new control techniques or systems for the fleet.
- Act as consultant and subject matter expert in advice to team.
- Supervise tender documentation to acquire rollingstock fleet, within procurement guidelines.
- Ensure that locomotive section projects and designs result in safe, reliable and economical vehicles that meet client needs and satisfy safety accreditation requirements.
- Provide policy advice based on a knowledge of electrical and electronic control and instrumentation systems.

Key skills

- High level of skill in project management of multi-disciplinary rollingstock design/acquisition projects.
- Extensive technical knowledge of rollingstock design and construction, and standards applicable in the production of safe, reliable, standards compliant locomotives.
- Extensive knowledge of the theory, application, operation and maintenance of rollingstock control and simulation systems, and the national and international standards and specifications relating to those systems.
- High level of skill in formulating policy, developing standards and mitigating risks associated with new technologies as applied to rollingstock control systems.
- High level of skill in providing independent, and self-directed expert advice and innovative technical support to LOB clients.
- High level of skill in investigation, problem solving and fault finding of control systems, in an environment requiring proactive approaches with little initial direction from management.
- High level of skill in preparation of formal engineering reports, technical specifications, tender evaluations and contract administration.

Internal contacts

Management, engineers

External contacts

Service providers, existing and potential clients.

Typical experience

Tertiary qualification in engineering, with membership of the Institute of Engineers, coupled with relevant industry experience.

Other comments



Position Description

Position title: Rollingstock Engineer
Position code: Aon.ROL.91410.3
Level: 3

Responsible for

To provide professional engineering requirements support to the organisation for rollingstock maintenance, enhancement and modification programs, optimising equipment performance within developed and defined standards.

Report to

Rollingstock Principal Maintenance Manager

Supervises

No supervisory responsibilities.

Main activities

- Depending on the nature of the business rollingstock may include all or some of the following: locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Undertake reviews and recommend modifications to appropriate engineering standards, specifications and manuals of practice.
- Provide advice/evaluation of technical problems and establish the direction the investigation is to proceed and the methodology to be deployed. Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety.
- Provide technical consultation and advisory service to suppliers of services and equipment, maintenance depots, and subsidiary companies.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- When required and needed, prepare specifications for major tenders, evaluate tenders, make recommendations to award contracts and administer the contract. Then, assist in conducting in-field trials and commissioning to evaluate new or current equipment performance.
- Project manage planning, coordinating and controlling professional activities relating to multi disciplinary projects. Design and lead projects within scope of area.

Key skills

- Experience in rollingstock engineering and maintenance practices, and risk management techniques. Knowledge and application of engineering and quality standards to these practices.
- Well developed communication skills to develop and lead the team.
- Knowledge of electrical safety and of construction, operation, maintenance and training associated with electrical building and distribution services.

Internal contacts

Management

External contacts

Service providers, existing and potential clients.

Typical experience

Tertiary qualification in engineering, with membership of Institute of Engineers, coupled with technical knowledge of rollingstock.

Other comments

Position Description

Position title: Graduate Rollingstock Engineer
Position code: Aon.ROL.91410.2
Level: 2

Responsible for

To gain appropriate skills and technical/managerial experience in planning, tendering, design, formulation of maintenance standards and project management requirements for electrical equipment on rollingstock.

Report to

Rollingstock Engineers and above

Supervises

No supervisory responsibilities.

Main activities

- Depending on the nature of the business rollingstock may include all or some of the following: locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Undertake general planning, investigations and designing projects within the scope of the profession.
- Assist in reviewing and recommending modifications to appropriate engineering standards, specifications and manuals of practice.
- Assist in the evaluation of technical problems and establish the direction the investigation is to proceed and the methodology to be employed.
- Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety.
- Review and, where necessary, provide technical input to suppliers of services and equipment and to maintenance depots.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- Assist in the preparation of specifications for major tenders
- Assist in conducting in-field trials and commissioning to evaluate equipment performance
- Assist with the management of planning, coordinating and controlling professional activities relating to multi disciplinary projects. Use theoretical knowledge to suggest improvements to operational performance of rollingstock and design modifications.

Key skills

- Knowledge of engineering fundamentals and applying theoretical methods to solve problems
- Team player
- Sound skills in writing clear, concise specifications and technical reports.

Internal contacts

Management

External contacts

Service providers, existing and potential clients.

Typical experience

Tertiary qualifications in engineering.

Other comments

Position Description

Position title: Principal Rollingstock Maintenance Manager
Position code: Aon.ROL.91402.5
Level: 5

Responsible for

Provide effective management and leadership in the provision of technical and strategic support for the maintenance of rollingstock, plant, equipment and terminal infrastructure, to ensure rollingstock availability and reliability.

Report to

National Equipment Manager

Supervises

Rollingstock Area Maintenance Managers and Coordinators.

Main activities

- Manage the scheduling maintenance, practice and programs at depots of the rail network across a range of resources (rollingstock, plant, equipment and terminal infrastructure) and ensure they are available to satisfy strategic needs of the organisation in a cost effective way.
- Manage maintenance contracts and maintain agreed contractual service obligations within agreed expenditure budgets.
- Develop and implement maintenance strategy and business plan, managing and monitoring the budget throughout the process.
- Provide strategic plan and direction to develop performance measures in line with ensuring efficient maintenance activity by effective use of materials and labour productivity. Includes measures against reliability and availability of both wagons and locomotives.
- Co-ordinate subordinate staff to optimise the use of human and material resources to achieve maximum performance, also developing employees, driving quality work, enforcing and setting guidelines as per legislation to provide a safe work environment, and building a positive team atmosphere.
- Maintain necessary contact with major suppliers, customers, industry associations, unions, and government representatives to achieve the business objectives of terminal services.

Key skills

- Strategic orientation and vision to link area with growth in organisations and general business objectives.
- High level of management and leadership skills.
- High level of operational, developing strategic management and organisational skills relative to a workshop or depot environment
- High level of skills in workplace change management, industrial consultation, conflict resolution and people development and management.
- Extensive knowledge of the budgetary and financial requirements needed to operate in a commercial and highly competitive environment.
- Substantial conceptual and analytical skills.
- Extensive knowledge of the maintenance requirements to achieve high levels of rollingstock availability and reliability.

Internal contacts

Senior Rail Operations Managers

External contacts

Contractors, suppliers, government bodies, trade unions,

Typical experience

May have a relevant tertiary qualification coupled with senior engineering experience/ management in a rail transport environment.

Other comments



Position Description

Position title: Rollingstock Area Coordinator/Team Leader
Position code: Aon.ROL.91402.4
Level: 4

Responsible for

To effectively lead and manage the staff, tools, assets, inventory and facilities to ensure rollingstock is maintained to the level of reliability and performance required to meet the organisation's business objectives for the area of control.

Report to

Rollingstock Principal Maintenance Manager

Supervises

May supervise Rollingstock Maintainers and Junior Rollingstock Maintainers.

Main activities

- Provide leadership, strategic direction, and planning to support the area and organisations business goals, management all employees (including permanent, casual or contracted) and resources in the cost effective, safe and reliable maintenance and presentation of the rollingstock including scheduled, unscheduled maintenance, warranty claims, component inventory, supply and cleaning at different depots.
- Instruct, coach and support all supervised personnel on all aspects of their roles and to facilitate effective co-operation, trust and responsibility within and between the autonomous teams in which they work to achieve material and labour efficiency.
- Develop and maintain long and short term strategies and plans to ensure that the maintenance regime, component repair and inventory and presentation practices of the rollingstock meet safety and customer requirement. Implement quality assurance and improvement strategies in order to continually improve rollingstock maintenance and presentation, closely working with customers needs and service providers.
- Communicate effectively with management, staff, unions, suppliers, contractors (or sub-contractors) and customers to ensure a productive and harmonious work environment. Provide development programs for direct supervised personnel and supervise, audit and monitor repairs to the rollingstock.

Key skills

- Strategic management, operational, and leadership skills with a proven capacity to achieve, develop and implement systems and goals across one/ multi disciplined depots taking into consideration staff, budget and resources on a commercial basis.
- Knowledge of managing loss control systems and legal compliance obligations.
- Extensive knowledge relating to maintenance/operation and presentation of rollingstock, fostering a team to achieve high levels of performance.
- Substantial skill in developing and sustaining productive customer and service provider relationships.
- Skills in dealing with workplace change, industrial consultation and conflict resolution.

Internal contacts

Area Rail Operational Managers

External contacts

Contractors, Suppliers and Customers

Typical experience

Prior working experience with managing rollingstock. May have relevant industry qualification (e.g. Diploma of Engineering).

Other comments

Position Description

Position title: Rollingstock Stock Maintainer
Position code: Aon.ROL.91402.3
Level: 3

Responsible for

Providing customers with a reliable and cost effective maintenance service on the locomotive and wagon fleets. Inspect and test wagons to Australian and organisation standards.

Report to

Rollingstock Area Coordinator/Team Leader

Supervises

May supervise Junior Rollingstock Maintainers

Main activities

- Monitor locomotive fleet maintenance schedule, ensuring production is met and utilised amongst business needs/other departments. Includes expediting fault repairs and providing technical input to amend and upgrade maintenance instructions and schedules. Consult with customers and suppliers to confirm service levels are met.
- Manage overhaul staff ensuring safety, budget and productivity objectives are met.
- Report on rollingstock repairs and damages, include cost estimates for repair work, recommend best course of action for equipment repair; quoting consulting and assessing contractor ability to complete task and reporting against budgets and actuals.
- Respond to incidents, attend and coordinate recovery at derailments, carry out investigations and provide reports.
- Coordinate and support team to ensure facility operates on principles of commercial practice, participating in production and safety meetings with immediate team.
- Coordinate and assist internal/external providers in performing supervisory maintenance activities and managing material stores.
- Inspect and test rollingstock and pressure vessels, air receivers/compressors in accordance to Australian and organisation standards and certify as fit for traffic. Run audit of wagon maintenance to ensure compliance.

Key skills

- Operational management and leadership skills of staff in a rail transport maintenance facility, with ability to develop and implement systems and set achievable goals, within industry and organisational guidelines and budgets.
- Knowledge in contract coordination and technical knowledge of rail wagons.
- Analytical and conceptual thinking regarding information management.
- People management.

Internal contacts

Local Rail Operations Management, Staff and Unions.

External contacts

Contractors, suppliers and customers.

Typical experience

Experience in managing staff in a rail transport maintenance facility. May have relevant industry qualification (e.g. Diploma of Engineering).

Other comments

Position Description

Position title: Junior Rollingstock Maintainer
Position code: Aon.ROL.91402.2
Level: 2

Responsible for

Inspecting and testing wagons to Australian and organisation standards under close supervision of Rollingstock Maintainers.

Report to

Rollingstock Area Coordinator/Team Leader

Supervises

No supervisory responsibilities.

Main activities

- Report on rollingstock repairs and damages, include cost estimates for repair work, recommend best course of action for equipment repair; quoting consulting and assessing contractor ability to complete task and reporting against budgets and actuals.
- Respond to incidents, attend and coordinate recovery at derailments, carry out investigations and provide reports.
- Participating in production and safety meetings with immediate team.
- Assist internal/external providers in performing supervisory maintenance activities and managing material stores.
- Inspect and test rollingstock and pressure vessels, air receivers/compressors in accordance to Australian and organisation standards and certify as fit for traffic. Run audit of wagon maintenance to ensure compliance.

Key skills

- Knowledge in contract coordination and technical knowledge of rail wagons.

Internal contacts

Local Rail Operations Management, Staff and Unions.

External contacts

Contractors, suppliers and customers.

Typical experience

Technical knowledge of rollingstock. May have relevant industry qualification (e.g. Diploma of Engineering).

Other comments

Position Description

Position title: Manager - Signals/Electrical
Position code: Aon.INF.89101.6
Level: 6

Responsible for

Provide effective and efficient management in the planning, provision and maintenance of train control, signalling and communications systems and designated electrical services assets to meet and further the achievement of the organisations business objectives.

Report to

General Manager

Supervises

Principal/Regional Signals Manager

Main activities

- Manage and direct the capital works project planning, associated engineering consultancy services and supply, design and construction contracts for train control system, signalling, level crossing protection, communications and designated electrical services assets.
- Manage and direct the maintenance regime planning, maintenance and improvement work programs, resources, outsourcing processes and maintenance service contracts for train control systems, signalling, level crossing protection, communications and designated electrical services assets.
- Develop, implement and manage Control and Communication Systems (C&CS) improvement initiatives, strategic plans, safety systems and technical policies to achieve regulatory compliance and meet business objectives.
- Prepare and monitor budgeting and expenditure for communications systems project capital and operating work programs.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.
- Review performance of C&CS safety critical systems and assets, undertake studies into new technology developments and enhancements to continuously improve performance and meet business targets for provision of safe and reliable train paths.
- Lead incident investigations and analyse technical reports relating to irregularities, incidents or accidents, provide expert technical advice, comment, recommendations and implement improvements on matters associated with safe working control, signalling and active level crossing warning systems matters.

Key skills

- Effective decision making, makes systematic and rational judgements based on relevant information.
- Extensive knowledge of infrastructure construction, maintenance and safety standards, operations and practices as used in a major railway.
- Well-developed interpersonal and written communication skills across all levels of the organisation.
- Demonstrates technical or professional aspects of work and continually maintains technical knowledge and ability required of position.
- Planning and Organising.

Internal contacts

Strategic planners and Management including but not limited to; Safety & Procedures Manager, communications manager, property service manager and plant and equipment manager.

External contacts

Regulatory bodies and government departments Consultants, Contractors, Suppliers, Manufacturers and Private Siding owners.

Typical experience



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Tertiary qualifications in engineering and management or an appropriate discipline and / or relevant industry experience.
Extensive experience in signalling infrastructure maintenance management and cost, budget and project management.

Other comments

Position Description

Position title:	Principal/Regional Signals Manager
Position code:	Aon.INF.89111.5
Level:	5

Responsible for

Effectively and efficiently manage the safety, integrity and operational availability of the signalling infrastructure and operational safe working systems. Develop and implement control systems to monitor the quality and quantity of work undertaken by contract or internal resources; and ensure maintenance is carried out to laid down procedures, programmes and standards as well as regulatory and statutory requirements.

Report to

Manager - Signals/Electrical

Supervises

Signals/Electrical Technicians; Signals/Electrical Engineers

Main activities

- Manage effectively the delivery of signalling maintenance services.
- Prepare and control maintenance work programmes, schedules and operating budgets for the region.
- Undertake analysis of signalling related Train Control Reports (TCR's) and other data to ensure appropriate remedial action is scheduled to address any negative signalling performance trends.
- Work closely with the Delivery Managers and Signal Maintenance Engineers to effectively implement and monitor the corridor business plans and budgets relative to signalling infrastructure.
- Investigate and reporting of any major incidents involving signalling.
- Develop and implement relevant KPI monitoring and reporting. Review of KPI's and implementation of achievement strategies.
- Implementation of strategies to reduce signalling faults.
- Participate in projects and undertake other duties as requested.

Key skills

- Well-developed interpersonal and written communication skills, negotiation and teamwork.
- Extensive knowledge of infrastructure construction, maintenance and safety standards, operations and practices as used in a major railway.
- Planning & Organising.
- Demonstrated technical or professional knowledge.
- Excellent analytical and problem solving ability.
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Internal contacts

Management; including but not limited to, Delivery Managers, Safety & Procedures Manager, Communications Manager, Procurement Manager, Contracts Manager and Delivery Manager. Also may be in contact with; Signal Maintenance Engineer, Planners, Project Director and Civil Engineer.

External contacts

Regulatory bodies and government departments Consultants, industry representative and rail operators, Contractors, Suppliers and Manufacturers.

Typical experience

May have possession of a formal qualification and/or previous learning/work experience in rail signal maintenance management. Including experience in signalling infrastructure maintenance management and cost, budget and project management experience and knowledge of managing Rail Safety.

Other comments



Position Description

Position title: Senior Signals/Electrical Engineer
Position code: Aon.INF.89010.4
Level: 4

Responsible for

To provide professional specialist expertise in planning, design, standards, procedures, construction, contract services, electrical energy management and advice for electrical power systems for the organisation.

Report to

Infrastructure Services & Maintenance Manager/Corridor Manager; Principal Electrical Engineer

Supervises

May supervise Signals/Electrical Technicians; Signals/Electrical Engineers; Graduate Signals/Electrical Technicians

Main activities

- Design specifications and documentation for High Voltage (HV) electrical projects including substations, transformers, switchgear, harmonic filters and protection.
- Design and maintain standards for power supply equipment and for base support for repair of equipment.
- Ensure that work carried out by the Electrical Systems Teams, outside staff and contractors is in accordance with good engineering practice and within time and cost constraints.
- Investigate alternative techniques and technology relating to acquisition of equipment, maintenance methods, the performance of the power supply system, and electrical energy consumption.
- Ensure the performance of staff in the Electrical Systems Team.
- Provide advice for short and long term planning for power supply systems, including, co-ordinating power system requirements with supply authorities, telecommunications and other parties affected by the electrified railway.
- Carry out investigations, audits and testing of power supply equipment and monitoring the performance of such equipment.
- Provide expert analysis and recommendations regarding electrical energy management including procurement of energy, connection agreements and contract administration.

Key skills

- Extensive knowledge of electrical requirements of electrified railway systems.
- Extensive knowledge of energy management and the electricity market.
- Extensive knowledge of standard specifications and operating, construction, maintenance and testing procedures with respect to ac electrified railways, as well as auditing requirements.
- High level of conceptual, analytical and innovative problem solving skills.
- High level of interpersonal, written and oral communication skills and team leadership.
- High level of skills in planning, programming, managing and reporting of work projects.

Internal contacts

Principal Engineer and management

External contacts

Business clients of the organisation, regulatory bodies, government departments and clients

Typical experience

Must hold a tertiary qualification in electrical engineering coupled with relevant industry experience.

Other comments

Position Description

Position title: Signals/Electrical Engineer
Position code: Aon.INF.89011.3
Level: 3

Responsible for

To provide professional specialist expertise in planning, design, standards, procedures, construction, contract services, electrical energy management and advice for electrical power systems for the organisation.

Report to

Infrastructure Services & Maintenance Manager/Corridor Manager; Principal Electrical Engineer

Supervises

No supervisory responsibilities.

Main activities

- Design specifications and documentation for High Voltage (HV) electrical projects including substations, transformers, switchgear, harmonic filters and protection.
- Design and maintain standards for power supply equipment and for base support for repair of equipment.
- Ensure that work carried out by the Electrical Systems Teams, outside staff and contractors is in accordance with good engineering practice and within time and cost constraints.
- Investigate alternative techniques and technology relating to acquisition of equipment, maintenance methods, the performance of the power supply system, and electrical energy consumption.
- Provide advice for short and long term planning for power supply systems, including, co-ordinating power system requirements with supply authorities, telecommunications and other parties affected by the electrified railway.
- Carry out investigations, audits and testing of power supply equipment and monitoring the performance of such equipment.
- Provide expert analysis and recommendations regarding electrical energy management including procurement of energy, connection agreements and contract administration.

Key skills

- Substantial knowledge of electrical requirements of electrified railway systems.
- Substantial knowledge of energy management and the electricity market.
- Substantial knowledge of standard specifications and operating, construction, maintenance and testing procedures with respect to ac electrified railways, as well as auditing requirements.
- High level of conceptual, analytical and innovative problem solving skills.
- High level of interpersonal, written and oral communication skills.
- High level of skills in planning, programming, managing and reporting of work projects.

Internal contacts

Principal Engineer and management

External contacts

Business clients of the organisation, regulatory bodies, government departments and clients

Typical experience

Must hold a tertiary qualification in electrical engineering coupled with relevant industry experience.

Other comments

Position Description

Position title: Senior Signals/Electrical Technician
Position code: Aon.INF.89101.4
Level: 4

Responsible for

Provide engineering support in the planning, project management, design, construction and maintenance of signalling, active level crossing warning systems and control systems. Manage the provision of inspection, testing, maintenance and minor renewals activities to ensure the operational availability of the signalling infrastructure and operational safe working systems so signal infrastructure complies with design, safety and engineering specifications.

Report to

Region Signals Manager.

Supervises

May supervise Signals/Electrical Technicians; Graduate Signals/Electrical Technicians

Main activities

- Support the planning, project management, design, construction and maintenance of allocated railway signalling, active level cross warning systems and control systems by effectively planning for and maintaining the system, including scoping, briefing, budgeting, commissioning, justifying/assessing need for new work.
- Ensure compliance of project and maintenance work to set design principles, engineering standards, safety levels, regulatory requirements and company specifications by coordinating and supervising audits, inspections, testing, maintenance and minor renewal activity.
- Conduct investigation to analyse and report on major incidents.
- Provide technical support to the team in the operation, use and maintenance of the signalling systems.
- Develop methods to monitor and analyse signalling faults, particularly recurring and no cause found, to then implement methods and strategies to reduce signal faults to optimise performance of signalling system.

Key skills

- In-depth knowledge and working experience with signalling infrastructure and systems, preferably in a leadership position. Deep understanding of conditions that affect safety and signalling standards.
- Project management, planning and resourcing to meet budget and timelines in the administration and management of signalling maintenance programs and minor project renewals.
- Problem solving, negotiation, interpersonal skills.
- Substantial level of skill in auditing, quality improvement and risk analysis techniques.
- Technical and operational skills in investigating signalling incidents.

Internal contacts

Strategic planners, Civil Engineer and Management including but not limited to; Safety & Procedures Manager, communications manager, property service manager and plant, equipment manager, infrastructure Services & Maintenance Manager and Infrastructure Project Manager

External contacts

Regulatory and other government departments (local and state), consultants, industry representatives and rail operators , contractors, suppliers and manufacturers.

Typical experience

In-depth knowledge and working experience with signalling infrastructure and systems, possibly degree in Electrical Engineering. Knowledge of standards for signalling infrastructure Significant experience in signalling maintenance management.

Other comments

Usually required to work flexible hours (on call) and travel.

Position Description

Position title: Signals/Electrical Technician
Position code: Aon.INF.89101.3
Level: 3

Responsible for

Carry out the safe, efficient and effective first-line maintenance and service restoration of signalling equipment, associated systems and protected level crossing systems to a high degree of integrity.

Report to

Region Signals Manager

Supervises

No supervisory responsibilities.

Main activities

- Install, modify, maintain and repair signalling and communication equipment in accordance with Technical Maintenance Plans, Signalling Discipline standards, practices and safe working procedures.
- Examine and test signalling equipment in accordance with Signalling Standards.
- Maintain materials, tools, vehicles and equipment. Recommend improvements in the maintenance and works processes.
- Conduct appropriate testing and monitoring procedures to ensure signalling equipment and system integrity.
- Mentor and train staff to ensure that they perform their duties in accordance with Signalling Standards, Practices and Safe working Procedures.
- Promptly attend to emergencies and irregularities and ensure that equipment is promptly and safely returned to service, Optimise infrastructure performance and availability, Participate in projects and undertake other duties as requested.
- Ensure safety checks are completed and appropriate documentation is maintained.

Key skills

- Substantial communications, interpersonal and negotiation skills and teamwork.
- Problem solving skills.
- Safety Awareness.
- Planning and Organising.
- Demonstrated technical and professional knowledge.
- Ability to work independently and in a team environment.
- Ability to apply quality systems including policies and procedures.

Internal contacts

Management and Work Group Leader

External contacts

Regulatory bodies and government departments Consultants, Contractors, Suppliers and Manufacturers.

Typical experience

May have relevant trade or technical experience. Also possession of a relevant trade certificate (grade electrical Worker's Licence) is desirable. May possess knowledge and ability to implement the principles of Rail Safety.

Other comments

Position Description

Position title: Graduate Signals/Electrical Technician
Position code: Aon.INF.89011.2
Level: 2

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Signals/Electrical Engineer or above; Signals/Electrical Technician or above;

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader assignments.
- Using a variety of standard Engineering methods and techniques in solving problems.
- Assisting more senior Engineers with the analysis of information, production of designs and computations.
- Assisting in the preparation of specifications, proposals and other documentation under supervision.

Key skills

- Problem solving/analytical skills.
- Good communication skills.
- Ability to interpret and carry out instructions.
- Ability to use basic theoretical knowledge of Engineering principles to analyse and interpret information.

Internal contacts

Engineers at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Engineering.

Other comments

Position Description

Position title: Senior Rail Surveyor
Position code: Aon.INF.89022.4
Level: 4

Responsible for

Provide professional advice and technical support services in surveying, survey design and property titling matters. Support the compilation and maintenance of spatial data for proposed and existing railways and operations in a civil engineering environment.

Report to

Principal Surveyor

Supervises

No supervisory responsibilities.

Main activities

- Organise and execute cadastral and engineering field surveys, reduce field observations and supervise the preparation of plans of survey as required to current industry best practice and legislative requirements.
- Plan, organise and co-ordinate field activities of technical parties on specific projects as required.
- Support project managers in the preparation of cadastral and engineering surveys and civil engineering technical project specifications, liaising with consultants and managing project delivery compliance against specifications.
- Maintain and support the organisation's Business Improvement System, monitor quality, safety procedures and standards for field surveys, railway design and drafting.
- Contribute to the continual improvement of safety at level crossings through support in safety assessment of level crossings, maintenance of the level crossing database and providing proposals on safety control measures.
- Assist in the development and maintenance of land and infrastructure databases.

Key skills

- High level of skills in the planning and execution of cadastral and engineering surveys, and competency in the cadastral system legislative standards, practices and requirements.
- High level of skills in the reduction, analytical analysis and integration of survey and GPS field data.
- Substantial level of skill and knowledge in safety procedures.
- High level of skill in written, including report writing, interpersonal, negotiating and verbal communication skills.
- High knowledge of recent technological and procedural developments in the spatial environment leading to continual innovation and development of process efficiencies.
- High level of knowledge of survey and spatial information computer software typically employed to support a civil engineering design environment.

Internal contacts

Project Managers

External contacts

Business clients of the organisation, regulatory bodies and government departments.

Typical experience

Must hold a Bachelor degree qualification in Surveying or equivalent qualification.

Other comments

Position Description

Position title: Rail Surveyor
Position code: Aon.INF.89022.3
Level: 3

Responsible for

Provide technical advice and support services in surveying and the collection, presentation and analysis of spatial information. Support the compilation and maintenance of spatial data for proposed and existing railways and operations.

Report to

Principal Surveyor

Supervises

No supervisory responsibilities.

Main activities

- Undertaking cadastral and engineering field surveys under supervision and reduce field observations.
- Perform survey computation, data collection, processing and presentation and alignment design computing according to organisation specific design procedures and standards.
- Prepare reports and data spreadsheets for survey and civil engineering projects.
- Contribute to the continual improvement of safety at level crossings through support of safety assessments of level crossings (field and office work), maintenance of the level crossing database and development of proposals for safety control measures.
- Assist in the development and maintenance of land and infrastructure databases.
- Monitor quality, safety procedures and standards for field surveys.

Key skills

- Sound level of skill in the use of electronic surveying equipment and survey design software packages and survey computing as required for data processing, design and presentation.
- Sound level of skill in the planning and execution of cadastral and engineering surveys.
- Sound level of problem solving and decision making skills for on site situations and to plan and prioritise work requirements to meet set deadlines.
- Sound level of skill in oral and written communication.
- Sound level of skill in working in a team environment.

Internal contacts

Surveyors, Management including Project Managers

External contacts

Typical experience

Required qualification such as Spatial Science or Engineering degree.

Other comments

Position Description

Position title: Maintenance Manager
Position code: Aon.INF.89111.6
Level: 6

Responsible for

Providing effective leadership of asset management operations to ensure profitable rail solutions which are results driven and customer focused. Driving high performance and optimising the utilisation of assets for the company.

Report to**Supervises**

Maintenance Supervisor, Maintainers

Main activities

- Lead and demonstrate safety initiatives and safety behaviours by championing the relevant policies within the business.
- Lead and direct work teams to achieve desired outcomes while building a results driven, customer focused and accountable culture.
- Ensure all financial and budgetary requirements of asset management operations are managed to achieve overall business goals and objectives.
- Manage the efficient delivery of services, utilising geographically dispersed multidisciplinary teams and facilitate effective integration with supply and logistics chains.
- Manage the operational performance of assets to improve business operations.
- Lead and manage change management programs required to optimise asset management operations.
- Liaise with key internal and external stakeholders, customers and local communities on all matters relating to business operations within the area.
- Lead, manage and coach team members to build a high performance team culture.

Key skills

- High level of leadership skill.
- High level of skill in managing a broad range of asset management activities, supply chain logistics and operational safety issues.
- High level of financial management skills.
- High level of skill in implementing change management strategies
- High level of interpersonal, relationship and communication skills.

Internal contacts

Management and employees of the organisation.

External contacts

Business clients of the organisation, contractors, government agencies and the public.

Typical experience

May have a formal qualification and/or previous learning/work experience, with specialist skills in railway supervision.

Other comments

Position Description

Position title: Maintenance Supervisor
Position code: Aon.INF.89101.5
Level: 5

Responsible for

Ensure the railway and associated infrastructure within the area of responsibility conforms to Railway Safety Management Standards and Organisations business objectives.

Report to

Maintenance Manager; Infrastructure Services & Maintenance Manager/Corridor Manager

Supervises

Maintainers

Main activities

- Manage the railway and associated infrastructure inspection, monitoring and maintenance and construction work to ensure it conforms to the rail safety standards.
- Prepare and implement work plans and programmes including operating and capital expenditure budgets for routine maintenance activities and improvement/upgrading work in conjunction with management and the major permanent way contractor.
- Plan, inspect, control and negotiate the performance of work to be carried out by the major railway contractor and other contractors.
- Plan, coordinate and direct subordinate staff to ensure that they perform as an effective team.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures, including: Railway safety management, Occupational health and safety, environmental management, Equal Opportunity.

Key skills

- Communicates, speaks and writes in a clear and concise manner.
- Motivates and empowers others in order to achieve corporate objectives and strategies.
- Understands and is vigilant about workplace safety.
- Organises and schedules events, activities and resources. Sets up and monitors timescales and plans.
- Demonstrates technical or professional aspects of work and continually maintains technical knowledge and ability required of position. Effectively utilises technical or professional skills to ensure results are achieved and delivered on time.

Internal contacts

Management and employees of the organisation.

External contacts

Local Council/Authority Representatives, Industry Representatives, Local Rail Operators, Contractors, Emergency Services.

Typical experience

May have a formal qualification and/or previous learning/work experience, with specialist skills in railway supervision.

Other comments

Position Description

Position title: Senior Maintainer
Position code: Aon.INF.89111.4
Level: 4

Responsible for

Lead and supervise a multi-skilled delivery works group to deliver work allocated by the Team Leader or Team Manager to appropriate standards to ensure the operational integrity and efficiency of a designated location or section. Ensure a safe working environment, ensure rail infrastructure is in a safe operational condition, and maintain a valid defect recording system.

Report to

Maintenance Supervisor/Maintenance Manager

Supervises

Maintainers, Infrastructure Workers

Main activities

- Ensure compliance with OHS Management System, including OHS Policies and Procedures. Ensure safety checks are completed and records of inspections maintained.
- Ensure maintenance of materials, tools, vehicles and equipment.
- Determine appropriate resource allocation including personnel, plant and material allocation and prioritisation.
- Ensure mandatory systematic inspection, examination, condition monitoring and functional checks on the rail infrastructure are conducted and take appropriate action to ensure rail infrastructure is in a safe operational condition.
- Ensure recording and reporting of defective infrastructure to maintain a valid defect recording system.
- Supervise employee and external contractor performance and productivity.
- Participate in projects and undertake other duties as requested.

Key skills

- Good communication skills, high level of interpersonal and communication skills.
- Ability to supervise teams for effective performance.
- Planning & Organising: establishing course of action for self and others to ensure that work is completed efficiently and effectively.
- Understands and is vigilant about workplace safety. Maintains safe work practices as a priority.

Internal contacts

Infrastructure workers, risk and safety officer, team managers, delivery engineer.

External contacts

Local Council/Authority Representatives, Industry Representatives, Local Rail Operators, Contractors, Emergency Services.

Typical experience

Experience in supervising teams. Certification in infrastructure inspection, assessment and repair.

Other comments

Position Description

Position title: Maintainer
Position code: Aon.INF.89111.3
Level: 3

Responsible for

Ensure a safe working environment, ensure rail infrastructure is in a safe operational condition, and maintain a valid defect recording system.

Report to

Maintenance Supervisor; Maintenance Manager

Supervises

No supervisory responsibilities.

Main activities

- Ensure preventative and breakdown maintenance of materials, tools, vehicles and equipment.
- Ensure mandatory systematic inspection, examination, condition monitoring and functional checks on the rail infrastructure are conducted and take appropriate action to ensure rail infrastructure is in a safe operational condition.
- Ensure recording and reporting of defective infrastructure to maintain a valid defect recording system.
- Liaise with asset management operations personnel regarding appropriate resourcing including plant and material allocation and prioritisation.
- Ensure compliance with OHS Management System, including OHS Policies and Procedures. Ensure safety checks are completed and records of inspections maintained.

Key skills

- A current Mechanical trade qualification.
- Shift maintenance experience within a large industrial plant.
- Understands and is vigilant about workplace safety. Maintains safe work practices as a priority.

Internal contacts

Infrastructure workers, risk and safety officer, team managers, delivery engineer.

External contacts

Local Council/Authority Representatives, Industry Representatives, Local Rail Operators, Contractors, Emergency Services.

Typical experience

Experience in supervising teams. Certification in infrastructure inspection, assessment and repair.

Other comments

Position Description

Position title: Junior Maintainer
Position code: Aon.INF.89111.2
Level: 2

Responsible for

Ensuring a safe working environment, ensure rail infrastructure is in a safe operational condition, and maintain a valid defect recording system under close supervision.

Report to

Maintenance Supervisor/Maintenance Manager; Senior Maintainer

Supervises

No supervisory responsibilities.

Main activities

- Ensure preventative and breakdown maintenance of materials, tools, vehicles and equipment under close supervision and guidance from experienced maintainers.
- Assist with ensuring mandatory systematic inspection, examination, condition monitoring and functional checks on the rail infrastructure are conducted and take appropriate action to ensure rail infrastructure is in a safe operational condition.
- Ensure recording and reporting of defective infrastructure to maintain a valid defect recording system.
- Ensure compliance with OHS Management System, including OHS Policies and Procedures. Ensure safety checks are completed and records of inspections maintained.

Key skills

- A current Mechanical trade qualification.
- Shift maintenance experience within a large industrial plant.
- Understands and is vigilant about workplace safety. Maintains safe work practices as a priority.

Internal contacts

Infrastructure workers, risk and safety officer, team managers, delivery engineer.

External contacts

Typical experience

Other comments

Position Description

Position title: Cargo Claims Coordinator
Position code: Aon.SHP.91700.3
Level: 3

Responsible for

Managing the Claims process from the initial receipt of the Cargo Claim through to it's full resolution, as per the Company Claims Policy and Procedures, utilising the resources of the Port Offices, other Regional Hub Offices and third party Solicitors.

Report to

Claims Manager.

Supervises

No supervisory responsibilities.

Main activities

- Acknowledging immediately initial notifications of loss or damage.
Arranging necessary surveys of damaged goods in accordance with company guidelines.
 - Reporting all Claims over a specified amount to management immediately.
Collating all relevant documentation from Port Offices, Systems and Port of Origin.
 - Recording all Claims received and reporting these to Regional Hub Offices in accordance with company guidelines.
Investigating thoroughly all allegations of loss/damage caused by the company and hold liable and necessary recovery action against 3rd parties.
 - Calculating any limit of liability and check time bar, title to Claim.
Paying, rejecting or time barring Claims.
Checking and authorising legal invoices.
Closing files and updating the database.
 - Promoting risk management and loss prevention, by informing Cargo care people about things that are regularly causing loss or damage.
Overseeing local Port Offices setting appropriate policies and monitoring their Claims handling service.
 - Ensuring the organisation's position in regard to Claims is protected at all times.
Directing Management's attention to all incidents caused through error within the company.
- Keeping management and Head Office informed of any changes in Local Laws relating to the transportation of goods.
- Assisting all other Claims handlers within the organisation by providing full and timely responses to their queries.
 - Representing the organisation at Shipping Australia Ltd Risk Management meetings.
Attending seminars for updates in Australian Maritime Law.
Keeping all departments within the organisation updated on Risk Managements/Claims issues.

Key skills

- A comprehensive understanding of Maritime Law.
- Excellent understanding of shipping processes/procedures.
- Excellent communication skills (oral and written).
- Well developed conflict resolution skills.

Internal contacts

Freight Department, Sales, Customer Service, Operations.

External contacts

Customers, Solicitors.

Typical experience

5+ years experience within Container Shipping Industry, together with Tertiary/TAFE qualifications and/or significant Shipping industry knowledge.



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Other comments

Position Description

Position title: Cargo Quality Manager
Position code: Aon.SHP.91701.4
Level: 4

Responsible for

Managing effectively, the maintenance and repair budget and expenditure in order to maximise reduction in costs wherever possible. Providing Cargo Care and Technical Support/Training.

Report to

National Operations Manager.

Supervises

No supervisory responsibilities.

Main activities

- Creating structured training for Australian Organisation, Operations, Sales and Customer Service, covering all aspects of Cargo Care/Technical Information in line with international container management procedures/policies.
- Liaising directly with clients in regard to Cargo care matters, in particular cold chain logistics and the formulation of the appropriate 'client procedures' for the packing and carriage of their products.
- Monitoring all maintenance and repair expenditure in Australia and producing an annual budget covering total expenditure for maintenance and repair in Australia.
- Undertaking audits of the technical contractors not only within the confines of the depot, but also whilst they undertake checks on board the organisation's vessels to ensure adherence to requirements.
- Ensuring adequate stocks of 'container ancillary equipment', such as hide liners/thermal blankets, are maintained in demand locations and are purchased/supplied in the most cost effective manner.
- Maintaining an ongoing review of contractors in relation to maintenance and repair and technical issues. Negotiating technical service contracts in conjunction with the Procurement Manager.
- Contributing as key member of Functional Team Coordinating National Container Management, by maintaining an overview of stock levels and equipment types and liaise with appropriate parties offering advice/raising concerns or making recommendations as appropriate.
- Ensuring conduct is in full compliance with all company workplace policies and compliant with legislative workplace requirements.

Key skills

- A thorough knowledge of marine integral refrigeration containers.
- A comprehensive understanding of container M&R procedures and in particular IICL repair standards.
- Advanced computer skills.
- Excellent understanding of shipping processes/procedures.
- Excellent communication skills (oral and written).

Internal contacts

Freight Department, Sales, Customer Service, Operations.

External contacts**Typical experience**

5 years within Container Shipping Industry, coupled with Tertiary/TAFE qualifications and/or significant industry knowledge of Cargo Care/Customer Service Processes and practices. Extensive experience in the pre-shipment and carriage of containerised temperature sensitive cargo.

Other comments

Position Description

Position title: Container Controller Manager
Position code: Aon.SHP.91702.4
Level: 4

Responsible for

Managing the Container fleet within Australia to ensure optimum availability and condition of equipment within acceptable financial parameters.

Report to

General Manager.

Supervises

Container Controllers.

Main activities

- Managing the movement of empty Containers throughout Australia in order to meet required turnaround time within the region. Ensuring Container movements are entered into Container tracking system.
- Producing regular Container forecasts and statistics to the Container Department, Australian State Offices and Regional Offices. Reporting on past month's Container turnaround statistics to State Managers.
- Liaising with State Container Controllers, Container depots and clients with regard to the return of outstanding Containers.
- Managing all Container repair and maintenance issues within Australia, including 'write offs', on-selling and evacuation of damaged Containers. Producing monthly Container repair and maintenance reports.
- Negotiating and/or terminating contracts with Container depots and service providers.
- Preparing regular projection reports of Container shortages and surpluses. Ensuring daily Container stock reports are dispatched to each port within Australia.
- Monitoring Container tracking records to ensure accuracy and up to date information with regard to outstanding Containers.

Key skills

- Demonstrated ability in managing a team to achieve desired outputs.
- Ability to communicate effectively at all levels and to practice sound negotiation skills.
- Strong written communication skills.
- Strong analytical ability.
- Computer literacy in Microsoft Office Suite.

Internal contacts

National Logistics Supervisor, National Container Supervisor, National Container Detention Supervisor, National Container Controllers (Australia), National Container Officer, State Container Surveyors.

External contacts**Typical experience**

8+ years experience within the Container Shipping industry, preferably as a Container Fleet Manager.

Other comments

Position Description

Position title: Senior Container Controller
Position code: Aon.SHP.91702.3
Level: 3

Responsible for

Controlling and utilising the container fleet to achieve maximum effectiveness and efficiency.

Report to

Container Controller Manager.

Supervises

No supervisory responsibilities.

Main activities

- Liaising with both depots and Container Leasing Companies on pick up/drop off of inventories.
- Liaising with Cargo Agents on movement of freight to Consignees and minimising demurrage.
- Collating all relevant material for damage control.
- Authorising repairs to units.
- Reconciling Leasing Company's invoices in conjunction with the company's own accounts and checking depot repairs against quotes.
- Keeping records of damages for constant evaluation and monitoring movement of boxes within depots.
- Monitoring Australian Services Union (ASU) requirements in each port and maintaining availability according to market requirements.
- Preparing reports as required for Trade.
- Maintaining computerised tracking system and updating and modifying system as required in consultation with IT department.

Key skills

- Good organisational and negotiation skills.
- Good problem solving skills.
- Complex decision making skills.

Internal contacts

All Depots, Financial and Accounting Department, Ships Crew, IT Department.

External contacts

Container Leasing Companies, Australian Services Union.

Typical experience

5+ years of experience in container tracking and container controlling.

Other comments

Position Description

Position title: Container Controller
Position code: Aon.SHP.91702.2
Level: 2

Responsible for

Controlling and utilising the container fleet to achieve maximum effectiveness and efficiency.

Report to

Container Controller Manager.

Supervises

No supervisory responsibilities.

Main activities

- Liaising with both depots and Container Leasing Companies on pick up/drop off of inventories.
- Liaising with Cargo Agents on movement of freight to Consignees and minimising demurrage.
- Collating all relevant material for damage control.
- Authorising repairs to units.
- Reconciling Leasing Company's invoices in conjunction with the company's own accounts and checking depot repairs against quotes.
- Keeping records of damages for constant evaluation and monitoring movement of boxes within depots.
- Monitoring Australian Services Union (ASU) requirements in each port and maintaining availability according to market requirements.
- Preparing reports as required for Trade.
- Maintaining computerised tracking system and updating and modifying system as required in consultation with IT department.

Key skills

- Good organisational and negotiation skills.

Internal contacts

All Depots, Financial and Accounting Department, Ships Crew, IT Department.

External contacts

Container Leasing Companies, Australian Services Union (ASU).

Typical experience

At least 2 year of experience in container tracking and container controlling.

Other comments

Position Description

Position title: Freight Import Manager
Position code: Aon.SHP.91703.4
Level: 4

Responsible for

Leading, managing and developing team members and ensuring the team is consistently exceeding customer expectations for customer service; that Service Level Agreements (SLA's) with import customers are met; and that Trade Policies are adhered to.

Report to

General Manager.

Supervises

Freight Import Team Leaders, Clerks.

Main activities

- Leading and managing the Import Customer Service teams in conjunction with the Team Leaders.
- Ensuring workflow allocation and staff performance meet SLA's.
- Pro-actively reviewing variances in SLA's and KPI's and ensuring corrective action is taken.
- Ensuring teams service customers in the areas of; Import service enquiries, Import schedule enquiries, availability, charges and inland delivery.
- Overseeing the preparation of trade budget performance, forecasts and local business unit plans. Analysing trade performance, reporting and initiating appropriate action.
- Working in conjunction with the Finance Department to ensure import customers debt position remains within agreed terms.
- Overseeing utilisation of space on vessels and assisting to maximise revenue through cargo mix.
- Continually monitoring customer variance to budget, period and YTD by trade.
- Ensuring Base Level Product Requirements are met.
Monitoring call response data and take corrective action where necessary.
- Ensuring most updated minimum rate guidelines (MRG's) are being used by Import teams.
Ensuring staffing levels are adequate to meet the needs of the customer service team requirements.
Maintaining weekly telephony reports.
Applying and maintaining Trade and Corporate policies and procedures.

Key skills

- Excellent understanding of import processes / procedures.
- Leadership skills.
- Excellent communication skills.

Internal contacts

Trade Managers/Co-ordinators, IT Department, Management, Customer Service Officers, Processing Teams, Sales Representatives, Port Office Teams.

External contacts

Statutory Authorities, Port Authorities, Importers, Customers.

Typical experience

5+ years experience within the Container Shipping industry, together with Tertiary/TAFE qualifications and/or significant industry knowledge of processes and practices.

Other comments

Position Description

Position title: Freight Export Manager
Position code: Aon.SHP.91713.4
Level: 4

Responsible for

Leading, managing and developing team members and ensuring the team is consistently exceeding customer expectations for customer service; that Service Level Agreements (SLA's) with export customers are met; and that Trade Policies are adhered to.

Report to

General Manager.

Supervises

Freight Export Team Leaders, Clerks.

Main activities

- Leading and managing the Export Customer Service teams in conjunction with the Team Leaders.
- Ensuring workflow allocation and staff performance meet SLA's.
- Pro-actively reviewing variances in SLA's and KPI's and ensuring corrective action is taken.
- Ensuring teams service customers regarding: service enquiries, schedule enquiries, bookings, quotations, receivables cut off, container release, invoice discrepancy, document availability and value added services.
- Overseeing the preparation of trade budget performance, forecasts and local business unit plans. Analysing trade performance, reporting and initiating appropriate action.
- Working in conjunction with the Finance Department to ensure Export Customers debt position remains within agreed terms.
- Overseeing utilisation of space on vessels and assisting to maximise revenue through cargo mix.
- Continually monitoring customer variance to budget, period and YTD by trade.
- Ensuring Base Level Product Requirements are met.
Monitoring call response data and take corrective action where necessary.
- Ensuring most updated minimum rate guidelines (MRG's) are being used by Export Teams.
Ensuring staffing levels are adequate to meet the needs of the Customer Service team requirements.
Maintaining weekly telephony reports.
Applying and maintaining Trade and Corporate policies and procedures.

Key skills

- Excellent understanding of export processes / procedures.
- Leadership skills.
- Excellent communication skills.

Internal contacts

Trade Managers/Co-ordinators, IT Department, Management, Customer Service Officers, Processing Teams, Sales Representatives, Port Office Teams.

External contacts

Statutory Authorities, Port Authorities, Exporters, Customers.

Typical experience

5+ years experience within the container shipping industry, together with Tertiary/TAFE qualifications and/or significant industry knowledge of processes and practices.

Other comments

Position Description

Position title: Freight Import Team Leader
Position code: Aon.SHP.91703.3
Level: 3

Responsible for

Leading, supervising and developing team members, ensuring that the imports documentation processes performed at the Customer Service Centre (CSC) comply with Service Level Agreements (SLA's).

Report to

Freight Import Manager.

Supervises

Freight Import Clerks.

Main activities

- Leading and managing a team of Import Customer Service team members.
- Ensuring that work flow allocation and staff performance meet Service Level Agreements (SLA's) for internal and external customers.
- Pro-actively seeking continuous improvement of Import process and procedures in order to ensure the best quality of service is provided to customers.
- Ensuring through Team Members all Corporate and Trade Policies are adhered to.
- Providing training and coaching and providing regular feedback to team members on the overall performance of the group.
- Ensuring that staffing levels are adequate to meet the needs of the Import Customer Service Process.
- Maintaining weekly telephone KPI's.
- Ensuring conduct is in full compliance with all company workplace policies and compliant with legislative workplace requirements.

Key skills

- Experience with all aspects of Import procedure.
- Exposure to mainframe documentation systems.
- Good communication skills (oral and written).
- Ability to monitor the progress of direct reports and to delegate.
- Ability to develop team members and to impart knowledge and develop shared solutions.
- Exhibit commitment to quality of output and corporate SLA's.

Internal contacts

Customer Service Management Team, Import Documentation Team.

External contacts

Auditors, Suppliers, Statutory Bodies, Customs, Port Authorities, Import Customers.

Typical experience

Minimum of 3 years experience in Transport industry and/or experience within the Service industry, experience at supervisor level.

Other comments

Position Description

Position title: Freight Export Team Leader
Position code: Aon.SHP.91713.3
Level: 3

Responsible for

Leading, supervising and developing Team members, ensuring that the Exports documentation processes performed at the Customer Service Centre (CSC) comply with Service Level Agreements (SLA's).

Report to

Freight Export Manager.

Supervises

Freight Export Clerks.

Main activities

- Leading and managing a team of Export Customer Service team members.
- Ensuring that work flow allocation and staff performance meet Service Level Agreements (SLA's) for internal and external customers.
- Pro-actively seeking continuous improvement of Export process and procedures in order to ensure the best quality of service is provided to customers.
- Ensuring through Team Members all Corporate and Trade Policies are adhered to.
- Providing training and coaching and providing regular feedback to team members on the overall performance of the group.
- Ensuring that staffing levels are adequate to meet the needs of the Export customer service process.
- Maintaining weekly telephone KPI's.
- Ensuring conduct is in full compliance with all company workplace policies and compliant with legislative workplace requirements.

Key skills

- Experience with all aspects of export procedure.
- Exposure to mainframe documentation systems.
- Good communication skills (oral and written).
- Ability to monitor the progress of direct reports and to delegate.
- Ability to develop team members and to impart knowledge and develop shared solutions.
- Exhibit commitment to quality of output and corporate SLA's.

Internal contacts

Customer Service Management Team, export Documentation Team.

External contacts

Auditors, Suppliers, Statutory Bodies, Customs, Port Authorities, export Customers.

Typical experience

Minimum of 3 years experience in Transport industry and/or experience within the Service industry, experience at supervisor level.

Other comments

Position Description

Position title: Hazardous/OOG Cargo Officer
Position code: Aon.SHP.91703.2
Level: 2

Responsible for

Providing a consistently high level of customer service to clients, handling customer freight bookings and queries relating to hazardous/OOG cargoes.

Report to

Vessel Clearing Team Leader, Freight Manager.

Supervises

No supervisory responsibilities.

Main activities

- Responding in a timely manner to queries (both internal and external) pertaining to Hazardous and OOG cargoes, and striving to meet established quality guidelines and deadlines.
- Ensuring that all Hazardous and OOG cargoes are cleared for sea movement.
- Ensuring the booking system is updated and indicates status of Hazardous and OOG shipments.
- Ensuring compliance with statutory regulations and special cargo guidelines.
- Ensuring the customer is kept aware of all necessary information regarding Hazardous/OOG shipments.
- Maintaining communication with stevedores, partner lines, vessel planners and approvers.
- Recommending improvements in processes and procedures to ensure the best quality of service.
- Identifying potential safety hazards.

Key skills

- Good written and verbal communication skills.
- Knowledge of export procedures.
- Strong customer service focus.
- Attention to detail.

Internal contacts

Customer Service, Management, Freight.

External contacts

Export Customers, Partner lines, Stevedores, Government agencies/bodies.

Typical experience

Tertiary qualifications with relevant work experience or knowledge of commercial shipping industry processes and practices with a minimum of two years experience in the shipping industry.

Other comments

Position Description

Position title: Freight Import Clerk
Position code: Aon.SHP.91703.1
Level: 1

Responsible for

Providing a high level of customer service to clients, handling customer freight bookings and queries.

Report to

Freight Import Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Handling client queries, including charges, vessel arrival and departure times and other general enquiries.
- Monitoring clients' adherence to credit limit and assisting with recovery action as required.
- Processing and following up client Import bookings, including exchange of documentation and collection of charges owed.
- Preparing documentation and collecting appropriate freight charges from clients as required.
- Ensuring regular archiving of Client Services documentation.
- Liaising with Operations team regarding availability times for Import cargo and any client requests for free time extensions.
- Within area of responsibility, investigating and resolving terminal and depot problems which may impact upon clients.
- Demonstrating commitment to OH&S and QA by being proactive in all related matters and observing associated policies, procedures and practices.
- Carrying out other administrative duties as required.
- Updating and maintaining customer database.

Key skills

- Knowledge of Import freight procedures.
- Attention to detail.
- Excellent written and verbal communication skills.
- Strong customer service focus.

Internal contacts

Sales & Marketing, Customer Service, Customs, Freight.

External contacts

Customers.

Typical experience

Entry level role, may have some shipping experience.

Other comments

Position Description

Position title: Freight Export Clerk
Position code: Aon.SHP.91713.1
Level: 1

Responsible for

Providing a high level of customer service to clients, handling customer freight bookings and queries.

Report to

Freight Export Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Handling client queries, including charges, vessel arrival and departure times and other general enquiries.
- Processing and following up client Export bookings, including exchange of documentation and collection of charges owed.
- Monitoring credit clients limited and adherence to credit limit and assisting with recovery action as required.
- Preparing documentation and collecting appropriate Freight charges from clients as required.
- Ensuring regular archiving of Client Services documentation.
- Liaising with Operations team regarding availability times for export cargo and any client requests for free time extensions.
- Within area of responsibility, investigating and resolving terminal and depot problems which may impact upon clients.
- Demonstrating commitment to OH&S and QA by being proactive in all related matters and observing associated policies, procedures and practices.
- Carrying out other administrative duties as required.
- Updating and maintaining customer database.

Key skills

- Knowledge of Export Freight procedures.
- Attention to detail.
- Excellent written and verbal communication skills.
- Strong customer service focus.

Internal contacts

Sales & Marketing, Customer Service, Customs, Freight.

External contacts

Customers.

Typical experience

Entry level role, may have some shipping experience.

Other comments

Position Description

Position title: Document Officer - Import/Export
Position code: Aon.SHP.91723.1
Level: 1

Responsible for

Documenting and analysing files associated with movement of imported and/or exported goods.

Report to

Freight Team Leader, Manager.

Supervises

No supervisory responsibilities.

Main activities

- Analysing all inward/outward data file details concerning both consignees and cargo.
- Producing and lodging inward/outward documents and reports for Customs, Quarantine and Maritime Services.
- Preparing and printing arrival/dispatch notices, freight invoices and delivery orders.
- Sending out all arrival/dispatch notices.
- Issuing delivery orders against surrendered original bills, Customs entries and Quarantine permits.
- Assisting peer employees in the import and export area.

Key skills

- Good analytical and organisational skills.
- Very strong computer literacy.
- Detailed knowledge of Customs and Quarantine operations.
- Knowledge of relevant Acts and Regulations, plus Maritime Services Hazardous Goods guidelines.

Internal contacts

Sales staff, Customer Service, Logistics, Operations, Finance.

External contacts

Customs, Quarantine, Maritime Authorities, Terminals, Customs Clearing Brokers and Consignees.

Typical experience

Experience in Shipping and associated logistics coupled with a minimum Year 12 level education.

Other comments