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Mining, Infrastructure & Engineering Remuneration Report

Position descriptions | April 2022



Position Families:

Executive	4	Positions
Corporate	195	Positions
Engineering Consulting & Design	60	Positions
Environmental Consulting	4	Positions
Exploration	33	Positions
Operations	147	Positions
Operations - Support Services	69	Positions
PM&C	30	Positions
Port & Rail	78	Positions
Project Services Group	37	Positions

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Position Family: Executive

Executive	
Chief Executive Officer	Aon.EXE.54334.11
Finance & Accounting	
Chief Financial Officer	Aon.EXE.54337.10
Information Technology	
Chief Information Officer	Aon.EXE.54343.10
Operations	
Chief Operating Officer	Aon.EXE.54352.10

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Position Family: Corporate

Administration	
Administration Manager	Aon.CRP.54320.5
Office Manager (Corp)	Aon.CRP.54391.4
Personal Assistant to CEO (Corp)	Aon.CRP.54392.4
Personal Assistant to Senior Executives (Corp)	Aon.CRP.54385.4
Department Administrator - Senior (Corp)	Aon.CRP.54321.3
Department Administrator (Corp)	Aon.CRP.54320.3
Department Administrator - Entry (Corp)	Aon.CRP.54320.2
Receptionist (Corp)	Aon.CRP.54382.2
Business Development	
Head of Business Development	Aon.CRP.54408.9
Group Metallurgist (Corp)	Aon.CRP.54406.8
Group Mining Engineer (Corp)	Aon.CRP.54407.8
Business Development Manager	Aon.CRP.54321.7
Group Development Geologist	Aon.CRP.54322.7
Principal Geotechnical Engineer (Corp)	Aon.CRP.54403.7
Principal Metallurgist (Corp)	Aon.CRP.54404.7
Principal Mining Engineer (Corp)	Aon.CRP.54405.7
Senior Business Development Manager	Aon.CRP.54409.7
Study Manager	Aon.CRP.54410.7
Senior Development Geologist	Aon.CRP.54398.6
Senior Geotechnical Engineer (Corp)	Aon.CRP.54399.6
Senior Metallurgist (Corp)	Aon.CRP.54400.6
Senior Mining Engineer (Corp)	Aon.CRP.54401.6
[NEW] Senior Mine Geologist (Corp)	Aon.CRP.54362.6
Experienced Geotechnical Engineer (Corp)	Aon.CRP.54321.5
Experienced Metallurgist (Corp)	Aon.CRP.54395.5
Experienced Mining Engineer (Corp)	Aon.CRP.54396.5
[NEW] Experienced Mine Geologist (Corp)	Aon.CRP.54362.5
Business Development / Proposals Coordinator	Aon.CRP.54321.4
Business Improvement	
Head of Business Improvement (Corp)	Aon.CRP.54323.7
Business Improvement Facilitator (Corp)	Aon.CRP.54322.5
Commercial	
Commercial General Manager	Aon.CRP.54324.9
Head of Marketing	Aon.CRP.54324.8
Head of Sales & Marketing	Aon.CRP.54419.8
Commercial Manager	Aon.CRP.54324.7
Marketing Manager	Aon.CRP.54420.7
Marketing Manager - Marketing Communications	Aon.CRP.54418.7
Senior Business Analyst (Corp)	Aon.CRP.54324.6
Senior Commercial/Marketing Adviser	Aon.CRP.54416.6
Senior Marketing Consultant - Marketing Communications	Aon.CRP.54417.6

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Position Family: Corporate

Business Analyst (Corp)	Aon.CRP.54324.5
Marketing Consultant - Marketing Communications	Aon.CRP.54415.5
Commercial/ Marketing Adviser	Aon.CRP.54414.4
Environmental Affairs	
Head of Environmental Affairs (Corp)	Aon.CRP.54331.8
Environment Manager (Corp)	Aon.CRP.54331.7
Manager Environmental Approvals (Corp)	Aon.CRP.54434.7
Lead Environmental Adviser (Corp)	Aon.CRP.54331.6
Senior Environmental Adviser (Corp)	Aon.CRP.54430.6
Experienced Environmental Adviser (Corp)	Aon.CRP.54427.5
Graduate Environmental Adviser (Corp) (>1 year)	Aon.CRP.54332.4
Graduate Environmental Adviser (Corp) (<1 year)	Aon.CRP.54331.4
External Relations; Govt/Community Affairs	
Functional Lead of Marketing - Investor Relations	Aon.CRP.54336.8
Head of External Relations (Corp)	Aon.CRP.54468.8
Corporate Policy Manager	Aon.CRP.54336.7
Investor Relations Manager	Aon.CRP.54465.7
Manager Community Affairs / Native Title / Heritage (Corp)	Aon.CRP.54466.7
Senior External Affairs Adviser (Corp)	Aon.CRP.54336.6
Senior Policy Adviser	Aon.CRP.54462.6
Communications Adviser (Corp)	Aon.CRP.54336.5
Experienced External Affairs Adviser (Corp)	Aon.CRP.54457.5
Investor Relations Consultant	Aon.CRP.54458.5
Policy Adviser	Aon.CRP.54459.5
Research Analyst	Aon.CRP.54460.5
Finance & Accounting	
Company Secretary/Financial Controller	Aon.CRP.54337.8
Group Treasurer/Head of Treasury	Aon.CRP.54502.8
Head of Internal Audit	Aon.CRP.54503.8
Head of Tax	Aon.CRP.54504.8
Accounting Manager (Corp)	Aon.CRP.54337.7
Audit Manager	Aon.CRP.54496.7
Finance Manager	Aon.CRP.54497.7
Financial Controller	Aon.CRP.54498.7
Taxation Manager	Aon.CRP.54499.7
Treasury Manager	Aon.CRP.54500.7
Payroll Manager	Aon.CRP.54486.6
Senior Accountant (Corp)	Aon.CRP.54487.6
Senior Financial Analyst	Aon.CRP.54488.6
Senior Internal Auditor	Aon.CRP.54489.6
Senior Management Accountant	Aon.CRP.54490.6
Senior Taxation Accountant	Aon.CRP.54491.6
Senior Treasury Analyst	Aon.CRP.54492.6

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Position Family: Corporate

Experienced Accountant (Corp)	Aon.CRP.54337.5
Experienced Taxation Accountant	Aon.CRP.54476.5
Financial Analyst	Aon.CRP.54477.5
Internal Auditor	Aon.CRP.54478.5
Project Accountant	Aon.CRP.54479.5
Senior Payroll Officer	Aon.CRP.54481.5
Treasury Analyst	Aon.CRP.54482.5
Accounts Team Leader (Corp)	Aon.CRP.54337.4
Graduate Accountant (Corp) (>1 year)	Aon.CRP.54471.4
Graduate Accountant (Corp) (<1 year)	Aon.CRP.54469.4
Payroll Officer (Corp)	Aon.CRP.54473.4
Accounting Clerk (Corp)	Aon.CRP.54337.3
Assistant Accountant	Aon.CRP.54338.3
Senior Accounts Officer	Aon.CRP.54480.3
Health & Safety	
Head of Health, Safety & Environment (Corp)	Aon.CRP.54520.9
Head of Health & Safety (Corp)	Aon.CRP.54340.8
Head of Health, Safety & Security (Corp)	Aon.CRP.54521.8
Health & Safety Manager (Corp)	Aon.CRP.54340.7
Senior Health & Safety Adviser (Corp)	Aon.CRP.54340.6
Experienced Health & Safety Adviser (Corp)	Aon.CRP.54340.5
Entry Level Health & Safety Adviser (Corp)	Aon.CRP.54340.4
Graduate Health & Safety Adviser (Corp)	Aon.CRP.54506.4
Human Resources	
Head of HR (Corp)	Aon.CRP.54341.9
Functional Lead of HR - Learning & Development	Aon.CRP.54341.8
Functional Lead of HR - Recruitment	Aon.CRP.54545.8
Functional Lead of HR - Remuneration & Benefits	Aon.CRP.54546.8
HR Manager - Learning & Development	Aon.CRP.54341.7
HR Manager - Recruitment	Aon.CRP.54538.7
HR Manager - Remuneration & Benefits	Aon.CRP.54539.7
HR Manager (Corp)	Aon.CRP.54541.7
Industrial Relations Manager (Corp)	Aon.CRP.54540.7
Senior HR Adviser - Industrial/Employee Relations	Aon.CRP.54533.6
Senior HR Adviser - Learning & Development	Aon.CRP.54341.6
Senior HR Adviser - Recruitment	Aon.CRP.54531.6
Senior HR Adviser - Remuneration & Benefits	Aon.CRP.54532.6
Senior HR Adviser (Corp)	Aon.CRP.54534.6
Training Manager (Corp)	Aon.CRP.54542.6
Experienced HR Adviser - Learning & Development	Aon.CRP.54341.5
Experienced HR Adviser - Remuneration & Benefits	Aon.CRP.54525.5
Experienced HR Adviser (Corp)	Aon.CRP.54526.5
Trainer/Training Facilitator - Learning & Development (Corp)	Aon.CRP.54528.5

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Position Family: Corporate

Graduate HR Adviser (Corp) (>1 year)	Aon.CRP.54342.4
Graduate HR Adviser (Corp) (<1 year)	Aon.CRP.54341.4
HR Officer (Corp)	Aon.CRP.54521.4
Recruitment Adviser (Corp)	Aon.CRP.54527.4
Information Technology	
Head of Information Technology (Corp)	Aon.CRP.54343.8
Principal Data Scientist	Aon.CRP.54576.8
Applications Development Manager	Aon.CRP.54343.7
Information Technology Manager (Corp)	Aon.CRP.54569.7
IT Project Manager (Corp)	Aon.CRP.54570.7
Principal DevOps Engineer	Aon.CRP.54571.7
Senior Data Scientist	Aon.CRP.54572.7
Systems Programming Manager	Aon.CRP.54573.7
Applications Development Team Leader	Aon.CRP.54343.6
Data Scientist	Aon.CRP.54561.6
Digital/Online Development Team Leader	Aon.CRP.54562.6
Senior Developer	Aon.CRP.54563.6
Senior DevOps Engineer	Aon.CRP.54564.6
Senior Digital/Online Developer	Aon.CRP.54557.6
Senior Systems Analyst	Aon.CRP.54565.6
Senior Systems Programmer	Aon.CRP.54566.6
Senior User Interface Developer	Aon.CRP.54567.6
Desktop Support Manager	Aon.CRP.54568.5
Developer	Aon.CRP.54343.5
DevOps Engineer	Aon.CRP.54552.5
Digital/Online Developer	Aon.CRP.54549.5
Helpdesk Team Leader	Aon.CRP.54553.5
IT Business Analyst	Aon.CRP.54554.5
Senior Desktop Support Analyst	Aon.CRP.54556.5
Systems Analyst	Aon.CRP.54558.5
Systems Programmer	Aon.CRP.54559.5
User Interface Developer	Aon.CRP.54560.5
Desktop Support Analyst	Aon.CRP.54343.4
Junior Developer	Aon.CRP.54548.4
Network Administrator (Corp)	Aon.CRP.54555.4
Senior Helpdesk Operator	Aon.CRP.54551.4
Helpdesk Operator	Aon.CRP.54343.3
IT Administrator (Corp)	Aon.CRP.54550.3
Legal	
Company Secretary	Aon.CRP.54345.8
General Counsel	Aon.CRP.54578.8
Head of Risk & Compliance	Aon.CRP.54579.8
Senior Legal Counsel	Aon.CRP.54345.6

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Position Family: Corporate

Legal Counsel	Aon.CRP.54345.5
Entry Level Lawyer (Graduate)	Aon.CRP.54345.4
Paralegal	Aon.CRP.54580.3
Operations	
Head of Multiple Profit Centres	Aon.CRP.54590.9
Head of Ops (Corp)	Aon.CRP.54591.9
Head of Single Profit Centre	Aon.CRP.54592.9
Regional Operations Manager (Contract Mining)	Aon.CRP.54352.9
Research & Development	
Head of Research & Development	Aon.CRP.54369.8
Head of Section - Research & Development	Aon.CRP.54369.7
Principal Scientist - Research & Development	Aon.CRP.54368.7
Senior Scientist - Research & Development	Aon.CRP.54584.6
Scientist - Research & Development	Aon.CRP.54369.5
Risk	
Risk Management Manager	Aon.CRP.54370.7
Security	
Security Manager	Aon.CRP.54373.6
Security Consultant	Aon.CRP.54373.5
Security Officer	Aon.CRP.54373.4
Strategy	
Functional Lead of Strategy - Strategy & Projects	Aon.CRP.54377.8
Head of Strategy	Aon.CRP.54378.8
Strategy Manager	Aon.CRP.54377.7
Senior Strategy Analyst	Aon.CRP.54377.6
Strategy Analyst	Aon.CRP.54377.5
Supply Chain	
Head of Logistics, Distribution & Supply Chain	Aon.CRP.54379.8
Contracts Manager	Aon.CRP.54793.7
Head of Supply (Corp)	Aon.CRP.54380.7
Logistics Manager (Corp)	Aon.CRP.54379.7
Procurement Manager (Corp)	Aon.CRP.54789.7
Senior Contracts Adviser (Corp)	Aon.CRP.54379.6
Experienced Contracts Adviser (Corp)	Aon.CRP.54379.5
Contracts Administrator (Corp)	Aon.CRP.54379.4
Senior Logistics / Shipping Officer (Corp)	Aon.CRP.54779.4
Senior Purchasing/ Procurement Officer (Corp)	Aon.CRP.54780.4
[NEW] Storeperson (Corp)	Aon.CRP.54393.4
Logistics / Shipping Officer (Corp)	Aon.CRP.54774.3
Purchasing/ Procurement Officer (Corp)	Aon.CRP.54775.3

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Position Family: Engineering Consulting & Design

Civil/Structural	
Head of Civil / Structural Engineering	Aon.ECD.54323.9
Chief Civil / Structural Engineer	Aon.ECD.54323.8
Principal Civil / Structural Engineer	Aon.ECD.54323.7
Lead Civil / Structural Engineer	Aon.ECD.54323.6
Senior Civil / Structural Engineer	Aon.ECD.54413.6
Experienced Civil / Structural Engineer	Aon.ECD.54323.5
Graduate Civil / Structural Engineer (>1 year)	Aon.ECD.54324.4
Graduate Civil / Structural Engineer (<1 year)	Aon.ECD.54323.4
Drafting	
Chief Draftsperson	Aon.ECD.54329.6
Lead Draftsperson	Aon.ECD.54329.5
Experienced Draftsperson	Aon.ECD.54329.4
Senior Draftsperson	Aon.ECD.54423.4
Trainee Draftsperson	Aon.ECD.54329.3
Electrical/Instrument	
Head of Electrical / Instrumentation Engineering	Aon.ECD.54330.9
Chief Electrical / Instrumentation Engineer	Aon.ECD.54330.8
Principal Electrical / Instrumentation Engineer	Aon.ECD.54330.7
Lead Electrical / Instrumentation Engineer	Aon.ECD.54330.6
Senior Electrical /Instrumentation Engineer	Aon.ECD.54424.6
Experienced Electrical / Instrumentation Engineer	Aon.ECD.54330.5
Graduate Electrical / Instrumentation Engineer (>1 year)	Aon.ECD.54331.4
Graduate Electrical / Instrumentation Engineer (<1 year)	Aon.ECD.54330.4
Mechanical/Piping	
Chief Mechanical / Piping Engineer	Aon.ECD.54347.8
Principal Mechanical / Piping Engineer	Aon.ECD.54347.7
Lead Mechanical / Piping Engineer	Aon.ECD.54347.6
Senior Mechanical / Piping Engineer	Aon.ECD.54581.6
Experienced Mechanical / Piping Engineer	Aon.ECD.54347.5
Graduate Mechanical / Piping Engineer (>1 year)	Aon.ECD.54348.4
Graduate Mechanical / Piping Engineer (<1 year)	Aon.ECD.54347.4
Mining/Geotechnical	
Head of Geotechnical Engineering	Aon.ECD.54339.9
Head of Mining Engineering	Aon.ECD.54348.9
Chief Geotechnical Engineer	Aon.ECD.54339.8
Chief Mining / Geotechnical Engineer	Aon.ECD.54351.8
Principal Mining/ Geotechnical Engineer	Aon.ECD.54351.7
Lead Mining / Geotechnical Engineer	Aon.ECD.54351.6
Senior Mining / Geotechnical Engineer	Aon.ECD.54725.6
Experienced Mining / Geotechnical Engineer	Aon.ECD.54351.5
Graduate Mining/ Geotechnical Engineer (>1 year)	Aon.ECD.54351.4
Graduate Mining/ Geotechnical Engineer (<1 year)	Aon.ECD.54352.4

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Position Family: Engineering Consulting & Design

Pipeline

Head of Pipeline Engineering	Aon.ECD.54354.9
Chief Pipeline Engineer	Aon.ECD.54354.8
Principal Pipeline Engineer	Aon.ECD.54354.7
Lead Pipeline Engineer	Aon.ECD.54354.6
Senior Pipeline Engineer	Aon.ECD.54589.6
Experienced Pipeline Engineer	Aon.ECD.54354.5
Graduate Pipeline Engineer (>1 year)	Aon.ECD.54354.4
Graduate Pipeline Engineer (<1 year)	Aon.ECD.54355.4

Process

Head of Process Engineering	Aon.ECD.54357.9
Chief Process Engineer	Aon.ECD.54357.8
Principal Process Engineer	Aon.ECD.54357.7
Lead Process Engineer	Aon.ECD.54357.6
[NEW] Senior Process Engineer	Aon.ECD.54361.6
[NEW] Experienced Process Engineer	Aon.ECD.54361.5

Subsea

Head of Subsea Engineering	Aon.ECD.54378.9
Chief Subsea Engineer	Aon.ECD.54378.8
Principal Subsea Engineer	Aon.ECD.54378.7
Lead Subsea Engineer	Aon.ECD.54378.6
Senior Subsea Engineer	Aon.ECD.54583.6
Experienced Subsea Engineer	Aon.ECD.54378.5
Graduate Subsea Engineer (>1 year)	Aon.ECD.54379.4
Graduate Subsea Engineer (<1 year)	Aon.ECD.54378.4

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Position Family: Environmental Consulting

Environmental Planning

Principal Environmental Planner	Aon.ENC.54332.6
Senior Environmental Planner	Aon.ENC.54332.5
Environmental Planner	Aon.ENC.54332.4

Project Management

Project Manager (Environment)	Aon.ENC.54605.7

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Position Family: Exploration

Exploration

Head of Exploration	Aon.EXP.54335.9
National Manager – Exploration	Aon.EXP.54794.9
Exploration Manager	Aon.EXP.54335.8
Head of Technical/Ore Reserves	Aon.EXP.54456.8
Head of Tenements	Aon.EXP.54454.7
Principal Exploration Geologist	Aon.EXP.54455.7
Lead Exploration Geologist	Aon.EXP.54335.6
Resource Superintendent	Aon.EXP.54450.6
Senior Exploration Geologist	Aon.EXP.54451.6
Senior Resource Geologist	Aon.EXP.54452.6
Experienced Exploration Geologist	Aon.EXP.54335.5
Field Supervisor	Aon.EXP.54447.5
Senior Tenements / Land Officer	Aon.EXP.54453.5
GIS Specialist	Aon.EXP.54449.4
Junior Exploration Geologist	Aon.EXP.54445.4
Tenements / Land Officer	Aon.EXP.54446.4
Exploration Technician	Aon.EXP.54335.3
Geological Draftsperson	Aon.EXP.54448.3
GIS Technician	Aon.EXP.54444.3

Geophysicist

Head of Geophysics	Aon.EXP.54338.8
Principal Geophysicist	Aon.EXP.54338.7
Lead Geophysicist	Aon.EXP.54338.6
Senior Geophysicist	Aon.EXP.54505.6
Experienced Geophysicist	Aon.EXP.54338.5
Graduate Geophysicist (>1 year)	Aon.EXP.54339.4
Graduate Geophysicist (<1 year)	Aon.EXP.54338.4

Hydrogeologist

Manager Hydrogeology	Aon.EXP.54343.7
Principal Hydrogeologist	Aon.EXP.54342.7
Lead Hydrogeologist	Aon.EXP.54342.6
Senior Hydrogeologist	Aon.EXP.54547.6
Experienced Hydrogeologist	Aon.EXP.54342.5
Graduate Hydrogeologist (>1 year)	Aon.EXP.54343.4
Graduate Hydrogeologist (<1 year)	Aon.EXP.54342.4

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Position Family: Operations

Business Improvement	
Head of Business Improvement (Ops)	Aon.OPS.54411.7
Business Improvement Facilitator (Ops)	Aon.OPS.54412.5
Maintenance	
Head of Maintenance	Aon.OPS.54346.8
Maintenance Superintendent	Aon.OPS.54346.6
Senior Maintenance/Reliability Engineer	Aon.OPS.54653.6
Electrical Inspector	Aon.OPS.54346.5
Experienced Maintenance/Reliability Engineer	Aon.OPS.54645.5
Maintenance Supervisor	Aon.OPS.54648.5
Rotating Equipment Engineer	Aon.OPS.54650.5
Dual Trade Technician	Aon.OPS.54629.4
Graduate Maintenance/Reliability Engineer (>1 year)	Aon.OPS.54632.4
Graduate Maintenance/Reliability Engineer (<1 year)	Aon.OPS.54624.4
Maintenance Coordinator	Aon.OPS.54646.4
Maintenance Planner	Aon.OPS.54634.4
Senior Maintenance Planner	Aon.OPS.54652.4
Trades Leading Hand	Aon.OPS.54651.4
Apprentice Electrician Year 4	Aon.OPS.54346.3
Apprentice Mechanical Fitter Year 4	Aon.OPS.54625.3
Apprentice Electrician Year 3	Aon.OPS.54620.3
Apprentice Mechanical Fitter Year 3	Aon.OPS.54623.3
Auto Electrician	Aon.OPS.54626.3
De-watering Technician	Aon.OPS.54628.3
Electrical Tradesperson	Aon.OPS.54630.3
Mechanical Tradesperson	Aon.OPS.54635.3
Refrigeration Technician	Aon.OPS.54638.3
Reliability Technician	Aon.OPS.54639.3
Rigger	Aon.OPS.54640.3
Tyre Fitter	Aon.OPS.54643.3
Welder	Aon.OPS.54644.3
Apprentice Electrician Year 2	Aon.OPS.54619.2
Apprentice Mechanical Fitter Year 2	Aon.OPS.54622.2
Carpenter	Aon.OPS.54627.2
Electrical Tradesperson - Entry	Aon.OPS.54631.2
Light Vehicle Mechanic	Aon.OPS.54633.2
Mechanical Tradesperson - Entry	Aon.OPS.54636.2
Plumber	Aon.OPS.54637.2
Sandblaster/Painter	Aon.OPS.54641.2
Trades Assistant	Aon.OPS.54642.2
Apprentice Electrician Year 1	Aon.OPS.54346.1
Apprentice Mechanical Fitter Year 1	Aon.OPS.54621.1

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Position Family: Operations

Mining Operations

Drilling Superintendent	Aon.OPS.54349.6
Mine Superintendent	Aon.OPS.54686.6
Senior Drill & Blast Engineer - Open Cut	Aon.OPS.54687.6
Senior Mine Planning Engineer	Aon.OPS.54688.6
Drill & Blast Engineer - Open Cut	Aon.OPS.54679.5
Drill & Blast Supervisor - Open Cut	Aon.OPS.54680.5
Experienced Mine Planning Engineer	Aon.OPS.54682.5
Mine Supervisor	Aon.OPS.54683.5
Open Cut Examiner	Aon.OPS.54668.5
Crew Leader/Leading Hand - Open Cut	Aon.OPS.54349.4
Deputy / ERZ Controller - Underground	Aon.OPS.54678.4
Drilling Supervisor	Aon.OPS.54681.4
Mine Control Officer	Aon.OPS.54666.4
Mining Coordinator - Underground	Aon.OPS.54684.4
Production Coordinator - Open Cut	Aon.OPS.54685.4
Cable Bolter - Underground	Aon.OPS.54657.3
Charge-up Operator - Underground	Aon.OPS.54658.3
Experienced Operator/Miner (Ancillary/Dozer/Grader) - Open Cut	Aon.OPS.54664.3
Loader/LHD Operator/Bogger - Underground	Aon.OPS.54665.3
Pastefill Operator - Underground	Aon.OPS.54669.3
Production Driller (Long Hole) - Underground	Aon.OPS.54670.3
Shotfirer - Open Cut	Aon.OPS.54673.3
Ventilation Officer Underground	Aon.OPS.54677.3
Air Leg Miner - Underground	Aon.OPS.54349.2
Crane Operator	Aon.OPS.54659.2
Dispatch Officer	Aon.OPS.54660.2
Driller	Aon.OPS.54661.2
Drilling Offsider	Aon.OPS.54662.2
Entry Level Operator/Miner (Haul Truck) Open Cut	Aon.OPS.54348.2
Entry Level Underground Miner	Aon.OPS.54654.2
Equipment Serviceperson - Open Cut	Aon.OPS.54663.2
Haulage Operator - Underground	Aon.OPS.54655.2
Mobile Processing Unit (MPU) Operator	Aon.OPS.54667.2
Nipper - Underground	Aon.OPS.54656.2
Serviceperson - Underground	Aon.OPS.54671.2
Shotcreter - Underground	Aon.OPS.54672.2
Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut	Aon.OPS.54674.2
Top Operator/Miner (Jumbo) - Underground	Aon.OPS.54675.2
Top Production Driller - Open Cut	Aon.OPS.54676.2

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Position Family: Operations

Mining Technical Services	
Head of Technical Services	Aon.OPS.54350.8
Chief Mine Surveyor	Aon.OPS.54350.7
Manager Mine Surveying	Aon.OPS.54709.7
Principal Mining Engineer (Ops)	Aon.OPS.54710.7
Lead Mine Surveyor	Aon.OPS.54350.6
Senior Mine Surveyor	Aon.OPS.54711.6
Senior Mining Engineer (Ops)	Aon.OPS.54712.6
Superintendent Mine Engineering	Aon.OPS.54713.6
Experienced Mine Surveyor	Aon.OPS.54350.5
Experienced Mining Engineer (Ops)	Aon.OPS.54714.5
Graduate Mine Surveyor (>1 year)	Aon.OPS.54350.4
Graduate Mine Surveyor (<1 year)	Aon.OPS.54351.4
Graduate Mining Engineer (>1 year)	Aon.OPS.54715.4
Graduate Mining Engineer (<1 year)	Aon.OPS.54718.4
Mining Associate / Technical Officer	Aon.OPS.54717.4
Mine Technician Open Cut	Aon.OPS.54716.3
Mine Technician Underground	Aon.OPS.54717.3
Mining/Geotechnical	
Head of Mining/ Geotechnical Engineering	Aon.OPS.54351.9
Head of Mine Geology	Aon.OPS.54733.8
Principal Geotechnical Engineer (Ops)	Aon.OPS.54731.7
Principal Mine Geologist	Aon.OPS.54732.7
Lead Mine Geologist	Aon.OPS.54727.6
Senior Geotechnical Engineer (Ops)	Aon.OPS.54726.6
Senior Mine Geologist	Aon.OPS.54729.6
Superintendent Geotechnical Engineering (Ops)	Aon.OPS.54728.6
Superintendent Mine Geologist	Aon.OPS.54730.6
Experienced Geotechnical Engineer (Ops)	Aon.OPS.54723.5
Experienced Mine Geologist	Aon.OPS.54724.5
Graduate Geotechnical Engineer (>1 year) (Ops)	Aon.OPS.54721.4
Graduate Geotechnical Engineer (<1 year) (Ops)	Aon.OPS.54719.4
Graduate Mine Geologist (>1 year)	Aon.OPS.54722.4
Graduate Mine Geologist (<1 year)	Aon.OPS.54720.4
Operations Management	
Head of Engineering	Aon.OPS.54353.9
Head of Mine Site	Aon.OPS.54593.9
Head of Mine Operations	Aon.OPS.54353.8
Project Manager (Contract Mining) - Ops	Aon.OPS.54353.7
Project Superintendent	Aon.OPS.54353.6
Site Services Superintendent	Aon.OPS.54594.6

*** Continued on Next Page ***

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Position Family: Operations

Processing

Head of Processing	Aon.OPS.54358.8
Head of Laboratory	Aon.OPS.54358.7
Manager Processing	Aon.OPS.54734.7
Process/Mill Superintendent	Aon.OPS.54358.6
Senior Metallurgist (Ops)	Aon.OPS.54735.6
[NEW] Principal Process Engineer (Ops)	Aon.OPS.54355.7
Senior Process Engineer (Ops)	Aon.OPS.54736.6
Superintendent Control room - Remote	Aon.OPS.54737.6
Superintendent Metallurgy (Ops)	Aon.OPS.54738.6
Superintendent Process Engineering	Aon.OPS.54739.6
Chemist / Team Leader	Aon.OPS.54358.5
Experienced Metallurgist (Ops)	Aon.OPS.54740.5
Experienced Process Engineer (Ops)	Aon.OPS.54741.5
Gold Room Supervisor	Aon.OPS.54742.5
Process/Mill Supervisor	Aon.OPS.54745.5
Supervisor Control room - Remote	Aon.OPS.54746.5
Utilities Supervisor	Aon.OPS.54747.5
Graduate Process Engineer (>1 year) (Ops)	Aon.OPS.54750.4
Graduate Process Engineer (<1 year) (Ops)	Aon.OPS.54756.4
Leading Hand Process Technician	Aon.OPS.54743.4
Mill Production Coordinator	Aon.OPS.54744.4
Top Laboratory Technician	Aon.OPS.54753.4
Controller Dispatch - Remote	Aon.OPS.54358.3
Controller Plant - Remote	Aon.OPS.54748.3
Laboratory Technician	Aon.OPS.54751.3
Senior Process Operator	Aon.OPS.54752.3
Utility Operator - Experienced	Aon.OPS.54754.3
Entry Laboratory Technician	Aon.OPS.54358.2
Entry Process Operator	Aon.OPS.54755.2
Experienced Process Operator	Aon.OPS.54749.2

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Position Family: Operations - Support Services

Administration	
Admin Supervisor (Ops)	Aon.OSS.54393.4
Department Administrator - Senior (Ops)	Aon.OSS.54394.3
Department Administrator (Ops)	Aon.OSS.54386.3
Personal Assistant (Ops)	Aon.OSS.54387.3
Site Administrator (Contract Mining)	Aon.OSS.54388.3
Department Administrator - Entry (Ops)	Aon.OSS.54383.2
Receptionist (Ops)	Aon.OSS.54384.2
Environmental Affairs	
Environment Manager (Ops)	Aon.OSS.54335.7
Head of Environment (Ops)	Aon.OSS.54437.7
Senior Environmental Adviser (Ops)	Aon.OSS.54432.6
Superintendent – Environment (Ops)	Aon.OSS.54433.6
Experienced Environmental Adviser (Ops)	Aon.OSS.54429.5
Environment Officer (Ops)	Aon.OSS.54428.4
Graduate Environmental Adviser (Ops) (>1 year)	Aon.OSS.54426.4
Graduate Environmental Adviser (Ops) (<1 year)	Aon.OSS.54425.4
External Relations; Govt/Community Affairs	
Head of Government/Community Affairs (Ops)	Aon.OSS.54467.7
Community Superintendent (Ops)	Aon.OSS.54463.6
Senior Community Affairs / Native Title / Heritage Adviser (Ops)	Aon.OSS.54664.6
Community Relations Advisor (Ops)	Aon.OSS.54461.5
Commercial	
[NEW] Commercial Manager (Ops)	Aon.OPS.54324.7
Finance & Accounting	
Head of Administration & Accounting (Ops)	Aon.OSS.54501.7
Senior Accountant (Ops)	Aon.OSS.54493.6
Senior Business Analyst (Ops)	Aon.OSS.54494.6
Superintendent – Accounting (Ops)	Aon.OSS.54495.6
Accounting Supervisor / Officer (Ops)	Aon.OSS.54483.5
Business Analyst (Ops)	Aon.OSS.54484.5
Experienced Accountant (Ops)	Aon.OSS.54485.5
Payroll Officer (Ops)	Aon.OSS.54475.4
Graduate Accountant (Ops) (>1 year)	Aon.OPS.54472.4
Graduate Accountant (Ops) (<1 year)	Aon.OPS.54482.4
Accounting Clerk (Ops)	Aon.OSS.54470.3
Health & Safety	
Head of Health, Safety & Environment (Ops)	Aon.OSS.54523.8
Head of Health & Safety (Ops)	Aon.OSS.54522.7
Health & Safety Manager (Ops)	Aon.OSS.54519.6
Lead Health & Safety Adviser (Ops)	Aon.OSS.54518.6
Senior Health & Safety Adviser (Ops)	Aon.OSS.54516.6
Superintendent – Health & Safety (Ops)	Aon.OSS.54517.6

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Position Family: Operations - Support Services

Experienced Health & Safety Adviser (Ops)	Aon.OSS.54509.5
Paramedic	Aon.OSS.54511.5
Emergency Services Officer (Ops)	Aon.OSS.54508.4
Graduate Health & Safety Adviser (Ops)	Aon.OSS.54507.4
Occupational Health Nurse (Ops)	Aon.OSS.54510.4
Security	
[NEW] Security Manager (Ops)	Aon.OSS.54373.6
[NEW] Security Consultant (Ops)	Aon.OSS.54373.5
[NEW] Security Officer (Ops)	Aon.OSS.54373.4
Human Resources	
Head of HR (Ops)	Aon.OSS.54543.7
Senior HR Adviser (Ops)	Aon.OSS.54535.6
Senior Training Adviser/Co-ordinator (Ops)	Aon.OSS.54536.6
Superintendent – HR (Ops)	Aon.OSS.54537.6
Experienced HR Adviser (Ops)	Aon.OSS.54529.5
Training Adviser (Ops)	Aon.OSS.54530.5
Graduate HR Adviser (Ops) (>1 year)	Aon.OSS.54523.4
Graduate HR Adviser (Ops) (<1 year)	Aon.OSS.54520.4
HR Officer (Ops)	Aon.OSS.54524.4
Information Technology	
Information Technology Manager (Ops)	Aon.OSS.54574.7
Computer Technical Support Officer (Ops)	Aon.OSS.54552.4
Supply Chain	
Head of Supply (Ops)	Aon.OSS.54790.7
Procurement Manager (Ops)	Aon.OSS.54792.7
Senior Contracts Adviser (Ops)	Aon.OSS.54787.6
Supply Superintendent (Ops)	Aon.OSS.54788.6
Experienced Contracts Adviser (Ops)	Aon.OSS.54781.5
Supply Supervisor (Ops)	Aon.OSS.54785.5
Contracts Administrator (Ops)	Aon.OSS.54778.4
Inventory/Material Planner (Ops)	Aon.OSS.54782.4
Senior Logistics / Shipping Officer (Ops)	Aon.OSS.54783.4
Senior Purchasing/ Procurement Officer (Ops)	Aon.OSS.54784.4
Storesperson (Ops)	Aon.OSS.54379.4
Logistics / Shipping Officer (Ops)	Aon.OSS.54776.3
Purchasing/ Procurement Officer (Ops)	Aon.OSS.54777.3

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Position Family: PM&C

Commissioning	
Principal Commissioning Engineer	Aon.PMC.54325.8
Completions & Commissioning Manager	Aon.PMC.54325.7
Lead Commissioning Engineer	Aon.PMC.54421.7
Commissioning Engineer	Aon.PMC.54325.6
Construction Management	
Construction Manager	Aon.PMC.54326.7
Project Engineering	
Manager Project Engineer	Aon.PMC.54363.7
Principal Project Engineer	Aon.PMC.54360.7
Senior Project Engineer	Aon.PMC.54360.6
Experienced Project Engineer	Aon.PMC.54360.5
Graduate Project Engineer (>1 year)	Aon.PMC.54360.4
Graduate Project Engineer (<1 year)	Aon.PMC.54362.4
Project Management	
Project Director	Aon.PMC.54601.9
Senior Project Manager	Aon.PMC.54602.8
Senior Project Office Manager	Aon.PMC.54361.8
Project Manager	Aon.PMC.54361.7
Project Office Manager	Aon.PMC.54603.7
Project Office Analyst	Aon.PMC.54361.4
Senior Project Office Administrator/Coordinator	Aon.PMC.54604.4
Project Office Administrator/Coordinator	Aon.PMC.54361.3
Project Management - Subsea	
Project Director – Subsea	Aon.PMC.54362.9
Senior Project Manager – Subsea	Aon.PMC.54585.8
Project Manager Subsea	Aon.PMC.54362.7
Senior Project Engineer – Subsea	Aon.PMC.54362.6
Experienced Project Engineer – Subsea	Aon.PMC.54362.5
Graduate Project Engineer (>1 year) - Subsea	Aon.PMC.54364.4
Graduate Project Engineer (<1 year) - Subsea	Aon.PMC.54363.4
Quality Control	
Quality Control Inspector	Aon.PMC.54365.5
Site Management	
Site or Area Manager	Aon.PMC.54376.7
Site/Construction Superintendent	Aon.PMC.54376.6
Site/Construction Supervisor	Aon.PMC.54376.5

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Position Family: Port & Rail

Inventory Control	
Senior Inventory / Product Planner	Aon.PTR.54344.5
Consignment Inventory Analyst	Aon.PTR.54344.4
Inventory Controller	Aon.PTR.54577.4
Inventory Administrator	Aon.PTR.54344.3
Port Operations	
Port Operations Manager	Aon.PTR.54587.6
Cargo Superintendent	Aon.PTR.54356.5
Senior Port Operations Officer	Aon.PTR.54356.4
Port Operations Officer	Aon.PTR.54356.3
Rail Management	
Manager Regional Transportation	Aon.PTR.54366.9
Regional Manager - Resources	Aon.PTR.54368.8
Area Transportation Manager	Aon.PTR.54366.7
Depot Supervisor (Shift Manager, Station Duty Manager)	Aon.PTR.54613.7
Train Services Manager	Aon.PTR.54607.7
Train Transit Manager	Aon.PTR.54608.7
Network Coordinator Team Leader	Aon.PTR.54609.6
Network (Train) Controller	Aon.PTR.54366.5
Shift Supervisor	Aon.PTR.54610.5
Control Centre Officer	Aon.PTR.54368.4
Crew Rostering Officer	Aon.PTR.54612.4
Planning & Deployment Analyst	Aon.PTR.54366.4
Planning & Deployment/ Resource Coordinator	Aon.PTR.54617.4
Rail Operations	
Area Manager	Aon.PTR.54367.6
Senior Train Driver	Aon.PTR.54367.4
Train Driver	Aon.PTR.54367.3
Junior Train Driver	Aon.PTR.54367.2
Rollingstock	
Rollingstock Maintenance Manager	Aon.PTR.54760.8
Rollingstock Manager	Aon.PTR.54757.8
Principal Rollingstock Engineer	Aon.PTR.54759.7
Rollingstock Area Coordinator/Team Leader	Aon.PTR.54371.6
Rollingstock Area Maintenance Coordinator	Aon.PTR.54762.6
Senior Rollingstock Engineer	Aon.PTR.54765.6
Rollingstock Engineer	Aon.PTR.54769.5
Rollingstock Stock Maintainer	Aon.PTR.54770.5
Graduate Electrical Rollingstock Engineer	Aon.PTR.54371.4
Graduate Mechanical Rollingstock Engineer	Aon.PTR.54771.4
Graduate Rollingstock Engineer	Aon.PTR.54772.4
Junior Rollingstock Maintainer	Aon.PTR.54773.3

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Position Family: Port & Rail

Shipping	
Container Controller Manager	Aon.PTR.54689.7
Cargo Quality Manager	Aon.PTR.54374.6
Freight Export Manager	Aon.PTR.54690.6
Freight Import Manager	Aon.PTR.54691.6
Freight Export Team Leader	Aon.PTR.54692.5
Freight Import Team Leader	Aon.PTR.54693.5
Senior Container Controller	Aon.PTR.54694.5
Cargo Claims Coordinator	Aon.PTR.54375.4
Container Controller	Aon.PTR.54374.4
Hazardous/OOG Cargo Officer	Aon.PTR.54695.4
Document Officer - Import/Export	Aon.PTR.54374.3
Freight Export Clerk	Aon.PTR.54696.3
Freight Import Clerk	Aon.PTR.54697.3
Signals/Electrical	
National Communications Manager	Aon.PTR.54375.8
Manager Signals/ Electrical	Aon.PTR.54375.7
Region Communications Manager	Aon.PTR.54376.7
Region Signals Manager	Aon.PTR.54699.7
State/ Large Region Signals Manager	Aon.PTR.54700.7
Principal/Regional Signals Manager	Aon.PTR.54698.6
Senior Signals/Electrical Engineer	Aon.PTR.54701.6
Senior Signals/Electrical Technician	Aon.PTR.54702.6
Signalling Maintenance Engineer	Aon.PTR.54703.5
Signals/Electrical Engineer	Aon.PTR.54704.5
Signals/Electrical Technician	Aon.PTR.54705.5
Communications Technical Officer	Aon.PTR.54376.4
Graduate Signals/Electrical Technician	Aon.PTR.54707.4
Signal Inspector/ Auditor	Aon.PTR.54708.4
Communications Technician	Aon.PTR.54375.3
Track Maintenance	
Maintenance Manager	Aon.PTR.54380.7
Track Maintenance Supervisor	Aon.PTR.54582.6
Senior Maintainer	Aon.PTR.54380.5
Maintainer	Aon.PTR.54380.4
Junior Maintainer	Aon.PTR.54380.3
Warehouse & Distribution	
Supply Chain Manager	Aon.PTR.54381.6
Warehouse/Distribution Manager	Aon.PTR.54597.6
Logistics Team Leader	Aon.PTR.54381.5
Logistics Analyst (Corp)	Aon.PTR.54599.4
Logistics Analyst (Ops)	Aon.PTR.54600.4
Warehouse/Distribution Team Leader	Aon.PTR.54381.4

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Position Family: Port & Rail

Senior Stores/Warehouse Person	Aon.PTR.54601.3
Dispatcher	Aon.PTR.54598.2

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Position Family: Project Services Group

Administration	
Personnel Logistics Coordinator	Aon.PSG.54389.3
Project Secretary	Aon.PSG.54390.3
Document Control	
Lead Document Controller	Aon.PSG.54328.6
Manager Document Control	Aon.PSG.54329.6
Document Control Clerk	Aon.PSG.54328.3
Document Controller	Aon.PSG.54329.3
Senior Document Controller	Aon.PSG.54422.4
Estimating	
Estimating Manager	Aon.PSG.54333.7
Manager Quantity Surveying	Aon.PSG.54443.7
Lead Estimating Engineer	Aon.PSG.54333.6
Senior Estimating Engineer	Aon.PSG.54442.6
Experienced Estimating Engineer	Aon.PSG.54333.5
Project Surveyor	Aon.PSG.54439.5
Senior Civil Surveyor	Aon.PSG.54441.5
Quantity Surveyor	Aon.PSG.54440.4
Entry level Estimator	Aon.PSG.54333.3
Human Resources	
Industrial Relations Manager – Projects	Aon.PSG.54544.7
Planning	
Project Controls / Scheduling Manager	Aon.PSG.54355.7
Lead Project Planning / Scheduling Engineer	Aon.PSG.54355.6
Senior Project Planning / Scheduling Engineer	Aon.PSG.54588.6
Experienced Project Planning /Scheduling Engineer	Aon.PSG.54355.5
Entry Level Project Planning / Scheduling Engineer	Aon.PSG.54355.3
Project Cost Control	
Manager Project Cost Controls Engineering	Aon.PSG.54359.7
Lead Project Cost Controls Engineer	Aon.PSG.54359.6
Senior Project Cost Controls Engineer	Aon.PSG.54595.6
Experienced Project Cost Controls Engineer	Aon.PSG.54596.5
Cost Controller	Aon.PSG.54359.4
Entry Level Cost Controls Engineer	Aon.PSG.54359.3
Project Services Management	
Project Services Manager	Aon.PSG.54363.7
Senior Technical Writer	Aon.PSG.54365.5
Technical Writer	Aon.PSG.54363.5
Quality Assurance	
Quality Assurance Manager	Aon.PSG.54364.7
Senior Quality Assurance Adviser	Aon.PSG.54364.6
Experienced Quality Assurance Adviser	Aon.PSG.54364.5
Entry level Quality Advisor	Aon.PSG.54364.3

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Position Family: Project Services Group

Supply Chain

Expediter Manager	Aon.PSG.54791.6
Expediter	Aon.PSG.54786.4

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Position Description

Position title:	**Chief Executive Officer**
Position code:	**Aon.EXE.54334.11**
Level:	**11**

Responsible for

Achieving corporate objectives and effectively managing a company or a group of companies. Ensuring that agreed strategies are implemented. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Report to

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main activities

- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.• Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.• Directing the preparation, communication, and execution of operating objectives, plans and programs.• Negotiating major deals and financial arrangements, loan terms etc.• Directing and motivating the executive team in the achievement of agreed goals and standards.• Acting as the chief spokesperson for the organisation.

Key skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

Other comments

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Position Description

Position title:	**Chief Financial Officer**
Position code:	**Aon.EXE.54337.10**
Level:	**10**

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to the Chief Executive Officer and Directors.

Report to

Chief Executive Officer/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.• Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.• Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.• Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.• Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.• Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal contacts

Functional management, company secretary, internal audit, IT Manager.

External contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical experience

At least 15 years practical experience in addition to tertiary qualifications.

Other comments

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Position Description

Position title:	**Chief Information Officer**
Position code:	**Aon.EXE.54343.10**
Level:	**10**

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Report to

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.• Setting and controlling IT operational and development expenditures within budget.• Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.• Establishing and maintaining standards in relation to operations, programming, and security.• Participating in policy-making as a member of a senior management team.•

Key skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.• May have formal business training in addition to technical experience.•

Internal contacts

Senior Management, all user departments, finance and administration.

External contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical experience

12+ years of experience in computing, with 5+ years in large sites and proven business and management skills.

Other comments

Alternative Names: Chief Technology Officer, Chief Information Officer

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Position Description

Position title:	**Chief Operating Officer**
Position code:	**Aon.EXE.54352.10**
Level:	**10**

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

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Position Description

Position title:	**Administration Manager**
Position code:	**Aon.CRP.54320.5**
Level:	**5**

Responsible for

Managing and developing the organisation's administration policies and processes and supervising staff engaged in one or more administrative activities.

Report to

Divisional Manager/General Manager, Branch Department Manager.

Supervises

Administration staff.

Main activities

- Managing staff responsible for accounts payable/receivable.• Recommending and initiating changes for procedures and policies.• Overseeing import/export/foreign exchange transactions and inter-company charging.• Processing freight charges.• Ensuring orders are processed and stock levels are maintained.• Cashiering and banking.• Ensuring accuracy of statistical records/returns.• Ensuring accuracy of ledgers.• Coordinating the training and development of administration staff.

Key skills

- Proven management and administrative ability.• Organisational and decision-making ability.• Strong analytical and interpersonal skills.

Internal contacts

Divisional Staff, IT Staff, Internal Auditors.

External contacts

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

Typical experience

Will have 5 - 7 years relevant practical experience across a broad spectrum of administration duties. May have experience in an accounting environment.

Other comments

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Position Description

Position title:	**Office Manager (Corp)**
Position code:	**Aon.CRP.54391.4**
Level:	**4**

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.
Previous code: MCA_00860

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Position Description

Position title:	**Personal Assistant to CEO (Corp)**
Position code:	**Aon.CRP.54392.4**
Level:	**4**

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.
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Position Description

Position title:	**Personal Assistant to Senior Executives (Corp)**
Position code:	**Aon.CRP.54385.4**
Level:	**4**

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. Previous code: MCA_00861

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Position Description

Position title:	**Department Administrator - Senior (Corp)**
Position code:	**Aon.CRP.54321.3**
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. Previous code: MCA_08611

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Position Description

Position title:	**Department Administrator (Corp)**
Position code:	**Aon.CRP.54320.3**
Level:	**3**

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 confidentially, 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. Previous code: MCA_00863

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Position Description

Position title:	**Department Administrator - Entry (Corp)**
Position code:	**Aon.CRP.54320.2**
Level:	**2**

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

Previous code: MCA_08631

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Position Description

Position title:	**Receptionist (Corp)**
Position code:	**Aon.CRP.54382.2**
Level:	**2**

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

Previous code: MCA_00062

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Position Description

Position title:	**Head of Business Development**
Position code:	**Aon.CRP.54408.9**
Level:	**9**

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. Previous code: MCA_00904

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Position Description

Position title:	**Group Metallurgist (Corp)**
Position code:	**Aon.CRP.54406.8**
Level:	**8**

Responsible for

Providing various technical input as the highest level of metallurgical expertise in the organisation.

Report to

Head of Business Development 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; upgrade of existing facilities; or purchase of major capital equipment;• providing advice and assistance to optimise metallurgical processes at operating mine sites;• identifying and applying metallurgical research of value to the company; and• providing input into the technical development of metallurgical staff in the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Consultant Metallurgist; Chief Metallurgist. This is a non operational role and typically based in the Head office. Previous code: MCA_00905

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Position Description

Position title:	**Group Mining Engineer (Corp)**
Position code:	**Aon.CRP.54407.8**
Level:	**8**

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. Previous code: MCA_00906

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Position Description

Position title:	**Business Development Manager**
Position code:	**Aon.CRP.54321.7**
Level:	**7**

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. Previous code: MCA_00805

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Position Description

Position title:	**Group Development Geologist**
Position code:	**Aon.CRP.54322.7**
Level:	**7**

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. Previous code: MCA_00804

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Position Description

Position title:	**Principal Geotechnical Engineer (Corp)**
Position code:	**Aon.CRP.54403.7**
Level:	**7**

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

Previous code: MCA_00921

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Position Description

Position title:	**Principal Metallurgist (Corp)**
Position code:	**Aon.CRP.54404.7**
Level:	**7**

Responsible for

To provide high level technical input and support to the development, implementation and improvement of metallurgical processes 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 Metallurgist or Head of Business Development.

Supervises

May supervise Senior Metallurgist (Corporate) or other experienced Metallurgists.

Main activities

- providing best practice technical input and support to the operations;• 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;• maintaining a high level of technical proficiency in relevant metallurgical disciplines;• project - managing metallurgical improvements from concept to implementation;• coordinating external metallurgical trials and consultants• evaluating processes and identifying opportunities for improvement and standardisation;• identifying and evaluating innovations in metallurgy and assessing their relevance to the business;• identifying risks in the area of metallurgical support and initiating corrective action; and• carrying out metallurgical audits and reviews.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would hold tertiary qualifications in minerals processing, metallurgy or chemical engineering and have more than 10 years of relevant professional experience in operations and in the design and testing of metallurgical processes.

Other comments

Alternative Titles: Lead Metallurgist, Principal or Lead Process Engineer. Previous code: MCA_00042

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Position Description

Position title:	**Principal Mining Engineer (Corp)**
Position code:	**Aon.CRP.54405.7**
Level:	**7**

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. Previous code: MCA_00920

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Position Description

Position title:	**Senior Business Development Manager**
Position code:	**Aon.CRP.54409.7**
Level:	**7**

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. Previous code: Aon.ITS.15009.6

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Position Description

Position title:	**Study Manager**
Position code:	**Aon.CRP.54410.7**
Level:	**7**

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 Previous code: MCA_00810

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Position Description

Position title:	**Senior Development Geologist**
Position code:	**Aon.CRP.54398.6**
Level:	**6**

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

Previous code: MCA_00842

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Position Description

Position title:	**Senior Geotechnical Engineer (Corp)**
Position code:	**Aon.CRP.54399.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Metallurgist (Corp)**
Position code:	**Aon.CRP.54400.6**
Level:	**6**

Responsible for

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

Report to

Principal Metallurgist or Group Metallurgist.

Supervises

May supervise experienced metallurgists.

Main activities

- Duties 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 metallurgical engineering work as required;• providing advice and assistance to optimise metallurgical processes at operating mine sites;• supervising preparation of preliminary and detailed standards and documentation for projects;• supervising preparation of documents for standards, procedures, safe working practices and monitoring regimes in respect of projects; and• providing input into the technical development of metallurgical staff in the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Senior Process Engineer. Previous code: MCA_00041

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Position Description

Position title:	**Senior Mining Engineer (Corp)**
Position code:	**Aon.CRP.54401.6**
Level:	**6**

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

Previous code: MCA_00951

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Position Description

Position title:	**Senior Mine Geologist (Corp)**
Position code:	**Aon.CRP.54362.6**
Level:	**6**

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

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

Nil.

Typical experience

incumbents usually hold a degree in geology with seven to ten years' experience.

Other comments

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Position Description

Position title:	**Experienced Geotechnical Engineer (Corp)**
Position code:	**Aon.CRP.54321.5**
Level:	**5**

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

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Position Description

Position title:	**Experienced Metallurgist (Corp)**
Position code:	**Aon.CRP.54395.5**
Level:	**5**

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

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Position Description

Position title:	**Experienced Mining Engineer (Corp)**
Position code:	**Aon.CRP.54396.5**
Level:	**5**

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

Previous code: MCA_00952

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Position Description

Position title:	**Experienced Mine Geologist (Corp)**
Position code:	**Aon.CRP.54362.5**
Level:	**5**

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

Nil

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

Nil.

Typical experience

Incumbents normally hold a degree in geology and possess around two to seven years of relevant professional experience

Other comments

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Position Description

Position title:	**Business Development / Proposals Coordinator**
Position code:	**Aon.CRP.54321.4**
Level:	**4**

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

Previous code: MCA_08051

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Position Description

Position title:	**Head of Business Improvement (Corp)**
Position code:	**Aon.CRP.54323.7**
Level:	**7**

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. Previous code: MCA_06151

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Position Description

Position title:	**Business Improvement Facilitator (Corp)**
Position code:	**Aon.CRP.54322.5**
Level:	**5**

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. Previous code: MCA_06161

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Position Description

Position title:	**Commercial General Manager**
Position code:	**Aon.CRP.54324.9**
Level:	**9**

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. Previous code: MCA_00070

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Position Description

Position title:	**Head of Marketing**
Position code:	**Aon.CRP.54324.8**
Level:	**8**

Responsible for

Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Report to

Chief Executive/Managing Director.

Supervises

A specialist marketing team, including product Managers, market research officers and product promotions staff.

Main activities

- • Developing plans to achieve revenue and profit margin projections.
  • Formulating national marketing policies and strategies based on market intelligence and research projections.
  • Implementing and monitoring the progress of marketing plans and advertising campaigns.
  • Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
  • Determining pricing and volume discount policies.
  • Coordinating market research and market intelligence data.
  • Liaising with other divisions/departments.

Key skills

- • Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External contacts

Advertising agencies, the media, public relations firms, market research firms, and Government officials.

Typical experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other comments

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Position Description

Position title:	**Head of Sales & Marketing**
Position code:	**Aon.CRP.54419.8**
Level:	**8**

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

Previous code: MCA_00909

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Position Description

Position title:	**Commercial Manager**
Position code:	**Aon.CRP.54324.7**
Level:	**7**

Responsible for

Ensuring accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Chief Executive Officer/Managing Director.

Supervises

Commercial/Business Analysts and/or Administrative staff.

Main activities

- Structuring and negotiating new business deals to the best commercial advantage of the organisation.• Providing commercial advice and support to the management team and contributing to senior management decision making.• Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.• Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.• Assisting with the development of innovative commercial business solutions in line with corporate financial targets and requirements.• Providing ad-hoc financial reporting to the management team.• Leading and mentoring the Commercial team.

Key skills

- Strong commercial and business acumen.• Ability to negotiate effectively.• Well developed written and verbal communication skills.• Developing staff management abilities.

Internal contacts

Senior Management, bid team, Sales and Marketing team, Chief Executives.

External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

Typical experience

At least 7 - 10 years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

Previous code: MCA_00816

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Position Description

Position title:	**Marketing Manager**
Position code:	**Aon.CRP.54420.7**
Level:	**7**

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

Previous code: MCA_00881

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Position Description

Position title:	**Marketing Manager - Marketing Communications**
Position code:	**Aon.CRP.54418.7**
Level:	**7**

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. Previous code: Aon.MKT.20315.5

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Position Description

Position title:	**Senior Business Analyst (Corp)**
Position code:	**Aon.CRP.54324.6**
Level:	**6**

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. Previous code: MCA_00870

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Position Description

Position title:	**Senior Commercial/Marketing Adviser**
Position code:	**Aon.CRP.54416.6**
Level:	**6**

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

Previous code: MCA_00817

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Position Description

Position title:	**Senior Marketing Consultant - Marketing Communications**
Position code:	**Aon.CRP.54417.6**
Level:	**6**

Responsible for

Communicating and managing relationships with key market influencers to achieve a high level of brand/product awareness and preference in alignment with the company's message/strategy.

Report to

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

Supervises

May supervise Marketing Associates or Marketing Administration staff.

Main activities

- Working with line management groups to build and implement marketing communications solutions in line with business needs.• Conveying the company message through the organisation's marketing communications program including media coverage, contributed articles and press releases.• Working closely with product marketing to leverage newsworthy data and product announcements.• Developing strong media and analyst relations within the media marketplace.• Evaluating the effectiveness of all marketing communications activities including the success of key messages, tactics, budgets, timing and measurement.• Ensuring 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 of the organisation.

External contacts

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

Typical experience

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

Other comments

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

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Position Description

Position title:	**Business Analyst (Corp)**
Position code:	**Aon.CRP.54324.5**
Level:	**5**

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. Previous code: MCA_00871

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Position Description

Position title:	**Marketing Consultant - Marketing Communications**
Position code:	**Aon.CRP.54415.5**
Level:	**5**

Responsible for

Communicating and managing 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, Functional Lead of Marketing or Marketing Manager.

Supervises

No supervisory responsibilities.

Main activities

- Conveying the company message through the organisations marketing communications program including media coverage, contributed articles and press releases.• Working closely with product marketing to leverage newsworthy data and product announcements.• Developing strong media and analyst relations within the media marketplace.• Evaluating the effectiveness of all marketing communications activities including the governance of key messages, tactics, budgets, timing and measurement.• Ensuring effective internal dissemination of company news, announcements, marketing event calendars and other communications.

Key skills

- Excellent verbal and written communications skills• Excellent presentation skills

Internal contacts

Marketing and Sales departments of the organisation.

External contacts

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

Typical experience

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

Other comments

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

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Position Description

Position title:	**Commercial/ Marketing Adviser**
Position code:	**Aon.CRP.54414.4**
Level:	**4**

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

Previous code: MCA_00818

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Position Description

Position title:	**Head of Environmental Affairs (Corp)**
Position code:	**Aon.CRP.54331.8**
Level:	**8**

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

Previous code: MCA_00907

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Position Description

Position title:	**Environment Manager (Corp)**
Position code:	**Aon.CRP.54331.7**
Level:	**7**

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. Previous code: MCA_00934

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Position Description

Position title:	**Manager Environmental Approvals (Corp)**
Position code:	**Aon.CRP.54434.7**
Level:	**7**

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

Previous code: MCA_00873

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Position Description

Position title:	**Lead Environmental Adviser (Corp)**
Position code:	**Aon.CRP.54331.6**
Level:	**6**

Responsible for

To develop & implement environment policies which meet environmental legislative requirements and manage the implementation of environment policies throughout the organisation.

Report to

Head of Environmental Affairs, Head of Health, Safety & Environment, Head of Operations [903]

Supervises

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

Main activities

- This is a manager level position whose duties may include;• development of company policies, strategies, and programs for environmental issues;• managing the implementation environment initiatives and policies;• monitoring of legislative standards;• liaison with government departments and agencies, the community and other agencies;• development of procedures for monitoring, rehabilitation and the provision of advice to management;• co-ordination of studies and research into environmental programs or other projects; and• where appropriate, representation of the company in environmental matters.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Science or Engineering degree or equivalent level of tertiary qualifications in an environmental / natural resource discipline
Substantial relevant experience in the appropriate fields plus proven management skills.

Other comments

Previous code: MCA_09341

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Position Description

Position title:	**Senior Environmental Adviser (Corp)**
Position code:	**Aon.CRP.54430.6**
Level:	**6**

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

Previous code: MCA_00941

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Position Description

Position title:	**Experienced Environmental Adviser (Corp)**
Position code:	**Aon.CRP.54427.5**
Level:	**5**

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

Previous code: MCA_00942

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Position Description

Position title:	**Graduate Environmental Adviser (Corp) (>1 year)**
Position code:	**Aon.CRP.54332.4**
Level:	**4**

Responsible for

This is an entry level position which undertakes field-based environmental / engineering investigations under direct professional supervision and is expected to make technical contributions to projects.

Report to

Senior or Experienced Environmental Scientists / Engineers.

Supervises

Main activities

- applying standard procedures to data collection & collation;• short-term project planning activities;• monitoring & assessing environmental impacts;• carrying out investigations under supervision; and• contributing data & analyses to the preparation of Impact Statements & other reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in an environmental discipline. May be a new graduate or have limited (normally up to 2 completed years') relevant professional experience.

Other comments

Previous code: MCA_00943

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Position Description

Position title:	**Graduate Environmental Adviser (Corp) (<1 year)**
Position code:	**Aon.CRP.54331.4**
Level:	**4**

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior or Experienced Environmental Scientists / Engineers.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Environmental tertiary qualification.

Other comments

Previous code: MCA_09431

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Position Description

Position title:	**Functional Lead of Marketing - Investor Relations**
Position code:	**Aon.CRP.54336.8**
Level:	**8**

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

Previous code: Aon.EXE.CA030.6

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Position Description

Position title:	**Head of External Relations (Corp)**
Position code:	**Aon.CRP.54468.8**
Level:	**8**

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

Previous code: MCA_00908

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Position Description

Position title:	**Corporate Policy Manager**
Position code:	**Aon.CRP.54336.7**
Level:	**7**

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. Previous code: MCA_00802

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Position Description

Position title:	**Investor Relations Manager**
Position code:	**Aon.CRP.54465.7**
Level:	**7**

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

Previous code: Aon.MKT.21415.5

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Position Description

Position title:	**Manager Community Affairs / Native Title / Heritage (Corp)**
Position code:	**Aon.CRP.54466.7**
Level:	**7**

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. Previous code: MCA_00874

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Position Description

Position title:	**Senior External Affairs Adviser (Corp)**
Position code:	**Aon.CRP.54336.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Policy Adviser**
Position code:	**Aon.CRP.54462.6**
Level:	**6**

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. Previous code: MCA_00875

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Position Description

Position title:	**Communications Adviser (Corp)**
Position code:	**Aon.CRP.54336.5**
Level:	**5**

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

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Position Description

Position title:	**Experienced External Affairs Adviser (Corp)**
Position code:	**Aon.CRP.54457.5**
Level:	**5**

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

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Position Description

Position title:	**Investor Relations Consultant**
Position code:	**Aon.CRP.54458.5**
Level:	**5**

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

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Position Description

Position title:	**Policy Adviser**
Position code:	**Aon.CRP.54459.5**
Level:	**5**

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. Previous code: MCA_00876

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Position Description

Position title:	**Research Analyst**
Position code:	**Aon.CRP.54460.5**
Level:	**5**

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 Previous code: MCA_00877

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Position Description

Position title:	**Company Secretary/Financial Controller**
Position code:	**Aon.CRP.54337.8**
Level:	**8**

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

Previous code: MCA_00002

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Position Description

Position title:	**Group Treasurer/Head of Treasury**
Position code:	**Aon.CRP.54502.8**
Level:	**8**

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

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Position Description

Position title:	**Head of Internal Audit**
Position code:	**Aon.CRP.54503.8**
Level:	**8**

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

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Position Description

Position title:	**Head of Tax**
Position code:	**Aon.CRP.54504.8**
Level:	**8**

Responsible for

Delivering value to shareholders and ensuring compliance with statutory filing obligations and providing appropriate financial information on the tax position for internal and external reporting purposes. Responsibility for tax strategy and alignment with relevant Group tax strategy.

Report to

This role would typically report to the Group Head of Tax.

Supervises

Tax Managers, Tax Accountants.

Main activities

- Creation of innovative, efficient and tax effective structures and ideas, locally and through working with the Group Tax team and the Group as a whole, to minimise the impact of tax on the operations and financial position of the business.• Design, creation and implementation of legal, corporate, commercial and financial structures and products to maximise tax and legislative opportunities arising from all local activities.• Advice on relevant corporate acquisitions/disposals and commercial ventures to ensure tax efficiency of transactions and that all external documents and public/shareholder communications have received tax sign-off.• To influence the development of tax legislation and policy locally (through building up a network of contacts both within and outside government and other bodies).

Key skills

- To consistently and continually re-evaluate, redefine and modify the corporate, legal or commercial structures, as appropriate, for changing corporate activities and commercial needs.• To provide tax input on all mergers, acquisitions and other corporate activities as appropriate.• To provide tax input on all relevant funding issues.• To continually look for and review opportunities/ideas to reduce the tax cost of the company.• To provide tax input into the design, distribution and marketing of local or global products and services designed to minimise the negative effects of GST on these products and to maximise the opportunities arising out of different regimes and legislative opportunities.• To ensure that all relevant tax returns and filings are completed within the statutory time limits and that penalties and interest costs are minimised.• To manage the local filings and audit process to minimise exposures and adverse adjustments and be accountable for policy adherence, sign-off and attestation of accuracy for procedure documentation and controls in place.• To ensure that the financial information for tax in the internal and external reporting documentation process is accurate and provides a true and fair representation of the assets and liabilities of the local entities.

Internal contacts

Chief Financial Officer, Group Head of Tax.

External contacts

Typical experience

Minimum of 10 - 12 years tax experience- industry and/other profession. Degree qualified Finance and/or Law. Extensive knowledge and experience of domestic and international direct and indirect taxation, GST, and other taxes.

Other comments

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Position Description

Position title:	**Accounting Manager (Corp)**
Position code:	**Aon.CRP.54337.7**
Level:	**7**

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.

Previous code: MCA_00814

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Position Description

Position title:	**Audit Manager**
Position code:	**Aon.CRP.54496.7**
Level:	**7**

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

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Position Description

Position title:	**Finance Manager**
Position code:	**Aon.CRP.54497.7**
Level:	**7**

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

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Position Description

Position title:	**Financial Controller**
Position code:	**Aon.CRP.54498.7**
Level:	**7**

Responsible for

Controlling the Finance and Accounting strategies, methods, practices and procedures of a Division/Business Unit.

Report to

Divisional Executive, Chief Financial Officer, Chief Executive Officer/Managing Director.

Supervises

Financial/Management Accountants, accounting department staff and other support staff.

Main activities

- Preparing and presenting long term financial forecasts in relation to developing future strategies for the Division/Business Unit.• Providing analysis and commentary regarding accounts and financial reports within the Division/Business Unit.• Compiling and presenting information on costs and contribution by department and product.• Ensuring that all activities related to the Division/Business Unit's function comply with relevant federal and state government legislation.• Monitoring closely the financial status and exposures of the Division/Business Unit, and providing advice to Senior Management where appropriate.• Collating budgets, monitoring and reporting on performance.• Liaising with senior Accounting staff and coordinating activities within the Division/Business Unit.•

Key skills

- Sound experience in Finance and Accounting in a corporate environment.• Ability to organise and control large accounting systems.• Leadership and analytical skills.• Excellent communication skills.•

Internal contacts

Finance & Administration staff, Divisional Managers, Sales & Marketing staff.

External contacts

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

Typical experience

At least 10 years of relevant experience, coupled with relevant tertiary qualifications and membership of professional Accounting and/or Financial institutions.

Other comments

This role organises and supervises Accounting activities to maintain control and accuracy in transactions on a Divisional/Business Unit basis and has considerable strategic responsibility.

Other titles: Head of Finance (RIN) Previous code: MCA_00813

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Position Description

Position title:	**Taxation Manager**
Position code:	**Aon.CRP.54499.7**
Level:	**7**

Responsible for

Providing leadership and advice on corporate tax policy and participating in planning the organisation's activities to optimise tax costs and ensure tax compliance consistently and in line with corporate objectives.

Report to

Financial Controller/Divisional Financial Controller.

Supervises

May supervise a small team of Tax Accounting staff.

Main activities

- Ensuring that all required taxation returns are prepared in compliance with various tax regulations and ensuring adequate provisions are made for the payment of taxes.• Representing the organisation in the event of audits, investigations or queries from revenue authorities.• Coordinating the lodgement of tax returns, reviewing assessments for objections on appeals, personally presenting and arranging objections or appeals and authorising payments of taxes.• Formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.• Determining requirements for research designed to establish compliance with applicable tax laws at minimal cost and directing corporate programmes to ensure such compliance.• Providing advice to Management of the tax implications of proposed major transactions including mergers, acquisitions and disposal of assets and recommending necessary changes if required.• Advising the organisation of developments and the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.• Advising Management of appropriate means to effectively reduce the incidence of tax by investigating opportunities and promoting tax awareness throughout the organisation.• Employing and directing the services of professional tax consultants as required.

Key skills

- Thorough knowledge of relevant Tax Assessment Act and associated legislation.• Initiative planning and decision making.• Business Awareness.• Communication, analytical and computer skills.• Ability to build strong working relationships.

Internal contacts

Finance and Administration Staff, Marketing & Sales Managers, Line Managers, Internal Audit.

External contacts

Taxation and Legal Advisers, External Auditors, Customers and Suppliers.

Typical experience

At least 10 years general accounting experience with more than 5 years in taxation management, coupled with relevant tertiary qualifications - usually in Accounting, Commerce or Law.

Other comments

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Position Description

Position title:	**Treasury Manager**
Position code:	**Aon.CRP.54500.7**
Level:	**7**

Responsible for

Managing the company's funding platform.

Report to

Assistant Treasurer.

Supervises

Treasury Analysts and Senior Treasury Analysts.

Main activities

- Refinancing facilities including research, negotiation with banks/investors and legal documentation.• Maintaining and ensuring compliance with terms of facilities and in line with Company treasury policy and changes to facility terms.• Working with Assistant on new funding initiatives and strategies, including scoping the requirements for acquisitions in addition to ad-hoc funding analysis and projects.• Analysing business model outputs and proposals and reporting for Board, Capital Markets Committee, and rating agencies. Maintaining relationships with banks, rating agencies and capital markets investors by facilitating dialogue, providing updates and presentations.• Assisting in the development and management of treasury policy.• Maintaining and improving the treasury system.•

Key skills

- Strong written communication skills with a focus on detail and strong verbal communication and negotiation skills.• Demonstrated knowledge of and experience in debt funding products (bank debt, domestic & international capital markets, hybrids, convertible bonds).• Good understanding of financial markets, accounting, tax and legal issues relating to a corporate treasury.• Ability to price interest rate and foreign exchange derivatives, and experience using a treasury system highly advantageous.•

Internal contacts

Assistant Treasurer, other parts of Finance.

External contacts

Debt investors.

Typical experience

Tertiary degree qualification in Accounting/Economics/Business and studying towards a post-graduate qualification (e.g. Masters of Applied Finance). Minimum of 5 years experience in a similar role in property industry or general financial services.

Other comments

Previous code: MCA_00812

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Position Description

Position title:	**Payroll Manager**
Position code:	**Aon.CRP.54486.6**
Level:	**6**

Responsible for

Managing the payroll function and staff associated with the processing of all manual and automated payments.

Report to

Finance Manager or Senior Human Resources Manager.

Supervises

May supervise a payroll team of 2 to 10 staff.

Main activities

- Monitoring correctness, eligibility and timeliness of payments in terms of Awards, EBA's, Employment Contracts, organisational policies and other relevant legislation.• Overseeing and monitoring annual projects such as issue of performance payments.• Assisting in the design and implementation of enhancements to the organisation's payroll system and procedures.• Managing and supervising payroll staff including training and development and performance reviews.• Liaising with internal and external auditors.• Ensuring accurate preparation of workers' compensation returns, payroll tax returns and group tax reconciliations.• Overseeing the efficient preparation of management reports based upon information within the payroll system.• Resolving/answering queries relating to payroll across the company.

Key skills

- Knowledge of legislative requirements in respect of PAYG, FBT, payroll tax and EEO principles.• Sound understanding of Industrial Award/Enterprise Agreements, organisation's payroll system and salary grades.• Strong leadership ability, excellent communication and well developed interpersonal skills.• Tact, diplomacy and assertiveness in applying policy.• Sound knowledge of the organisation's human resource information system and computerised payroll system.• Numeric accuracy.

Internal contacts

Payroll Staff, Human Resources, IT Department.

External contacts

Outsourced Payroll Services, Industry and Employer Organisations, relevant government departments such as the Department of Industrial Relations and Trade Union officials.

Typical experience

Strong background in payroll, with at least 4 - 6 years relevant experience. May have tertiary qualifications in Finance or Accounting.

Other comments

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Position Description

Position title:	**Senior Accountant (Corp)**
Position code:	**Aon.CRP.54487.6**
Level:	**6**

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. Previous code: MCA_00851

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Position Description

Position title:	**Senior Financial Analyst**
Position code:	**Aon.CRP.54488.6**
Level:	**6**

Responsible for

Organising financial planning, budgeting, forecasting of financial information to assist in decision making.

Report to

Chief Accountant, Financial Controller, Financial Accounting Manager.

Supervises

May supervise Accounting Department staff.

Main activities

- Accountable for all Financial budgeting and planning activities.• Preparing regular Financial and statistical reports for various operating divisions.• Preparing all statistical and Financial returns required by the statutory authorities.•

Key skills

- Skills in forecasting and control of liquidity.• Problem solving• Ability to analyse and communicate Financial information.• A strong team player who can work autonomously when required.•

Internal contacts

Divisional Managers, Internal Auditors, IT Manager, Sales & Marketing staff, Legal Officer.

External contacts

External Auditors, Federal and State Government Officials, especially the Taxation Office.

Typical experience

Will have at least 7+ years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

Other comments

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Position Description

Position title:	**Senior Internal Auditor**
Position code:	**Aon.CRP.54489.6**
Level:	**6**

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

Previous code: Aon.FIN.30002.4

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Position Description

Position title:	**Senior Management Accountant**
Position code:	**Aon.CRP.54490.6**
Level:	**6**

Responsible for

Supervising the coordination of budgeting process and preparing various management reports on a monthly, quarterly and annual basis.

Report to

Divisional Manager - Finance, Chief Accountant/Financial Controller.

Supervises

Assistant Accountant and Clerical staff.

Main activities

- Liaising with Operational Managers to assist them in preparing their management information reporting systems.• Collating information from the operating divisions and consolidating into various management reports mostly on a monthly, quarterly and annual basis.• Assisting Managers to evaluate and integrate the information they receive.• Liaising with the Financial Accountants to ensure the maintenance of a common information base.• Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

Key skills

- Skills in forecasting and control of liquidity.• Ability to analyse and communicate financial information.

Internal contacts

Accounts Department, Functional Managers.

External contacts

Other financial institutions, Economic Advisers and Computer Software Suppliers.

Typical experience

At least 7 years of relevant experience in the full range of Management Accounting activities - including general accounting, financial analysis and management reporting. Will have completed CPA/CA.

Other comments

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Position Description

Position title:	**Senior Taxation Accountant**
Position code:	**Aon.CRP.54491.6**
Level:	**6**

Responsible for

Organising and providing advice on Taxation issues relating to specific business units and ensuring compliance with relevant tax laws and regulations.

Report to

Corporate Taxation Manager, Financial Controller, Chief Accountant.

Supervises

May supervise more junior staff in the Taxation Department.

Main activities

- Providing Taxation advice to the Financial Controller and Business Unit Managers concerning the impact of new or proposed legislation, decisions, regulations and rulings in tax and related areas.• Overseeing research assistance and reviewing advice notes and related correspondence for the Corporate Taxation Manager on day-to-day issues.• Participating in planning activities to optimise tax costs - consistent with overall corporate objectives.• Liaising with the Australian Taxation Office in relation to tax issues, audits and reviewing assessments.• Ensuring that all required Taxation returns are prepared in compliance with various tax regulations and ready for approval by the Corporate Taxation Manager.• Organising and assisting with formulating, implementing and maintaining tax procedures and policies which includes the training of employees in correct methods of allocating costs such as travelling and entertainment.• Maintaining an up-to-date knowledge of the relevant tax laws and regulations and ensuring compliance by the organisation.• Reviewing tax accounting information regularly - at least biannually.

Key skills

- Thorough knowledge of relevant Tax Assessment Act and associated legislation.• Initiative planning and decision making.• Business Awareness.• Communication, analytical and computer skills.

Internal contacts

Internal Audit, Line Managers, Finance and Administration Staff.

External contacts

Australian Taxation Office, Taxation and Legal Advisors.

Typical experience

7+ years of general accounting experience coupled with both a good knowledge of taxation law and relevant tertiary qualifications - usually in Accounting, Commerce or Law.

Other comments

Alternative Title: Taxation Officer. Previous code: MCA_00856

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Position Description

Position title:	**Senior Treasury Analyst**
Position code:	**Aon.CRP.54492.6**
Level:	**6**

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

Previous code: Aon.FIN.30018.4

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Position Description

Position title:	**Experienced Accountant (Corp)**
Position code:	**Aon.CRP.54337.5**
Level:	**5**

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

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Position Description

Position title:	**Experienced Taxation Accountant**
Position code:	**Aon.CRP.54476.5**
Level:	**5**

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

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Position Description

Position title:	**Financial Analyst**
Position code:	**Aon.CRP.54477.5**
Level:	**5**

Responsible for

Undertaking financial planning, budgeting, forecasting of financial information to assist in decision making.

Report to

Chief Accountant/Financial Controller.

Supervises

Accounts Department staff.

Main activities

- Accountable for all Financial budgeting and planning activities.• Preparing regular Financial and statistical reports for various operating divisions.• Preparing all statistical and Financial returns required by the statutory authorities.• Ensuring the correct and effective maintenance of the organisation's Financial accounting and general ledger systems.•

Key skills

- Skills in forecasting and control of liquidity.• Problem solving.• Ability to analyse and communicate Financial information.• A strong team player who can work autonomously when required.•

Internal contacts

Divisional Managers, Internal Auditors, IT Manager, Sales & Marketing staff, Legal Officer.

External contacts

External Auditors, Federal and State Government Officials, especially the Taxation Office.

Typical experience

Will have at least 4 years of experience in the full range of Financial accounting activities, coupled with recognised professional qualifications (or be working towards completion).

Other comments

Alternative Title: Accountant.

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Position Description

Position title:	**Internal Auditor**
Position code:	**Aon.CRP.54478.5**
Level:	**5**

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

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Position Description

Position title:	**Project Accountant**
Position code:	**Aon.CRP.54479.5**
Level:	**5**

Responsible for

Assisting in the financial control and reporting for developments projects

Report to

Project Accounting Manager

Supervises

Main activities

- • Assisting in the financial control of developments currently under construction including actual vs. budget reporting and analysis, and monthly forecasts.
  • Providing assistance in the preparation, presentation and review of feasibility studies including initial concept costing and draft feasibility preparation.
  • Compiling board paper requirements including financial impacts of proposed developments including sensitivity analysis.
  • Preparing monthly management and Board reports.
  • Preparing capital expenditure financial accounting / audit schedules for completed projects and capital WIP at year end and half year end.
  • Preparing annual budget information collection templates; distributing and collection of information required to compile annual budget.

Key skills

- • Excellent communication skills
  • Intermediate to advanced skills in MS Office including modelling and macros.
  • Strong proficiency in IT and good working knowledge of systems utilization.
  • Good understanding of leasing agreements.

Internal contacts

Development Division, Property Controller, Property Accounting Division, Finance

External contacts

Builders / Subcontractors

Typical experience

Tertiary qualifications in business, accounting or related business discipline and ideally CA/CPA qualified or in process of obtaining certification. Commercial experience gained within a corporate / manufacturing environment is preferred.

Other comments

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Position Description

Position title:	**Senior Payroll Officer**
Position code:	**Aon.CRP.54481.5**
Level:	**5**

Responsible for

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

Report to

Payroll Manager, Human Resource Administration Manager of Chief Accountant.

Supervises

May supervise a small team of Payroll Officers.

Main activities

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

Key skills

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

Internal contacts

Payroll staff, IT Department, Human Resources.

External contacts

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

Typical experience

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

Other comments

Alternative Title: Payroll Supervisor/Team Leader. Previous code: MCA_08531

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Position Description

Position title:	**Treasury Analyst**
Position code:	**Aon.CRP.54482.5**
Level:	**5**

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

Previous code: Aon.FIN.30018.3

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Position Description

Position title:	**Accounts Team Leader (Corp)**
Position code:	**Aon.CRP.54337.4**
Level:	**4**

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. Previous code: MCA_00821

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Position Description

Position title:	**Graduate Accountant (Corp) (>1 year)**
Position code:	**Aon.CRP.54471.4**
Level:	**4**

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

Previous code: MCA_00853

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Position Description

Position title:	**Graduate Accountant (Corp) (<1 year)**
Position code:	**Aon.CRP.54469.4**
Level:	**4**

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

Previous code: MCA_09997

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Position Description

Position title:	**Payroll Officer (Corp)**
Position code:	**Aon.CRP.54473.4**
Level:	**4**

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

Previous code: MCA_00854

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Position Description

Position title:	**Accounting Clerk (Corp)**
Position code:	**Aon.CRP.54337.3**
Level:	**3**

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. Previous code: MCA_00862

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Position Description

Position title:	**Assistant Accountant**
Position code:	**Aon.CRP.54338.3**
Level:	**3**

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. Previous code: Aon.FIN.30012.2

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Position Description

Position title:	**Senior Accounts Officer**
Position code:	**Aon.CRP.54480.3**
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. Previous code: Aon.FIN.30112.3

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Position Description

Position title:	**Head of Health, Safety & Environment (Corp)**
Position code:	**Aon.CRP.54520.9**
Level:	**9**

Responsible for

To develop & implement OHSE policies that 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. Previous code: MCA_00808

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Position Description

Position title:	**Head of Health & Safety (Corp)**
Position code:	**Aon.CRP.54340.8**
Level:	**8**

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. Previous code: MCA_00807

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Position Description

Position title:	**Head of Health, Safety & Security (Corp)**
Position code:	**Aon.CRP.54521.8**
Level:	**8**

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. Previous code: MCA_08081

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Position Description

Position title:	**Health & Safety Manager (Corp)**
Position code:	**Aon.CRP.54340.7**
Level:	**7**

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

Previous code: MCA_00865

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Position Description

Position title:	**Senior Health & Safety Adviser (Corp)**
Position code:	**Aon.CRP.54340.6**
Level:	**6**

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

Previous code: MCA_00866

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Position Description

Position title:	**Experienced Health & Safety Adviser (Corp)**
Position code:	**Aon.CRP.54340.5**
Level:	**5**

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

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Position Description

Position title:	**Entry Level Health & Safety Adviser (Corp)**
Position code:	**Aon.CRP.54340.4**
Level:	**4**

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

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Position Description

Position title:	**Graduate Health & Safety Adviser (Corp)**
Position code:	**Aon.CRP.54506.4**
Level:	**4**

Responsible for

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

Report to

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

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

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Position Description

Position title:	**Head of HR (Corp)**
Position code:	**Aon.CRP.54341.9**
Level:	**9**

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. Previous code: MCA_00901

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Position Description

Position title:	**Functional Lead of HR - Learning & Development**
Position code:	**Aon.CRP.54341.8**
Level:	**8**

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Learning and Development strategy and operations through a team of Learning and Development Managers.

Report to

Head of Human Resources.

Supervises

Learning & Development Managers, Learning & Development Consultants and Trainers.

Main activities

- Working with Executive/Strategic Management groups to build and implement Learning & Development solutions in line with business strategy.• Managing the delivery of all Learning & Development activities including, training needs analysis, training delivery, training vendor relationship management, course participation management, training logistics, and/or other services.• Liaising with subject matter experts within the broader Human Resources function (e.g. recruitment, compensation & benefits etc.) to build client proposals and solutions within the business unit or corporate client group.• Identifying and delivering long-term strategies 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.• Acting as the primary Learning & Development contact for the most Executive/Strategic Managers in the organisation.

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 and influence at an Executive/Strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an Executive/Strategic management level.

External contacts

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

Typical experience

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

Other comments

This role manages a specialist Human Resources operation within a large organisation.

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Position Description

Position title:	**Functional Lead of HR - Recruitment**
Position code:	**Aon.CRP.54545.8**
Level:	**8**

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of the Recruitment strategy and operations through a team of Recruitment Managers.

Report to

Head of Human Resources.

Supervises

Recruitment Managers and Recruitment Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement recruitment solutions in line with business strategy.• Managing the delivery of all recruitment activities including: organisational Resourcing needs analysis, recruitment market trends analysis, candidate selection, vendor management, analysis of recruitment metrics, and other recruitment services.• Liaising with subject matter experts within the broader Human Resources function (e.g. Learning & Development, Compensation & Benefits etc.) to provide consultancy and advice within the business unit or corporate client group.• 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.• Acting as the primary recruitment contact for most Executive/Strategic Managers in the organisation.

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 and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Recruitment Consultancies.

Typical experience

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

Other comments

This role manages a specialist Human Resources operation within a large organisation.

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Position Description

Position title:	**Functional Lead of HR - Remuneration & Benefits**
Position code:	**Aon.CRP.54546.8**
Level:	**8**

Responsible for

Providing business partnering to a business unit and/or corporate client group within a large organisation, and owning responsibility for the delivery of Compensation and Benefits strategy and operations through a team of Compensation & Benefits Managers.

Report to

Head of Human Resources.

Supervises

Compensation & Benefits Managers and Compensation & Benefits Consultants.

Main activities

- Working with Executive/Strategic Management groups to build and implement Compensation & Benefits solutions in line with business strategy.• Managing the delivery of all Compensation & Benefits activities, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.• Liaising with subject matter experts within the broader Human Resources function (e.g. Recruitment, Learning and Development etc.) to provide consultancy and advice within the business unit or corporate client group.• Identifying and delivering long-term strategies within the Compensation & Benefits environment.• Providing interpretation and counsel to Executive/Strategic Management regarding Compensation & Benefits policies, programs and practices.• Researching issues and developing solutions to resolve strategic Compensation & Benefits business issues.• Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Executive/Strategic Management needs.• Managing the Compensation & Benefits issues for the most Executive/Strategic Managers in the organisation.

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 trends, best practice and future direction.• 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 and influence at an executive/strategic level.

Internal contacts

Close contact at all levels of the organisation although most contact would be at an executive/strategic management level.

External contacts

Remuneration Consultancies, Vendors, Industry Associations.

Typical experience

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

Other comments

This role manages a specialist Human Resources operation within a large organisation.

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Position Description

Position title:	**HR Manager - Learning & Development**
Position code:	**Aon.CRP.54341.7**
Level:	**7**

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

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Position Description

Position title:	**HR Manager - Recruitment**
Position code:	**Aon.CRP.54538.7**
Level:	**7**

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

Previous code: Aon.HRS.50305.5

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Position Description

Position title:	**HR Manager - Remuneration & Benefits**
Position code:	**Aon.CRP.54539.7**
Level:	**7**

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

Previous code: Aon.HRS.50105.5

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Position Description

Position title:	**HR Manager (Corp)**
Position code:	**Aon.CRP.54541.7**
Level:	**7**

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). Previous code: MCA_00830

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Position Description

Position title:	**Industrial Relations Manager (Corp)**
Position code:	**Aon.CRP.54540.7**
Level:	**7**

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

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Position Description

Position title:	**Senior HR Adviser - Industrial/Employee Relations**
Position code:	**Aon.CRP.54533.6**
Level:	**6**

Responsible for

Advising and implementing the organisation's Industrial Relations framework and policies.

Report to

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

Supervises

May supervise an Industrial Relations Officer or a team of Human Resources Administration Officers

Main activities

- • Advising on the organisation's Industrial Relations framework.
  • Applying Enterprise Agreements (EA's) and/or Awards within the organisation.
  • Communicating occasionally with employee representatives to ensure clear interpretation and implementation of Enterprise Agreements and/or Awards.
  • Assisting in monitoring conditions of employment and minimising industrial disputes.
  • Providing relevant Learning & Development programs where applicable to Divisional Managers.
  • Maintaining Industrial Relations records and other relevant material.
  • Assisting with enterprise bargaining, advocacy and negotiations with unions and other external bodies.

Key skills

- • In-depth knowledge of both historical and recent developments in Australian Industrial Relations.
  • In-depth knowledge of relevant Federal and State Awards.
  • Extensive experience in the development and implementation of Enterprise Agreements.

Internal contacts

Employee representatives, Divisional Managers, Company Secretary/Legal Officers, Occupational Health & Safety Officers.

External contacts

Unions, Federal and State government bodies, organisations (E.g. Industrial Relations Commission), employee groups, legal advisers.

Typical experience

5+ years of experience in Industrial Relations or Human Resources coupled with relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Senior HR Adviser - Learning & Development**
Position code:	**Aon.CRP.54341.6**
Level:	**6**

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

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Position Description

Position title:	**Senior HR Adviser - Recruitment**
Position code:	**Aon.CRP.54531.6**
Level:	**6**

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). Previous code: Aon.HRS.50306.4

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Position Description

Position title:	**Senior HR Adviser - Remuneration & Benefits**
Position code:	**Aon.CRP.54532.6**
Level:	**6**

Responsible for

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

Report to

Depending on organisational structure, Head of Human Resources, Functional Lead of Compensation & Benefits 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 Compensation & Benefits solutions in line with business needs.• Providing recommendations and solutions covering specific areas of Compensation & Benefits, including salary planning, market analysis, job design, variable pay planning, benefit planning, vendor relationship management, and/or other services.• Providing interpretation and counsel to Line Management regarding Compensation & Benefits policies, programs and practices.• Researching issues and developing solutions to resolve business issues.• Developing and implementing new Compensation & Benefits policies, practices and programs to meet organisational and Line Management needs.

Key skills

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

Internal contacts

Close contact at all levels of the organisation.

External contacts

Human Resources Consultancies, Vendors, Unions, Industry Associations.

Typical experience

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

Other comments

Depending on organisational structure, this role may be a stand-alone Compensation & Benefits 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). Previous code: MCA_08311

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Position Description

Position title:	**Senior HR Adviser (Corp)**
Position code:	**Aon.CRP.54534.6**
Level:	**6**

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). Previous code: MCA_00831

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Position Description

Position title:	**Training Manager (Corp)**
Position code:	**Aon.CRP.54542.6**
Level:	**6**

Responsible for

Consult with stakeholders to develop training strategy organisation wide and plan delivery of training. Manage the Training team, both in the office and/or at site.

Report to

Head of HR

Supervises

Trainer/Training Facilitator and/or Training Adviser

Main activities

Nil.

Key skills

- Consulting and negotiation skills.• Knowledge of adult learning principles and the ability to establish/direct 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, team management 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

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

Other comments

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Position Description

Position title:	**Experienced HR Adviser - Learning & Development**
Position code:	**Aon.CRP.54341.5**
Level:	**5**

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

Previous code: Aon.HRS.50202.3

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Position Description

Position title:	**Experienced HR Adviser - Remuneration & Benefits**
Position code:	**Aon.CRP.54525.5**
Level:	**5**

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

Previous code: Aon.HRS.50102.3

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Position Description

Position title:	**Experienced HR Adviser (Corp)**
Position code:	**Aon.CRP.54526.5**
Level:	**5**

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

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Position Description

Position title:	**Trainer/Training Facilitator - Learning & Development (Corp)**
Position code:	**Aon.CRP.54528.5**
Level:	**5**

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

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Position Description

Position title:	**Graduate HR Adviser (Corp) (>1 year)**
Position code:	**Aon.CRP.54342.4**
Level:	**4**

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

Previous code: MCA_00833

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Position Description

Position title:	**Graduate HR Adviser (Corp) (<1 year)**
Position code:	**Aon.CRP.54341.4**
Level:	**4**

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

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Position Description

Position title:	**HR Officer (Corp)**
Position code:	**Aon.CRP.54521.4**
Level:	**4**

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

Previous code: MCA_00835

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Position Description

Position title:	**Recruitment Adviser (Corp)**
Position code:	**Aon.CRP.54527.4**
Level:	**4**

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

Previous code: MCA_00834

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Position Description

Position title:	**Head of Information Technology (Corp)**
Position code:	**Aon.CRP.54343.8**
Level:	**8**

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. Previous code: MCA_00910

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Position Description

Position title:	**Principal Data Scientist**
Position code:	**Aon.CRP.54576.8**
Level:	**8**

Responsible for

Leading a range of research and analytical activities, leveraging all available data assets to help solve complex business problems through the development and application of advanced statistical modelling techniques.

Report to

General Manager - IT / Infrastructure or Technical / Delivery Leader - Big Data

Supervises

May mentor more junior Data Scientists

Main activities

- Interacts with product and service teams to identify questions and issues for data analysis and experiments.• Develops and codes software programs, algorithms and automated processes to cleanse, integrate and evaluate large datasets from multiple disparate sources.• Influences and leads a coherent cross-business approach and strategic/tactical plan for big data initiatives.• Influence, adaptation of leveraging data science best practice to delivery quantitative improvements to the analytics and process modelling functions.• Working with massive and complex data sets from multiple sources, utilising big data tools and techniques for the purposes of analysing, providing insight and validating hypotheses.• Performing deep dive analyses of experiments through reliable modelling methods that include numerous explanatory variables and covariates.• Translating analytical insights into concrete, actionable recommendations for business, process or product improvements.• Making recommendations for the collection of new data or the refinement of existing data sources and storage.• Developing best practice guidelines for instrumentation and experimentation.• Mentor, guide, and influence the Analytics community in the organisation.

Key skills

- Expert in manipulating and analysing complex, high-volume, high dimensionality data and metadata from varying sources.• Strong passion for empirical research and for answering hard questions with data.• Expert knowledge of analysis tools and big data technologies (Map/Reduce, Hadoop, Hive, etc).• Familiarity with relational/non-relational data manipulation, machine learning, and scientific statistical analysis.• Ability to communicate complex quantitative analysis in a clear, precise, and actionable manner.• Flexible analytical approach that allows for results at varying levels of precision.• Solid understanding and experience with programming logic and various paradigms.• Able to describe technical topics to laymen stakeholders

Internal contacts

Management, Estimating Manager, Project Teams, Analytics community across the organisation, Business user groups

External contacts

Academia and research organisations

Typical experience

10+ years experience in a data science environment (experience may be corporate, research/government or academia) coupled with tertiary qualifications to a Masters or PhD level in a relevant technical field.

Other comments

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Position Description

Position title:	**Applications Development Manager**
Position code:	**Aon.CRP.54343.7**
Level:	**7**

Responsible for

Lead the design, development and maintenance of applications software and managing the applications development team.

Report to

General Manager - Application Services.

Supervises

Applications Development Team Leader, Senior Developer, Developer, Associate Developer, Junior Developer.

Main activities

- Estimating, scheduling and ensuring that all resources planning requirements are sufficient to provide the required levels of availability and support.• Setting the direction for the additional development tools used for applications development.• Seeking out future business needs for IT applications and equipment and submitting capacity plans in a proactive manner.• Reporting on the progress of administration and applications development against time frames and budget.• Overseeing the administration and efforts and standards of all applications development staff and providing guidance where required.• Managing client expectations through the administration and development process, ensuring all stages are fully met.• Providing technical mentoring and guidance to less experienced members of applications development team.

Key skills

- Communication skills.• Excellent consulting skills.• Supervisory and management skills.• Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.• Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2.• Knowledge in open source programming.

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

10+ years in software development, with at least 5 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

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Position Description

Position title:	**Information Technology Manager (Corp)**
Position code:	**Aon.CRP.54569.7**
Level:	**7**

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

Previous code: MCA_00824

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Position Description

Position title:	**IT Project Manager (Corp)**
Position code:	**Aon.CRP.54570.7**
Level:	**7**

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

Previous code: MCA_08241

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Position Description

Position title:	**Principal DevOps Engineer**
Position code:	**Aon.CRP.54571.7**
Level:	**7**

Responsible for

Leads the design and build of complex infrastructure, operational processes, and infrastructure automation, creating and improving development and operational capabilities, including: disaster recovery, high systems availability, on-demand scalable solutions, infrastructure monitoring and continuous deployment capabilities.

Report to

DevOps Manager

Supervises

Senior DevOps Engineer, DevOps Engineer

Main activities

- Influence and lead design efforts for the most secure and scalable environments that satisfy both operational and product needs in accordance with corporate guidelines. May be On-premise, hosted and/or Clouds.• Influence and lead efforts and processes for continuous deployment cycles and on-demand deployments.• Lead cross-departmental projects and project teams from conception to completion.• Influence and lead benchmark and performance test efforts, analysis and action plans.• Drive resolution of issues identified via application and systems monitoring. • Resolve emergent service problems and build automated tools to identify/prevent problem recurrence.• Communicate with key stakeholders on infrastructure, deployments details, etc.• Lead efforts for project planning and budgetary processes.• Provide skilled guidance and mentoring for code reviews and code review processes.• Mentor, guide, and influence other DevOps and Software Engineers.•

Key skills

- Expert skills in a programming language, proficient in managing infrastructure as code.• Able to lead meetings, clearly communicate technical approach, status, assess and mitigate risk.• Able to describe technical topics to laymen stakeholders.• Expert in Web/Cloud based technologies and system administration within cloud and co-located hosting environment.• Strong experience in database design and development.•

Internal contacts

Users, Applications and Systems Team.

External contacts

Typical experience

8+ years experience within a DevOps or Operations related field, coupled with Bachelor’s and Master’s degree in Computer Science.

Other comments

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Position Description

Position title:	**Senior Data Scientist**
Position code:	**Aon.CRP.54572.7**
Level:	**7**

Responsible for

Identifying, prioritising and undertaking a range of research and analytical activities leveraging all available data assets to help solve complex business problems through the development and application of advanced statistical modelling techniques.

Report to

General Manager - IT / Infrastructure or Technical / Delivery Leader - Big Data

Supervises

May provide guidance to juniors.

Main activities

- Interacts with product and service teams to identify questions and issues for data analysis and experiments.• Develops and codes software programs, algorithms and automated processes to cleanse, integrate and evaluate large data sets from multiple disparate sources.• Providing hands-on support as required in formulating a coherent cross-business approach and strategic/tactical plan for big data initiatives.• Learning, adopting and leveraging data science best practice to delivery quantitative improvements to the analytics and process modelling functions.• Working with massive and complex data sets from multiple sources, utilising big data tools and techniques for the purposes of analysing, providing insight and validating hypotheses.• Performing deep dive analyses of experiments through reliable modelling methods that include numerous explanatory variables and covariates.• Translating analytical insights into concrete, actionable recommendations for business, process or product improvements.• Making recommendations for the collection of new data or the refinement of existing data sources and storage.• Developing best practice guidelines for instrumentation and experimentation.

Key skills

- Ability to manipulate and analyse complex, high-volume, high dimensionality data and metadata from varying sources.• Strong passion for empirical research and for answering hard questions with data.• Expert knowledge of analysis tools and big data technologies (Map/Reduce, Hadoop, Hive, etc).• Familiarity with relational/non-relational data manipulation, machine learning, and scientific statistical analysis.• Ability to communicate complex quantitative analysis in a clear, precise, and actionable manner.• Flexible analytical approach that allows for results at varying levels of precision.• Solid understanding and experience with programming logic and various paradigms.

Internal contacts

Management, Estimating Manager, Project Teams

External contacts

Operations Manager, Estimating Manager, Office Manager, Project Teams. Academia and research organisations

Typical experience

7 - 10 years experience in a data science environment (experience may be corporate, research/government or academia) coupled with tertiary qualifications to a Masters or PhD level in a relevant technical field.

Other comments

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Position Description

Position title:	**Systems Programming Manager**
Position code:	**Aon.CRP.54573.7**
Level:	**7**

Responsible for

Managing operating infrastructure, controlling capacity planning and supporting operating systems.

Report to

General Manager - IT Services/Infrastructure

Supervises

Systems Programmers.

Main activities

- Monitoring and improving the availability and performance of computer systems.• Guiding capacity planning and equipment and software evaluation and acquisition.• Researching the latest developments in systems technologies and advising of opportunities for upgraded or enhanced facilities.• Providing effective technical support to systems users.• Controlling the growth in computer usage.• Maintaining software.• Managing the resources of the System Programming group.

Key skills

- Advanced skills in the UNIX/Windows/Windows Server operating systems and various operating software.• Advanced skills in performance monitoring.• Well-developed management skills in planning, scheduling and control and the ability to motivate a team of Specialist staff to maintain systems performance and standards.• An understanding of systems integration middle-ware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 7 years broad experience in Computing with 5 years in a large IT environment, with 3 - 5 years Management experience.

Other comments

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Position Description

Position title:	**Applications Development Team Leader**
Position code:	**Aon.CRP.54343.6**
Level:	**6**

Responsible for

Coordinating/managing the design, development and maintenance of applications software and leading the applications development team.

Report to

Applications Development Manager.

Supervises

Senior Developer, Developer, Associate Developer, Junior Developer.

Main activities

- Estimating, scheduling and ensuring that all resources planning requirements are sufficient to provide the required levels of availability and support.• Setting the direction for the additional development tools used for applications development (may include Java/J2EE or .NET).• Seeking out future business needs for IT applications and equipment and submitting capacity plans in a proactive manner.• Reporting on the progress of administration and applications development against time frames and budget.• Overseeing the administration and efforts and standards of all applications development staff and providing guidance where required.• Managing client expectations through the administration and development process, ensuring all stages are fully met.• Providing technical mentoring and guidance to less experienced members of applications development team.•

Key skills

- Communication skills.• Excellent consulting skills.• Supervisory and management skills.• Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, Java, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.• Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).• Knowledge in open source programming.•

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

7+ years in software development, with at least 3 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

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Position Description

Position title:	**Data Scientist**
Position code:	**Aon.CRP.54561.6**
Level:	**6**

Responsible for

Identifying, prioritising and undertaking a range of research and analytical activities leveraging all available data assets to help solve complex business problems through the development and application of advanced statistical modelling techniques.

Report to

General Manager - IT / Infrastructure or Technical / Delivery Leader - Big Data

Supervises

No formal supervisory responsibilities.

Main activities

- Interacts with product and service teams to identify questions and issues for data analysis and experiments.• Develops and codes software programs, algorithms and automated processes to cleanse, integrate and evaluate large data sets from multiple disparate sources.• Providing hands-on support as required in formulating a coherent cross-business approach and strategic/tactical plan for big data initiatives.• Learning, adopting and leveraging data science best practice to delivery quantitative improvements to the analytics and process modelling functions.• Working with massive and complex data sets from multiple sources, utilising big data tools and techniques for the purposes of analysing, providing insight and validating hypotheses.• Performing deep dive analyses of experiments through reliable modelling methods that include numerous explanatory variables and covariates.• Translating analytical insights into concrete, actionable recommendations for business, process or product improvements.• Making recommendations for the collection of new data or the refinement of existing data sources and storage.• Developing best practice guidelines for instrumentation and experimentation.

Key skills

- Ability to manipulate and analyse complex, high-volume, high dimensionality data and metadata from varying sources.• Strong passion for empirical research and for answering hard questions with data.• Expert knowledge of analysis tools and big data technologies (Map/Reduce, Hadoop, Hive, etc).• Familiarity with relational/non-relational data manipulation, machine learning, and scientific statistical analysis.• Ability to communicate complex quantitative analysis in a clear, precise, and actionable manner.• Flexible analytical approach that allows for results at varying levels of precision.• Solid understanding and experience with programming logic and various paradigms.

Internal contacts

Analytics community across the organisation; Business user groups

External contacts

Academia and research organisations

Typical experience

At least 5 - 7 years experience in a data science environment (experience may be corporate, research/government or academia) coupled with tertiary qualifications to a Masters or PhD level in a relevant technical field.

Other comments

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Position Description

Position title:	**Digital/Online Development Team Leader**
Position code:	**Aon.CRP.54562.6**
Level:	**6**

Responsible for

Leading a team of Digital/Online Developer in developing custom programs to enhance the company's internal and external websites.

Report to

Digital/Online Development Manager.

Supervises

Senior Digital/Online Developer and Digital/Online Developer.

Main activities

- Coordinating the communication between the team and other teams to develop the web page layout and dynamic requirements.• Leading the programming of the front-end access for manipulation on the Internet/Intranet.• Leading the programming of the front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.• Leading the programming for inward data input and interpretation e.g. for users joining the site.• Assisting in the research of latest development in digital/online development ad support the process improvements.

Key skills

- Strong understanding of internet protocols and server/client side architecture.• Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.• Strong ability to write accurate and reliable programs.• Familiarity with spreadsheets and database tools.

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

5-7 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

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Position Description

Position title:	**Senior Developer**
Position code:	**Aon.CRP.54563.6**
Level:	**6**

Responsible for

Designing, developing and maintaining applications software (may include J2EE or .NET). A strong focus is placed on analysis and design work, with only approximately one third of the employee's time spent writing code/programming.

Report to

Project Manager, Divisional Manager - Service Line, Applications Development Team Leader.

Supervises

May mentor Developers.

Main activities

- Designing, coding, testing and installing applications programs either in one major language or in a range of programs across multiple platforms.• Developing operating and system documentation.• Working with users to evaluate IT applications and equipment requirements.• Ensuring that systems are developed within agreed budgets and time frames and achieving necessary design and systems security standards.• Providing technical mentoring and guidance to less experienced members of applications development team.•

Key skills

- Advanced skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, Java, XML, ASP, COM/DCOM, Pick, UniVerse, SB+ and/or SQL.• Advanced skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).• May include advanced Java/J2EE or .NET architecture skills and the ability to transfer these to specific project deliverables, including eCommerce models.• Knowledge in open source programming.• Ability to understand the essential needs of users and meet these in well-designed programs.• Good skills in time and resource management.•

Internal contacts

Users and user groups, development team members.

External contacts

Vendors of hardware and software.

Typical experience

7+ years in software development, with at least 3 years general IT experience coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Alternative Titles: Senior Software Developer, Senior Applications Developer.

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Position Description

Position title:	**Senior DevOps Engineer**
Position code:	**Aon.CRP.54564.6**
Level:	**6**

Responsible for

Guiding and implementing automation initiatives dealing with software development, operations and services. Improving communication, collaboration and integration between software developers and IT operations personnel.

Report to

Principal DevOps Engineer, Technical Lead DevOps.

Supervises

No supervisory responsibilities.

Main activities

- Influence architectural decisions, implement and manage core infrastructure, develop internal tools and look to automate as many processes as possible.• Lead and guide other engineers in the execution of uplifts across build engineering, release engineering, configuration management and environment management practices. May be On-premise, hosted and/or Clouds.• Perform hands-on automation tasks to treat infrastructure as code.• Lead code and design reviews.• Provide execution of activities related to infrastructure, security, continuous integration, continuous deployment, IT operations and metrics.• Collaborate with other System Administrators, Developers, Testers, Architects and Business Analysts.•

Key skills

- Proven experience with build and development tools (e.g. Vagrant, Packer, Git, SVN, TeamCity, Artifactory, Maven, Ant, r10k, Bundler, Ivy, MSBuild, Subversion, Selenium, rspec, xUnit Frameworks and Gradle).• Experience using automation tools.• Experience with variety of programming and scripting languages.•

Internal contacts

Users, Applications and Systems Team.

External contacts

Typical experience

5+ years experience as a DevOps Engineer / Automation Specialist with appropriate tertiary level qualifications.

Other comments

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Position Description

Position title:	**Senior Digital/Online Developer**
Position code:	**Aon.CRP.54557.6**
Level:	**6**

Responsible for

Developing and improving custom programs to enhance the company's external and internal websites.

Report to

Digital/Online Development Team Leader.

Supervises

May supervise more junior Digital/Online Developers.

Main activities

- Working with the other teams to develop the web page layout and dynamic requirements.• Programming front-end access for manipulation on the Internet/Intranet.• Programming front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.• Programming for inward data input and interpretation e.g. for users joining the site.•

Key skills

- An understanding of internet protocols and server/client side architecture.• Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.• Ability to write accurate and reliable programs.• Familiarity with spreadsheets and database tools.•

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

3-5 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

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Position Description

Position title:	**Senior Systems Analyst**
Position code:	**Aon.CRP.54565.6**
Level:	**6**

Responsible for

Analysing and specifying applications systems requirements and design. In this senior role activities will relate to the more advanced or costly assignments.

Report to

Project Manager, Systems Analysis Manager.

Supervises

May mentor more junior Systems Analysts.

Main activities

- Working with users and other Architects, particularly on larger projects, to define the requirements of an application and specify an optimum design for subsequent development.• Interfacing with end-users and all levels of management to translate business requirements into appropriate IT related specifications (functional specifications).• Selecting suitable software packages, analysing systems and data.• Performing analytical assignments as required by IT management, particularly in areas of difficulty, critical need.• Assisting in staff supervision and training and providing assistance and guidance to programming staff during the development and testing of applications.• Achieving necessary design and systems security standards.• Assigning and reviewing the work of more junior members in the department.

Key skills

- Advanced skills and considerable experience in one or more of the major programming languages, and in the evaluation of equipment and software options.• Good understanding of the current IT systems environment and development paths.• Project planning and specification skills, together with problem solving and analysis. The latter is usually based on specific industry knowledge.

Internal contacts

User Groups at a senior level, Network Architects, Business Analysts, Project Managers, Analyst Programmers.

External contacts

Suppliers of Hardware and Software.

Typical experience

8+ years experience in software development, with at least 5 years in systems specification and design, coupled with tertiary qualifications in computer science or a related discipline.

Other comments

Alternative Title: Senior Systems Architect. Has been a member of a project delivery team that has successfully delivered a major business solution (applications systems) into production.

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Position Description

Position title:	**Senior Systems Programmer**
Position code:	**Aon.CRP.54566.6**
Level:	**6**

Responsible for

Planning computing capacities and supporting operating systems.

Report to

Systems Programming Manager.

Supervises

May mentor Systems Programmers.

Main activities

- Planning systems capacities and user requirements and managing disk space.• Monitoring performance, research and development.• Installing, testing and maintaining system software.• Preparing documentation for use by Applications Development and Operations staff.• Remedying problems in operating system software and providing technical consultation to users and System Programmers.

Key skills

- Advanced skills in the MVS/UNIX/Windows or equivalent operating systems, and various operating software.• Advanced skills in performance monitoring.• Good skills in analysis and planning.• Ability to communicate technical information and reports effectively.• An understanding of systems integration middleware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 7 years of experience in Computing.

Other comments

Alternative Titles: Software Specialist; Senior Technical Support Programmer.

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Position Description

Position title:	**Senior User Interface Developer**
Position code:	**Aon.CRP.54567.6**
Level:	**6**

Responsible for

Converting specifications from designers into operable websites, mobile applications and other digital assets by coding/programming the front end and user interface. Providing a higher level of expertise for more complex development scenarios.

Report to

Project Team Leader - Applications or Project Manager - Applications.

Supervises

May mentor more junior User Interface Developers.

Main activities

- Liaising with stakeholders to understand UI/presentation layer requirements and project aims.• Interpreting and translating static design elements and UX requirements into functional and interactive user interfaces.• Coding more complex elements of the front end of a website or application that reflects the visual design direction, and works within the established technical framework.• Understanding and evaluating potential browser/device incompatibilities, and working to minimise these.• Undertaking graphics manipulation and optimisation to allow for complex designs.• May be required to integrate database technologies (e.g. MySQL) into the website/application.• May be required to integrate eCommerce solutions into the website/application.• Ensuring appropriate debugging, troubleshooting and maintenance of code documentation is undertaken.

Key skills

- Highly developed skills in multiple major programming or scripting languages, with a particular focus on web/mobile (e.g. HTML, CSS, HTML5, .NET, Java, PHP, Python/Django, Javascript, jQuery, Objective-C, Swift).• Experience with Visual Design software.• Understanding of architecture and design standards, and in particular responsive design.• Good written and verbal communication skills.• Familiarity with the development process.

Internal contacts

User Experience Designers, Project Managers, Marketing.

External contacts

None

Typical experience

Degree in Computer Science, plus interest or experience in Visual Design. 3-5 years experience in development/programming role.

Other comments

This role does not produce the designs/wire frames for the digital assets - this role is responsible for coding or programming based on specifications provided by a design team (particularly User Experience Designers). This role would work closely with the design team throughout the build process.

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Position Description

Position title:	**Desktop Support Manager**
Position code:	**Aon.CRP.54568.5**
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

Previous code: Aon.ITC.45068.5

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Position Description

Position title:	**Developer**
Position code:	**Aon.CRP.54343.5**
Level:	**5**

Responsible for

Designing, developing and maintaining applications software.
(May include J2EE or .NET applications)

Report to

Project Team Leader, Senior Developer, Applications Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Designing, coding, testing and installing applications programs up to 75% of the time, either in one major program or a range of programs across multiple platforms.• Preparing and maintaining systems and program documentation.• Assisting in the analysis and design of applications programs and databases.• Modifying and troubleshooting applications programs.• Liaising with users.•

Key skills

- Developed skills in one or more of the major programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, .NET, XML, ASP, COM/DCOM and/or SQL.• Developed skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Sybase or DB2 (may be utilizing JDBC or ODBC interface).• Good skills in personal work organisation and time management.• May include developed skills in the Java language, architecture and design standards• May include in depth knowledge of .NET tools, including but not limited to: .NET Framework, Visual Studio.NET, VB.NET, ASP.NET, and ADO.NET.•

Internal contacts

User and User Groups, Development team members.

External contacts

Vendors of hardware & software.

Typical experience

3+ years of experience in Programming and Applications Design, with a minimum of 2 years of general IT experience, coupled with tertiary qualifications in Computer Science or a related discipline.

Other comments

Alternative Title: Software Developer, Applications Developer.

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Position Description

Position title:	**DevOps Engineer**
Position code:	**Aon.CRP.54552.5**
Level:	**5**

Responsible for

Performing hands-on automation tasks. Dealing with software development, operations, and services. Improving communication, collaboration, and integration between software developers and IT operations personnel.

Report to

Principal Dev Ops Engineer, Technical Lead Dev Ops.

Supervises

No supervisory responsibilities.

Main activities

- Perform hands-on automation tasks to treat infrastructure as code.• Participate in code and design reviews.• Provide execution of activities related to infrastructure, security, continuous integration, continuous deployment, IT operations and metrics.• Working with other engineers in the execution of uplifts across build engineering, release engineering, configuration management and environment management practices. May be On-premise, hosted and/or Clouds.• Collaborating with other System Administrators, Developers, Testers, Architects and Business Analysts.•

Key skills

- Proven experience with build and development tools (e.g. Vagrant, Packer, Git, SVN, TeamCity, Artifactory, Maven, Ant, r10k, Bundler, Ivy, MSBuild, Subversion, Selenium, rspec, xUnit Frameworks and Gradle).• Experience using automation tools.• Experience with scripting.•

Internal contacts

Users, Applications and Systems Team.

External contacts

Typical experience

3+ years experience as a DevOps Engineer / Automation Specialist with relevant tertiary level qualifications.

Other comments

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Position Description

Position title:	**Digital/Online Developer**
Position code:	**Aon.CRP.54549.5**
Level:	**5**

Responsible for

Developing custom programs to enhance the company's external and internal websites.

Report to

Digital/Online Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Working with other teams to develop the web page layout and its dynamic requirements.• Programming front-end access for manipulation on the Internet/Intranet.• Programming front-end access of compiling database to present information required e.g. HTML end result, dynamic content pages could be real time database presentation or dynamic images.• Programming for inward data input and interpretation e.g. for Internet users joining the site.•

Key skills

- An understanding of internet protocols and server/client side architecture.• Working knowledge of the one or more of the major scripting languages: HTML, XHTML, CSS, JavaScript, .NET, ASP, C#, Perl, Python, Flash, Silverlight, C++, Java, etc.• Ability to write accurate and reliable programs.• Familiarity with spreadsheets and database tools.•

Internal contacts

IT staff, Marketing and Product Development staff, Customer Support.

External contacts

Suppliers of Product Support, Second Level Helpdesk.

Typical experience

1-3 years experience, combined with tertiary qualifications in computer science, information technology or engineering.

Other comments

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Position Description

Position title:	**Helpdesk Team Leader**
Position code:	**Aon.CRP.54553.5**
Level:	**5**

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

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Position Description

Position title:	**IT Business Analyst**
Position code:	**Aon.CRP.54554.5**
Level:	**5**

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

Previous code: MCA_08242

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Position Description

Position title:	**Senior Desktop Support Analyst**
Position code:	**Aon.CRP.54556.5**
Level:	**5**

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

Previous code: Aon.ITC.45068.3

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Position Description

Position title:	**Systems Analyst**
Position code:	**Aon.CRP.54558.5**
Level:	**5**

Responsible for

Analysing and specifying applications systems requirements and design.

Report to

Project Manager, Systems Analysis Manager.

Supervises

No supervisory responsibilities.

Main activities

- Working with users to define the requirements of an application and specifying an optimum design for subsequent development.• Selecting suitable software packages.• Achieving the necessary design and systems security standards.• Providing operational support for existing applications systems. This may include analysing systems and data; monitoring systems performance; diagnosing problems and resolving these with users; making appropriate changes to documentation.

Key skills

- Advanced skills in one or more of the major programming languages, and in the evaluation of hardware and software options.• Good understanding of the current IT systems environment and development paths.• Project planning and specification skills, together with problem solving and analysis abilities. The latter is usually based on specific industry knowledge (Banking, Manufacturing etc.) and considerable User liaison.• Strong technical documentation skills.• Has been a member of a project delivery team that has successfully delivered a major business solution (applications systems into production).

Internal contacts

User Groups at a senior level.

External contacts

Suppliers of Hardware and Software.

Typical experience

5-7 years of experience in software development and programming, with at least 2 years in systems specification and design.

Other comments

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Position Description

Position title:	**Systems Programmer**
Position code:	**Aon.CRP.54559.5**
Level:	**5**

Responsible for

Supporting operating systems software.

Report to

Systems Programming Manager.

Supervises

No supervisory responsibilities.

Main activities

- Monitoring the performance and availability of system hardware and software.• Installing, testing and maintaining new or modified systems software.• Preparing documentation for use by Systems Design Programmers and Operations staff.• Analysing and rectifying operating system problems.• Managing disk space.

Key skills

- Developed skills in the MVS/UNIX/Windows or equivalent operating systems or major sub-system.• Knowledge of various software and performance monitoring.• Problem analysis and solving skills.• An understanding of systems integration middle-ware.

Internal contacts

Applications Development Teams, Users.

External contacts

Suppliers of Operating Software, Firmware and Services, Consultants and Contractors.

Typical experience

At least 5 years of experience in Systems Support.

Other comments

Alternative Title: Technical Support Programmer.

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Position Description

Position title:	**User Interface Developer**
Position code:	**Aon.CRP.54560.5**
Level:	**5**

Responsible for

Deploying human centered design principals into the development of operable websites, mobile applications, products, services, and other digital assets by coding/programming the front end and user interface.

Report to

Project Team Leader - Applications or Project Manager - Applications.

Supervises

No formal supervisory responsibilities.

Main activities

- Liaising with stakeholders to understand UI/presentation layer requirements and project aims.• Interpreting and translating static design elements and UX requirements into functional and interactive user interfaces.• Coding the front end of a website or application that reflects the visual design direction, and works within the established technical framework.• Understanding and evaluating potential browser/device incompatibilities, and working to minimise these.• Undertaking graphics manipulation and optimisation to allow for complex designs.• May be required to integrate database technologies (e.g. MySQL) into the website/application.• May be required to integrate eCommerce solutions into the website/application.• Debugging, troubleshooting and maintaining code documentation.•

Key skills

- Developed skills in one or more major programming or scripting languages, with a particular focus on web/mobile (e.g. HTML, CSS, HTML5, .NET, Java, PHP, Python/Django, Javascript, jQuery, Objective-C, Swift).• Experience with Visual Design software.• Understanding of architecture and design standards, and in particular responsive design.• Good written and verbal communication skills.• Familiarity with the development process.•

Internal contacts

User Experience Designers, Project Managers, Marketing.

External contacts

None

Typical experience

Degree in Computer Science, plus interest or experience in Visual Design. Minimum 3 years experience in development/programming role.

Other comments

This role does not produce the designs/wire frames for the digital assets - this role is responsible for coding or programming based on specifications provided by a design team (particularly User Experience Designers). This role would work closely with the design team throughout the build process.

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Position Description

Position title:	**Desktop Support Analyst**
Position code:	**Aon.CRP.54343.4**
Level:	**4**

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

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Position Description

Position title:	**Junior Developer**
Position code:	**Aon.CRP.54548.4**
Level:	**4**

Responsible for

Assisting in converting applications specifications into operable programs. Most of the employee's time (up to 100%) will be spent writing code/programming.

Report to

Project Team Leader, Senior Developer, Applications Development Team Leader.

Supervises

No supervisory responsibilities.

Main activities

- Coding, testing and installing applications programs either in one major program or possibly a range of programs across platforms.• Receiving pre-designed, basic programming tasks from members of the project team.• Documenting developed programs.• Maintaining applications programs.•

Key skills

- Basic skills in one or more of the major Programming languages (either 'legacy' or 'hot') such as Cobol, C++, Visual Basic, Java, XML, ASP, COM/DCOM and/or SQL development tools.• Basic skills and knowledge of one of the major relational database packages such as Oracle, SQL Server, Access, Sybase or DB2 (may be utilizing JDBC interface).•

Internal contacts

Project Leader, Developers.

External contacts

Very limited contact with external contacts.

Typical experience

Limited to no experience in Programming in a large IT site. Completed or completing tertiary qualifications in Computer Science or a related discipline.

Other comments

This may be viewed as an entry level or developmental position for an employee training to be a competent Developer.

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Position Description

Position title:	**Network Administrator (Corp)**
Position code:	**Aon.CRP.54555.4**
Level:	**4**

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

Previous code: MCA_00826

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Position Description

Position title:	**Senior Helpdesk Operator**
Position code:	**Aon.CRP.54551.4**
Level:	**4**

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. Previous code: Aon.ITC.45168.2

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Position Description

Position title:	**Helpdesk Operator**
Position code:	**Aon.CRP.54343.3**
Level:	**3**

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

Previous code: Aon.ITC.45068.1

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Position Description

Position title:	**IT Administrator (Corp)**
Position code:	**Aon.CRP.54550.3**
Level:	**3**

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

Previous code: MCA_00825

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Position Description

Position title:	**Company Secretary**
Position code:	**Aon.CRP.54345.8**
Level:	**8**

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

General Manager, Chief Executive Officer.

Supervises

May supervise clerical staff.

Main activities

- Preparing and arranging all Board meetings and undertaking various activities related to these meetings - ensuring compliance with all legal, statutory and corporate affairs requirements and providing specialist advise to the Board.• Facilitating ongoing communication between the organisation and external Board members.• Providing legal advice to management on a wide range of corporate and employment relations issues.• Ensuring compliance and reporting requirements to statutory and third parties are accurately and timely fulfilled.• Reviewing, summarising and advising management on corporate documentation prior to sealing.• Controlling the Executive Share Plan, maintaining the Organisation's Share Register and controlling corporate records.• Assisting with the year end accounting process and the preparation of the organisation's annual report.• Ensuring that Board administration is effectively performed.• Participating in special projects and assignments of strategic importance to the organisation.

Key skills

- Good working knowledge of relevant legislation.• Excellent communication skills.• Excellent negotiation and dispute resolution skills.

Internal contacts

All Divisional Managers, Legal Staff.

External contacts

Shareholders, External Directors, Solicitors and other Legal Advisors.

Typical experience

At least 5 years experience as a lawyer within commercial/corporate law. Degree qualified in law, economics and/or accounting together with membership of the Australian Institute of Chartered Secretaries.

Other comments

Previous code: MCA_00003

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Position Description

Position title:	**General Counsel**
Position code:	**Aon.CRP.54578.8**
Level:	**8**

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. Previous code: MCA_00004

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Position Description

Position title:	**Head of Risk & Compliance**
Position code:	**Aon.CRP.54579.8**
Level:	**8**

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

Previous code: MCA_00055

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Position Description

Position title:	**Senior Legal Counsel**
Position code:	**Aon.CRP.54345.6**
Level:	**6**

Responsible for

Providing legal expertise towards commercial decision making and ensuring that all operations of the organisation are conducted within acceptable parameters highlighting business risks and ensuring compliance with relevant legislation. Also assisting with the management and development of the legal team.

Report to

General Counsel.

Supervises

Legal Assistants and Corporate Counsel (Junior Legal Counsel, Legal Counsel and Senior Legal Counsel).

Main activities

- Developing processes and procedures for the efficient running of the Legal department and the efficient provision of legal services and to mitigate risks.• Developing and retaining the legal intellectual capital of the business.• Identifying, instigating and implementing legal compliance programs for the organisation.• Identifying and managing legal risks in contracts, operations and claims.• Managing matters briefed to external lawyers.• Providing advice (and managing advice provided by internal/external lawyers) on legal and regulatory issues of importance to the business.• Negotiating major commercial transactions and non-routine transactions.• Researching all legislation affecting the organisation and ensuring that relevant units are informed of new or proposed legislation and policy.

Key skills

- Superior written and verbal communications skills with ability to communicate to people in a range of positions.• Team leading and management skills.• Superior negotiating skills.• Superior drafting skills.• Project management skills.• Ability to manage competing priorities and escalations.• Ability to resolve internal escalations.• Ability to provide commercially focused legal support.

Internal contacts

Employees at all levels, including CEO, CFO, MDs and other company executives.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), with 10+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Assistant General Counsel. Previous code: MCA_00845

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Position Description

Position title:	**Legal Counsel**
Position code:	**Aon.CRP.54345.5**
Level:	**5**

Responsible for

Providing legal expertise towards commercial decision making and ensures that all operations of the organisation are compliant with relevant legislation. Assisting in developing the legal intellectual capital of the business and developing processes and procedures for the efficient provision of legal services and to mitigate risks.

Report to

General Counsel or Assistant General Counsel.

Supervises

Legal Assistants, Corporate Counsel (Junior Legal Counsel and Legal Counsel).

Main activities

- Negotiating and drafting changes to standard form contracts used by the organisation.• Drafting new forms of contracts for the organisation.• Negotiating major commercial transactions.• Managing major litigation and advise on claims, including those concerning customers, suppliers, competitors and regulators.• Monitoring changes and developments in the legal and regulatory environment.• Assisting in the implementation and maintenance of legal systems (such as contract management systems).• Assisting in the development of policies, procedures and training programmes for staff on relevant legal issues.• Participating with the management team and external advisers in the evaluation, structuring and documentation of future business opportunities.• Managing matters briefed to external lawyers where the cost for individual matters are not expected to exceed $1million.

Key skills

- Ability to provide commercially focused legal support.• Excellent drafting skills.• Excellent negotiating skills.• Excellent written and verbal communications skills with ability to communicate to people in a range of positions.• Supervisory skills.• Project management skills.• Ability to manage competing priorities and escalations.• Ability to work autonomously

Internal contacts

All employees within the organisation up to Managing Director of business unit.

External contacts

Regulatory authorities, external lawyers, customers and suppliers.

Typical experience

Admitted as a solicitor in one or more States in Australia (or equivalent qualifications from overseas and taking steps to be admitted in Australia), coupled with 8+ years legal experience in General commercial law and/or litigation.

Other comments

Alternative Title: Senior Legal Counsel. Previous code: MCA_00846

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Position Description

Position title:	**Entry Level Lawyer (Graduate)**
Position code:	**Aon.CRP.54345.4**
Level:	**4**

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

Entry Level Lawyer with a Bachelor of Laws and Business, Accounting or Economics Degree. Completing the process of being admitted as a lawyer.

Other comments

Previous code: MCA_08461

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Position Description

Position title:	**Paralegal**
Position code:	**Aon.CRP.54580.3**
Level:	**3**

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

Previous code: MCA_08462

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Position Description

Position title:	**Head of Multiple Profit Centres**
Position code:	**Aon.CRP.54590.9**
Level:	**9**

Responsible for

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy

Report to

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.• Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.• Ensuring that the functions/branches comply with senior management directives and statutory regulations.• Directing and motivating subordinate managers to achieve agreed targets.• Managing and motivating all divisional personnel.• Participating in the negotiation of major sales deals within broad policy guidelines - as required.• Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

Key skills

- Has 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, clients/customers, industry associations.

Typical experience

At least 12 - 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other comments

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Position Description

Position title:	**Head of Ops (Corp)**
Position code:	**Aon.CRP.54591.9**
Level:	**9**

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) Previous code: MCA_00903

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Position Description

Position title:	**Head of Single Profit Centre**
Position code:	**Aon.CRP.54592.9**
Level:	**9**

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

Previous code: Aon.EXE.GM040.7

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Position Description

Position title:	**Regional Operations Manager (Contract Mining)**
Position code:	**Aon.CRP.54352.9**
Level:	**9**

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. Previous code: MCA_00923

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Position Description

Position title:	**Head of Research & Development**
Position code:	**Aon.CRP.54369.8**
Level:	**8**

Responsible for

The achievement of program objectives which will improve existing products or develop new products and processes, leading to improvements in the company's short and long term profitability.

Report to

Chief Executive/Managing Director.

Supervises

Scientific and technical staff.

Main activities

- • Responsible for product development and feasibility studies leading to the successful production and marketing of new or modified products within a defined time frame and budget.
  • Examining new production processes and materials to quantify the benefit arising from implementation and making recommendations accordingly.
  • Directing scientific and professional staff engaged in research projects and assignments.
  • Reviewing and evaluating technical work and selecting, scheduling and coordinating overall research activities.
  • Establishing procedures and testing methods for assessing raw materials, work in progress and finished goods quality standards.
  • Participating in short and long range planning, making independent decisions on work methods and procedures within an overall program.

Key skills

- • Originality and ingenuity are required for devising practical and economic solutions to problems.

Internal contacts

Production and marketing staff.

External contacts

Scientific colleagues, universities and research stations, research councils, primary producers and potential end-users/beneficiaries of the research and product development undertaken.

Typical experience

University degree, often at Masters or Ph.D. level, and at least 10 - 15 years experience in a research environment, usually requiring knowledge of more than one field of science.

Other comments

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Position Description

Position title:	**Head of Section - Research & Development**
Position code:	**Aon.CRP.54369.7**
Level:	**7**

Responsible for

Managing Research and Development projects and staff in accordance with approved policies and procedures in order to achieve optimal performance and established objectives.

Report to

Chief Executive Officer, Research Director.

Supervises

Scientific and Technical Staff.

Main activities

- Ensuring organisational research and development objectives are achieved by directing staff responsible for coordinating projects.• Managing projects ensuring they are relevant to the organisation's commercial interests and consistent with organisational objectives.• Ensuring all activities comply with relevant acts, authorities, legal demands, ethical standards and organisational policies.• Developing effective document management systems to ensure accurate storage of information and retrieval when required.• Managing costs within defined departmental and/or project cost centres.• Developing and maintaining relationships with companies and institutions such as outsource contractors, partners, member institutes, scientific collaborators and potential licensees.• Acting as a mentor and providing expert technical advice, facilitating the training and career development of staff.• Developing and implementing policies and procedures relating to workplace safety.• Presenting papers at national and international conferences.

Key skills

- Must have an established scientific record, credibility and reputation in relevant scientific field/s.• Ability to work in and foster a team environment.• Extensive experience in project management.• Advanced communication, interpersonal and presentation skills.

Internal contacts

Heads of Other Departments, Senior Scientists, Scientists, Sales & Marketing Staff, Project Directors, Discovery & Development Staff.

External contacts

Outsource Contract Service Providers, Partners and Industry Related Networks, Member Institutes, Professional Affiliations, Universities.

Typical experience

10+ years relevant industry experience. University degree in a relevant science discipline, often with a Masters or Ph.D.

Other comments

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Position Description

Position title:	**Principal Scientist - Research & Development**
Position code:	**Aon.CRP.54368.7**
Level:	**7**

Responsible for

Coordinating projects and staff in accordance with approved policies and procedures in order to achieve optimal performance and established objectives.

Report to

Head of Section - Research and Development.

Supervises

May supervise more junior scientists.

Main activities

- Coordinating projects and providing expert technical/scientific advice to ensure project targets are achieved on time.• Participating in project planning to ensure alignment with organisational objectives.• Identifying and communicating new research opportunities.• Maintaining accurate laboratory records to secure commercial protection of inventions by patent and to allow future reproduction of methods.• Ensuring all activities comply with relevant acts, regulatory authorities, legal demands, ethical standards and organisational policies.• Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.• Presenting papers at national and international conferences.• Developing competency levels of staff by identifying training and development requirements and conducting performance reviews in accordance with organisational policy.• Developing and implementing OHS policies and procedures relating to workplace safety.

Key skills

- Extensive experience and knowledge of relevant scientific fields.• Comprehensive management and planning skills with an ability to work independently.• Excellent communication, interpersonal and presentation skills.

Internal contacts

Heads of Departments, Senior Scientists, Scientists, Production, Sales & Marketing, Quality Group, Discovery & Development Staff.

External contacts

Industrial Collaborators, Universities, Research Institutes, Government Research Organisations.

Typical experience

8+ years of relevant industry experience. University degree in a relevant science discipline, often with a Masters or Ph.D.

Other comments

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Position Description

Position title:	**Senior Scientist - Research & Development**
Position code:	**Aon.CRP.54584.6**
Level:	**6**

Responsible for

Providing scientific expertise on research being conducted by the organisation - making recommendations and identifying new opportunities.

Report to

Head of Section - Research and Development, Principal Scientist.

Supervises

May supervise more junior scientists.

Main activities

- Providing expert technical/scientific advice to ensure project targets are achieved on time.• Conducting research to investigate and solve complex conceptual problems. Making recommendations based on analysis - either independently or in collaboration with others.• Identifying and communicating new research opportunities.• Assisting with the identification, communication and planning of any resource management issues.• Maintaining accurate laboratory records to secure commercial protection of inventions by patent and to allow future reproduction of methods.• Acting as mentor - imparting technical knowledge and expertise to team members.• Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.

Key skills

- Sound experience and knowledge of relevant scientific fields.• Excellent communication, interpersonal and presentation skills.• Ability to work as part of a team.• Strong planning skills to ensure projects progress in scheduled time frames.

Internal contacts

Managing Director, Heads of Departments, Principal Scientists, Scientists, Production, Sales and Marketing, Quality Group, Discovery and Development Staff.

External contacts

Industrial Collaborators, Universities, Research Institutes, Government Research Organisations.

Typical experience

5+ years of relevant industry experience. University degree in a relevant science discipline, may have a Masters or Ph.D.

Other comments

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Position Description

Position title:	**Scientist - Research & Development**
Position code:	**Aon.CRP.54369.5**
Level:	**5**

Responsible for

Providing scientific expertise on research being conducted by the organisation - making recommendations in collaboration with others and identifying new opportunities.

Report to

Head of Section - Research and Development, Senior Scientist, Principal Scientist.

Supervises

No Supervisory Responsibilities.

Main activities

- Conducting research to investigate and solve complex conceptual problems and making recommendations based on analysis in collaboration with others.• Assisting with the identification and communication of new research opportunities.• Maintaining familiarity with regulatory guidelines and industry standards.• Ensuring laboratory equipment is clean and well maintained.• Ensuring laboratory records are maintained detailed and up to date. May provide regular reports on project development.• Developing and maintaining relationships with industry networks to raise the organisation's profile and maximise collaborator's satisfaction.• Developing and implementing QA control processes and procedures, advising Heads of Departments about potential risk areas.

Key skills

- Sound experience and knowledge of relevant scientific fields.• Excellent communication skills and interpersonal skills.• Ability to work as part of a team.• Ability to keep detailed records and produce scientific reports.

Internal contacts

Principal Scientist, Senior Scientists, Occupational Health & Safety Committee Members, Discovery & Development Staff.

External contacts

Industrial Collaborators.

Typical experience

1 - 3 years relevant industry experience. University degree in a relevant science discipline, may have a post-graduate qualification.

Other comments

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Position Description

Position title:	**Risk Management Manager**
Position code:	**Aon.CRP.54370.7**
Level:	**7**

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

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Position Description

Position title:	**Security Manager**
Position code:	**Aon.CRP.54373.6**
Level:	**6**

Responsible for

Lead the strategic direction in Security for the organisation by providing effective management in the development , implementation and maintenance of security policies, systems and processes to ensure a safe working environment.

Report to

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Consultant/Officer - Security

Main activities

- • Set strategic direction and scope for the management of the Security, including the implementation of effective risk management, compliance and performance strategies. Work with multiple internal and external stakeholders and regulators to ensure needs are being met.
  • Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executives in areas of operational decision making to ensure their function is working in a safe environment. Monitor changes to local and international security policies and update/ implement/ tailor these requirements to the organisation where appropriate, advising on the potential costs.
  • Co-ordinate system and process audits to ensure compliance with security standards requirements. Includes security equipment, lighting and CCTV. Ensure that issues/breaches are rectified.
  • Design and implement strategies to reduce security incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
  • Provide timely reports to the General Manager - Safety, Security, Compliance & Accreditation, Environment, and the executive team.
  • Manage the risk assessment process.

Key skills

- • High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
  • Extensive knowledge of security and emergency management regulatory requirement, with a proven record of advising, administering, and successfully implementing security standards in a service delivery organisation.
  • High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, senior executives and managers.
  • High level of leadership skills demonstrated by an interpersonal style and methods that guide high performance and results and facilitating change management.
  • Experience in leading and conducting audits and incident/accident investigations.
  • Experience in undertaking and facilitating risk assessments.
  • People management skills.

Internal contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment, and other Executive level management

External contacts

Security specialists

Typical experience

Extensive experience in a security role with qualifications in a related discipline.

Other comments

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Position Description

Position title:	**Security Consultant**
Position code:	**Aon.CRP.54373.5**
Level:	**5**

Responsible for

Provide a high level operational service focusing on the development of security practices for the organisation, including the management of various projects that support the organisation's security activities, and is consistent with business, social, and legislative objectives. This is to result with a safe working environment.

Report to

Security Manager

Supervises

No supervisory responsibilities.

Main activities

- • Manage workplace risk projects and initiatives that are consistent with the business imperatives of the organisation.
  • Develop appropriate risk assessment methodologies which can be used by management in categorising and protecting people and assets under their control. Work closely with management to understand the security needs of their area.
  • Develop security policies, that will enable management to implement appropriate security strategies and formulate plans to minimise risk and respond to security events for the categories of people and assets under their control.
  • Co-ordinate system and process audits to ensure compliance with security guidelines. Produce accurate and timely reports to update management and stakeholders on the activities taken.
  • Carry out training as required.

Key skills

- • Extensive knowledge of security management policies essential to the operation of a large organisation.
  • High level of skill to lead, develop, project manage, implement and evaluate security services to protect the organisation.
  • High level of research and analytical skills, with the ability to investigate difficult, complex and sensitive tasks.
  • Substantial level of skill to manage security projects in accordance with commercial principles.
  • High level of skill in conducting security risk assessments.
  • High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, senior executives and managers, in the supply of security services.
  • Extensive knowledge of the law in relation to asset security and the preventative and contingent action necessary to handle security events.

Internal contacts

All employees

External contacts

Government regulatory bodies, government road and transport authorities. emergency services, unions and marketing/event co-coordinators.

Typical experience

Extensive knowledge and experience in a security at supervisory level, may also possess relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Security Officer**
Position code:	**Aon.CRP.54373.4**
Level:	**4**

Responsible for

To contribute to the development and implementation of security related policy in order to ensure the security of the organisation and be responsible for co-ordinating the organisations input into relevant internal and external security initiatives.

Report to

Security Manager

Supervises

No supervisory responsibilities.

Main activities

- • Investigate and manage claims in relation to personal injury, loss or damaged property. Recommend payment, seeking legal advice when required, and prepare documents for legal proceeding when required.
  • Attend incidents on a needs basis.
  • Provide advice related to security risk management and policy implementations.
  • Assist in the management of the security policy by ensuring compliance with State and Commonwealth Legislation.
  • Monitor and analyse security events and reporting and suggest methods to reduce the occurrence of negative events.
  • Identify training needs for security awareness.

Key skills

- • Excellent administration skills with awareness of common law.
  • Substantial skills in communication, negotiation, investigation and preparation of associated reports.
  • Ability to deal with stressful emergency situations.

Internal contacts

Executive management team, station staff and drivers.

External contacts

Police force, government road and transport authorities. emergency services and customers.

Typical experience

Experience in compiling comprehensive reports, loss and claims management. May also possess tertiary qualifications in a related discipline.

Other comments

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Position Description

Position title:	**Functional Lead of Strategy - Strategy & Projects**
Position code:	**Aon.CRP.54377.8**
Level:	**8**

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

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Position Description

Position title:	**Head of Strategy**
Position code:	**Aon.CRP.54378.8**
Level:	**8**

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

Previous code: Aon.EXE.ST010.7

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Position Description

Position title:	**Strategy Manager**
Position code:	**Aon.CRP.54377.7**
Level:	**7**

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

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Position Description

Position title:	**Senior Strategy Analyst**
Position code:	**Aon.CRP.54377.6**
Level:	**6**

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

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Position Description

Position title:	**Strategy Analyst**
Position code:	**Aon.CRP.54377.5**
Level:	**5**

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

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Position Description

Position title:	**Head of Logistics, Distribution & Supply Chain**
Position code:	**Aon.CRP.54379.8**
Level:	**8**

Responsible for

Managing and directing all aspects of the distribution divisions inventory, customer service, warehousing functions, purchasing, supply, production planning functions on a corporate basis.

Report to

Managing Director

Supervises

Distribution, Inventory and Logistics team.

Main activities

- • Managing the divisions performance to ensure budgets and forecasts are achieved.
  - Ensuring the company's service levels and quality standards are met.
  - Planning, budgeting and forecasting in a collaborative manner with other managers and staff in the company.
  - Conferring with department heads to ensure coordination of distribution activities with activities of other functions such as accounts and manufacturing.
  - Negotiating major contracts with suppliers, transport companies etc.
  - Consulting with the managing director to direct, coordinate and evaluate the distribution department of the company.
  - Delegating responsibility, setting expectations and providing recognition for successful results.
  - 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

- • Expert knowledge of distribution concepts, processes, activities and trends.
  - Strategic management and negotiation skills.
  - Ability to provide technical leadership, coupled with people and project Management skills.
  - Business, communication, change management and customer service skills.
  - Complex analytical interpretation and problem-solving skills.

Internal contacts

Divisional/State Management, Manufacturing, Sales and Marketing Management, Warehouse and Transport Management, Buyers and Purchasing Manager.

External contacts

Major customers, Transport and other Contractors, Union Officials and Organisers, Government Officials.

Typical experience

At least 10-15 years of experience in distribution/logistics, including substantial managerial experience and responsibility for major Cost Centres, coupled with relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Contracts Manager**
Position code:	**Aon.CRP.54793.7**
Level:	**7**

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

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Position Description

Position title:	**Head of Supply (Corp)**
Position code:	**Aon.CRP.54380.7**
Level:	**7**

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

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Position Description

Position title:	**Logistics Manager (Corp)**
Position code:	**Aon.CRP.54379.7**
Level:	**7**

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. Previous code: Aon.LOG.65104.5 Previous code: MCA_00883

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Position Description

Position title:	**Procurement Manager (Corp)**
Position code:	**Aon.CRP.54789.7**
Level:	**7**

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. Previous code: MCA_00985

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Position Description

Position title:	**Senior Contracts Adviser (Corp)**
Position code:	**Aon.CRP.54379.6**
Level:	**6**

Responsible for

Leading a team of contracts administrators to ensure the legal and commercial integrity of customer and supplier contracts to maximise efficiency and effectiveness.

Report to

Contracts Administration Manager.

Supervises

Contract Administrators.

Main activities

- Supervising all tasks undertaken within the department, balancing the necessity to make sales with the need to write high quality business.• Assisting with the negotiation of unique contracts/licensing arrangements.• Convincing customers and the marketplace that the company is professional in negotiating contracts within pricing policy guidelines.• Promoting and utilising standard and non-standard contracts to ensure legal and/or commercial integrity of contracts and licensing agreements.• Providing recommendations to line management on legal and financial risk inherent in potential proposals or contracts.• Ensuring the signing of contracts requiring all subsequent contracts to be read and checked with accompanying paperwork in order and in compliance with company procedures.• Maintaining strong and constructive relationships with staff in other business units.• Assisting in the development of new standard contract forms as necessary when dictated by product strategies.

Key skills

- Ability to gain and maintain the respect of the Sales and Marketing staff.• Management confidence in decisions and assessments.• Good written and verbal communication skills.• Ability to negotiate effectively.

Internal contacts

Legal Department within parent company, Sales and Marketing staff, Technical Specialists, Tenders/Pricing Committees, staff in other business units.

External contacts

Other parties involved in contract negotiation - lawyers etc.

Typical experience

A degree or equivalent with at least 7+ years of experience.

Other comments

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Position Description

Position title:	**Experienced Contracts Adviser (Corp)**
Position code:	**Aon.CRP.54379.5**
Level:	**5**

Responsible for

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

Report to

Team Leader Contracts Administration, Contracts Administration Manager.

Supervises

May supervise Clerical staff.

Main activities

- Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.• Analysing reports on contractor cost data.• Acting as a member of the negotiating team on company contract proposals on amendments and supplementary agreements thereto.• Liaising on behalf of the organisation in matters relating to assigned contracts, maintaining liaison between company and customer through preparation and coordination of applicable correspondence.• Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.• Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.• Assisting with the development of terms and conditions for contract proposals in accordance with performance risk analysis and protection of company interest.• Liaising with customers with regards to relevant inquiries.

Key skills

- Proven communication skills, verbal and written.• Commercial awareness.• Computer literacy.• Familiarity with most contracting activities.

Internal contacts

Project Staff, Finance and Accounting Staff, Sales Staff, Warehouse Staff.

External contacts

Clients, sub-contractors, customers.

Typical experience

3 - 7 years experience in contract administration

Other comments

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Position Description

Position title:	**Contracts Administrator (Corp)**
Position code:	**Aon.CRP.54379.4**
Level:	**4**

Responsible for

Participating in the development, negotiation and administration of company customer contracts, allocating inventory and coordinating delivery and invoicing.

Report to

Team Leader Contracts Administration, Contracts Administration Manager.

Supervises

May supervise Clerical staff.

Main activities

- Conducting meetings and coordinating with concerned management in reviewing documents, recommending appropriate action to resolve administrative problems resulting from such reviews.• Analysing reports on contractor cost data.• Monitoring inventory allocation and assigned inventory report, re-allocating stock and back orders.• Arranging/coordinating delivery and installation of goods with Sales Representatives for customisation.• Billing and generating invoices against contract and monitoring for expiry.• Liaising with customers with regards to relevant inquiries.

Key skills

- Proven communication skills, verbal and written.• Commercial awareness.• Computer literacy.• Familiarity with most contracting activities.

Internal contacts

Project staff, Finance and Accounting staff, Sales staff, Warehouse staff.

External contacts

Clients, sub-contractors, customers.

Typical experience

Up to 3 years experience in contract administration possibly within a hi tech environment.

Other comments

Key areas of authority associated with administering contract, invoicing per contract and allocating/dispatching equipment per contract. Previous code: MCA_00090

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Position Description

Position title:	**Senior Logistics / Shipping Officer (Corp)**
Position code:	**Aon.CRP.54779.4**
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. Previous code: Aon.LOG.65304.3 Previous code: MCA_00880

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Position Description

Position title:	**Senior Purchasing/ Procurement Officer (Corp)**
Position code:	**Aon.CRP.54780.4**
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

Previous code: MCA_00986

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Position Description

Position title:	**Storeperson (Corp)**
Position code:	**Aon.CRP.54393.4**
Level:	**4**

Responsible for

Responsible for the movement and storage of warehouse stock.

Report to

Senior Purchasing/ Procurement Officer or Warehouse or Supply Supervisor, Head of Supply.

Supervises

Nil.

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

Nil.

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

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Position Description

Position title:	**Logistics / Shipping Officer (Corp)**
Position code:	**Aon.CRP.54774.3**
Level:	**3**

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 / railing agencies.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

the incumbent normally has experience in shipping & customs requirements.

Other comments

Alternative Titles: Rail Liaison Officer. Previous code: Aon.LOG.65304.2 Previous code: MCA_00884

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Position Description

Position title:	**Purchasing/ Procurement Officer (Corp)**
Position code:	**Aon.CRP.54775.3**
Level:	**3**

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

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Position Description

Position title:	**Head of Civil / Structural Engineering**
Position code:	**Aon.ECD.54323.9**
Level:	**9**

Responsible for

This is generally the highest reporting role under the CEO and is responsible for all aspects of design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Chief Executive Officer

Supervises

Chief of and Civil / structural engineering team.

Main activities

- • overseeing the activities of the Civil/Structural engineering team from the most senior position
  • developing systems and procedures to ensure all civil and structural engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all civil and structural engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all civil and structural engineering projects are completed on time and within budget;
  • ensuring all civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • liaison with other Head Engineers and the Head Draftsperson to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the civil / structural engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with over 10 years' experience in design, engineering & commissioning of civil / structural engineering projects.

Other comments

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Position Description

Position title:	**Chief Civil / Structural Engineer**
Position code:	**Aon.ECD.54323.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Head of Engineering.

Supervises

Civil / structural engineering team.

Main activities

- developing systems and procedures to ensure all civil and structural engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all civil and structural engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all civil and structural engineering projects are completed on time and within budget;• ensuring all civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the civil / structural engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience plus demonstrated management skills.
The incumbent is usually a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of civil / structural engineering projects.

Other comments

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Position Description

Position title:	**Principal Civil / Structural Engineer**
Position code:	**Aon.ECD.54323.7**
Level:	**7**

Responsible for

This role is responsible for all aspects of design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Chief Civil/Structural Engineer

Supervises

Civil / structural engineering team

Main activities

- • Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of engineering services.
  • Has significant input into the strategic and technical direction of the team.
  • Supervising the activities of a team of civil/structural engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in a particular field.
  • Ensuring adequacy of design and ensure completion of its verification before release.
  • Formulating, implementing and managing strategic plans for the group.
  • Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme.
  • Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
  • Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
  • Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
  • Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
  • Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
  • reinforcing systems and procedures to ensure all civil and structural engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • reinforcing systems and procedures to ensure all civil and structural engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all civil and structural engineering projects are completed on time and within budget;
  • ensuring all civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • maintaining and fostering relationships with contractors and clients

Key skills

- • High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
  • Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
  • High level of skill in communication, interpersonal and negotiation skills.
  • Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.

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- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices regarding safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal contacts

All project staff in the company, company management.

External contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience plus demonstrated management skills. The incumbent is preferably a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of civil / structural engineering projects.

Other comments

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Position Description

Position title:	**Lead Civil / Structural Engineer**
Position code:	**Aon.ECD.54323.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the civil / structural engineering area.

Report to

Chief Civil / Structural Engineer.

Supervises

Civil / structural engineering project team.

Main activities

- developing systems and procedures to ensure civil and structural engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing civil and structural engineering teams on specific projects;• ensuring civil and structural engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the civil / structural engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of civil / structural engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Civil / Structural Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills. Previous code: MCA_00916

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Position Description

Position title:	**Senior Civil / Structural Engineer**
Position code:	**Aon.ECD.54413.6**
Level:	**6**

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Chief Civil / Structural Engineer or Lead Civil / Structural Engineer.

Supervises

Experienced Civil / Structural Engineers & technical / drafting staff.

Main activities

- ensuring all civil and structural engineering civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;• preparing schedules for design work and allocating physical and human resources to enable civil and structural engineering projects to be completed on time and within budget;• monitoring progress and initiating remedial action where required to ensure civil and structural engineering projects are completed on time and within budget;• providing high level technical support for all civil and structural engineering project work as required;• supervising preparation of preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work and ensuring project work complies with conditions and parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects;• liaison with other department engineers and draftspersons to ensure project goals are met; and• providing input to the civil / structural engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering. Incumbents normally have at least 7 years' professional experience in civil / structural engineering projects.

Other comments

Previous code: MCA_00946

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Position Description

Position title:	**Experienced Civil / Structural Engineer**
Position code:	**Aon.ECD.54323.5**
Level:	**5**

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Senior Civil / Structural Engineer.

Supervises

Graduate Civil / Structural Engineer & technical / drafting staff.

Main activities

- ensuring all civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;• preparing preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work and ensuring project work complies with conditions and parameters set out in project scope of works;• ensuring all civil and structural engineering project work is completed on time and within budget;• preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects;• liaison with other department engineers and draftspersons to ensure project goals are met; and,• assisting with the preparation of the civil / structural engineering budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have a tertiary degree in Civil Engineering. Incumbents normally have 2 to 7 completed years' professional experience in civil / structural engineering projects.

Other comments

Previous code: MCA_00947

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Position Description

Position title:	**Graduate Civil / Structural Engineer (>1 year)**
Position code:	**Aon.ECD.54324.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for civil and structural engineering projects including earthworks, roads, dams, drainage, water supply and buildings / structures.

Report to

Senior Civil / Structural Engineer or Experienced Civil / Structural Engineer.

Supervises

Main activities

- providing assistance to ensure all civil and structural engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure all civil and structural engineering project work is completed on time and within budget;• assisting with the preparation of preliminary and detailed designs, specifications and documentation for all civil and structural engineering project work;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around civil and structural engineering projects; and• liaison with other department engineers and draftspersons to ensure civil and structural engineering project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Civil Engineering. Incumbents will normally be a new graduate or up to two completed years' professional experience since graduation.

Other comments

Previous code: MCA_00948

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Position Description

Position title:	**Graduate Civil / Structural Engineer (<1 year)**
Position code:	**Aon.ECD.54323.4**
Level:	**4**

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Civil / Structural Engineer or Experienced Civil / Structural Engineer.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Civil Engineering tertiary qualification.

Other comments

Previous code: MCA_09481

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Position Description

Position title:	**Chief Draftsperson**
Position code:	**Aon.ECD.54329.6**
Level:	**6**

Responsible for

This role is responsible for all aspects of design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Head of Engineering.

Supervises

Drafting team.

Main activities

- developing systems and procedures to ensure all design drawings for engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all design drawings for engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all design drawings for engineering projects are completed on time and within budget;• ensuring all drafting staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with engineering staff to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the drafting budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma plus proven supervisory skills. The incumbent usually has 10+ years' experience in design for engineering projects.

Other comments

Previous code: MCA_00980

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Position Description

Position title:	**Lead Draftsperson**
Position code:	**Aon.ECD.54329.5**
Level:	**5**

Responsible for

This position provides technical expertise or discipline leadership in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Chief Draftsperson.

Supervises

Senior Draftspersons & (contract) drafting staff.

Main activities

- managing the design of drawings for engineering project work, ensuring compliance with statutory and regulatory requirements and company policies and practices;• preparing schedules and allocating physical and human resources to enable design drawings for engineering projects to be completed on time and within budget;• liaison with draftspersons and engineering staff to ensure overall project goals are met;• managing progress and initiating remedial action where required to ensure design drawings for engineering projects are completed on time and within budget;• providing high level technical expertise and support for all design drawings as required; and• leadership and input into the preparation of preliminary and detailed designs drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma certificate plus proven CAD skills. Incumbents normally have least five to ten years of experience in project engineering drafting.

Other comments

Previous code: MCA_00994

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Position Description

Position title:	**Experienced Draftsperson**
Position code:	**Aon.ECD.54329.4**
Level:	**4**

Responsible for

This position provides technical support under general supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Senior Draftsperson.

Supervises

Trainee Draftsperson.

Main activities

- ensuring all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;• liaison with department engineers to establish design criteria and ensuring project goals are met;• ensuring design drawings for engineering projects are completed on time and within budget; and• preparing preliminary and detailed design drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma / certificate plus proven CAD skills. Incumbents typically have 2 to 7 completed years of experience in project engineering drafting.

Other comments

Previous code: MCA_00572

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Position Description

Position title:	**Senior Draftsperson**
Position code:	**Aon.ECD.54423.4**
Level:	**4**

Responsible for

This position provides high level technical support and supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Lead Draftsperson.

Supervises

Experienced Draftspersons & contract drafting staff.

Main activities

- ensuring all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;• preparing schedules and allocating physical and human resources to enable design drawings for engineering projects to be completed on time and within budget;• liaison with department engineers to establish design criteria and ensuring project goals are met;• monitoring progress and initiating remedial action where required to ensure design drawings for engineering projects are completed on time and within budget;• providing high level technical support for all design drawings for engineering project work as required; and• supervising preparation of preliminary and detailed designs drawings for engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Drafting diploma certificate plus proven CAD skills. Incumbents normally have at least five years' experience in project engineering drafting.

Other comments

Previous code: MCA_00981

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Position Description

Position title:	**Trainee Draftsperson**
Position code:	**Aon.ECD.54329.3**
Level:	**3**

Responsible for

This position provides technical support under professional supervision in relation to design drafting services for engineering projects including civil, structural, mining, geotechnical, mechanical, piping, process, electrical and instrumentation engineering.

Report to

Senior Draftsperson or Experienced Draftsperson.

Supervises

Main activities

- providing assistance to ensure all design drawings for engineering project work comply with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure design drawings for engineering projects are completed on time and within budget; and• assisting with the preparation of preliminary and detailed design drawings for engineering projects.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Currently studying for, or possesses a drafting diploma / certificate. Up to two years' experience.

Other comments

Previous code: MCA_00983

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Position Description

Position title:	**Head of Electrical / Instrumentation Engineering**
Position code:	**Aon.ECD.54330.9**
Level:	**9**

Responsible for

This role is responsible for all aspects of design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Chief Executive Officer

Supervises

Electrical/Instrumentation team / Chief Engineer

Main activities

- • developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all electrical and instrumentation engineering projects are completed on time and within budget;
  • ensuring all electrical and instrumentation staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • liaison with other Head Engineers and the Head Draftsperson to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with over 10 years' experience in design, engineering & commissioning of electrical and instrumentation engineering project

Other comments

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Position Description

Position title:	**Chief Electrical / Instrumentation Engineer**
Position code:	**Aon.ECD.54330.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Head of Engineering.

Supervises

Electrical / Instrumentation team.

Main activities

- developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all electrical and instrumentation engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all electrical and instrumentation engineering projects are completed on time and within budget;• ensuring all electrical and instrumentation staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of electrical and instrumentation engineering project

Other comments

Previous code: MCA_00965

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Position Description

Position title:	**Principal Electrical / Instrumentation Engineer**
Position code:	**Aon.ECD.54330.7**
Level:	**7**

Responsible for

This role is responsible for all aspects of design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Chief Electrical/Instrumentation Engineer

Supervises

Electrical / Instrumentation team.

Main activities

- • implementing developed systems and procedures to ensure all electrical and instrumentation engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • implementing developed systems and procedures to ensure all electrical and instrumentation engineering projects comply with conditions and parameters set out in project scopes of works;
  • assisting with the management of the allocation of physical and human resources to ensure all electrical and instrumentation engineering projects are completed on time and within budget;
  • ensuring all electrical and instrumentation staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • reporting to the Chief Engineer to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients; and
  • ensuring the team's projects adhere to the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in design, engineering & commissioning of electrical and instrumentation engineering project

Other comments

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Position Description

Position title:	**Lead Electrical / Instrumentation Engineer**
Position code:	**Aon.ECD.54330.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the electrical / instrumentation engineering area.

Report to

Chief Electrical / Instrumentation Engineer.

Supervises

Electrical / instrumentation engineering project team.

Main activities

- developing systems and procedures to ensure electrical / instrumentation engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing electrical / instrumentation engineering teams on specific projects;• ensuring electrical / instrumentation engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the electrical / instrumentation engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical / Instrumentation Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of electrical / instrumentation engineering products.

Other comments

Alternative Titles: Principal or Superintendent Electrical / Instrumentation Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise OR their supervisory skills. Previous code: MCA_00919

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Position Description

Position title:	**Senior Electrical /Instrumentation Engineer**
Position code:	**Aon.ECD.54424.6**
Level:	**6**

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Chief Electrical / Instrumentation Engineer or Lead Electrical / Instrumentation Engineer.

Supervises

Experienced Electrical / Instrumentation Engineer & technical / drafting staff.

Main activities

- ensuring all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;• preparing schedules for design work and allocating physical and human resources to enable electrical and instrumentation engineering projects to be completed on time and within budget;• monitoring progress and initiating remedial action where required to ensure electrical and instrumentation engineering projects are completed on time and within budget;• providing high level technical support for all electrical and instrumentation engineering project work as required;• supervising preparation of preliminary and detailed designs of electrical and instrumentation engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;• supervising preparation of maintenance planning for all electrical and instrumentation engineering projects;• liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met; and• providing input to the electrical and instrumentation engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering. Incumbents normally have at least seven years' professional experience in electrical / instrumentation engineering.

Other comments

Previous code: MCA_00966

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Position Description

Position title:	**Experienced Electrical / Instrumentation Engineer**
Position code:	**Aon.ECD.54330.5**
Level:	**5**

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Senior Electrical / Instrumentation Engineer.

Supervises

Graduate Electrical / Instrumentation Engineer & technical / drafting staff.

Main activities

- ensuring all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;• ensuring all electrical and instrumentation engineering project work is completed on time and within budget;• preparing preliminary and detailed designs of electrical and instrumentation engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;• preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;• preparing maintenance planning for all electrical and instrumentation engineering projects;• liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met; and• assisting with the preparation of the electrical and instrumentation engineering budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering. Incumbents normally have at least two completed years' professional experience in electrical / instrumentation engineering.

Other comments

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Position Description

Position title:	**Graduate Electrical / Instrumentation Engineer (>1 year)**
Position code:	**Aon.ECD.54331.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for electrical and instrumentation engineering projects including fixed and mobile plant and infrastructure.

Report to

Senior Electrical / Instrumentation Engineer or Experienced Electrical / Instrumentation Engineer.

Supervises

Main activities

- providing assistance to ensure all electrical and instrumentation engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure all electrical and instrumentation engineering project work is completed on time and within budget;• assisting with the preparation of preliminary and detailed designs of electrical and instrumentation engineering projects;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around electrical and instrumentation engineering projects;• assisting with the preparation of maintenance planning for all electrical and instrumentation engineering projects; and• liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Electrical Engineering. Incumbents will normally be a new graduate or possess up to two completed 5 years' professional experience since graduation.

Other comments

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Position Description

Position title:	**Graduate Electrical / Instrumentation Engineer (<1 year)**
Position code:	**Aon.ECD.54330.4**
Level:	**4**

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Electrical / Instrumentation Engineer or Experienced Electrical / Instrumentation Engineer.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Electrical Engineering tertiary qualification.

Other comments

Previous code: MCA_09681

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Position Description

Position title:	**Chief Mechanical / Piping Engineer**
Position code:	**Aon.ECD.54347.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Head of Engineering.

Supervises

Mechanical / Piping Engineering team.

Main activities

- developing systems and procedures to ensure all mechanical and piping engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all mechanical and piping engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all mechanical and piping engineering projects are completed on time and within budget;• ensuring all mechanical and piping engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;• liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the mechanical and piping engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Piping Engineering plus proven project management skills.
The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mechanical and piping engineering projects.

Other comments

Previous code: MCA_00955

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Position Description

Position title:	**Principal Mechanical / Piping Engineer**
Position code:	**Aon.ECD.54347.7**
Level:	**7**

Responsible for

This role is responsible for all aspects of design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Chief Mechanical/Piping Engineering team

Supervises

Mechanical / Piping Engineering team.

Main activities

- • implementing developed systems and procedures to ensure all mechanical and piping engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • implementing developed systems and procedures to ensure all mechanical and piping engineering projects comply with conditions and parameters set out in project scopes of works;
  • assisting with the management of the allocation of physical and human resources to ensure all mechanical and piping engineering projects are completed on time and within budget;
  • ensuring all mechanical and piping engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • maintaining and fostering relationships with contractors and clients; and
  • ensuring the mechanical and piping engineering budget are adhered to and address any variances from budget.

Key skills

- • Demonstrated leadership and management ability.
  • Sound technical knowledge.
  • Business planning, budgeting and commercial acumen.
  • An industry awareness.
  • Proven project management skills.
  • An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Engineers at all levels, employees within other disciplines, Senior management

External contacts

Customers, Suppliers

Typical experience

A tertiary degree in Mechanical or Piping Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with up to 10 years of experience in design, engineering & commissioning of mechanical and piping engineering projects.

Other comments

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Position Description

Position title:	**Lead Mechanical / Piping Engineer**
Position code:	**Aon.ECD.54347.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the mechanical / piping engineering area.

Report to

Chief Mechanical / Piping Engineer.

Supervises

Mechanical / piping engineering project team.

Main activities

- developing systems and procedures to ensure mechanical / piping engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing mechanical / piping engineering teams on specific projects;• ensuring mechanical / piping engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the mechanical / piping engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mechanical / piping engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Mechanical / Piping Engineering or Supervising Engineer. incumbents may be appointed by reason of their technical expertise or their supervisory skills. Previous code: MCA_00917

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Position Description

Position title:	**Senior Mechanical / Piping Engineer**
Position code:	**Aon.ECD.54581.6**
Level:	**6**

Responsible for

This position provides high level technical support & supervision in relation to design & engineering services for mechanical & piping engineering projects including fixed & mobile plant, pipe works & pumps and infrastructure.

Report to

Chief Mechanical / Piping Engineer or Lead Mechanical / Piping Engineer.

Supervises

Experienced Mechanical / Piping Engineers & technical / drafting staff.

Main activities

- ensuring all mechanical & piping engineering project work complies with statutory & regulatory requirements & company policies & practices;• preparing schedules for design work & allocating physical & human resources to enable mechanical & piping engineering projects to be completed on time & within budget;• monitoring progress & initiating remedial action where required to ensure mechanical & piping engineering projects are completed on time & within budget;• providing high level technical support for all mechanical & piping engineering project work as required;• supervising preparation of preliminary & detailed designs of mechanical & piping engineering projects & ensuring project work complies with conditions & parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices & monitoring regimes in respect of work on or around mechanical & piping engineering projects;• supervising preparation of maintenance planning for all mechanical & piping engineering projects;• liaison with other department engineers & draftspersons to ensure mechanical & piping project goals are met; and• participating in the preparation of the mechanical & piping engineering budget & addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Piping Engineering. Incumbents normally have at least seven years' professional experience in mechanical / piping engineering.

Other comments

Previous code: MCA_00956

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Position Description

Position title:	**Experienced Mechanical / Piping Engineer**
Position code:	**Aon.ECD.54347.5**
Level:	**5**

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Senior Mechanical/ Piping Engineer.

Supervises

Graduate Mechanical / Piping Engineer & technical / drafting staff.

Main activities

- ensuring all mechanical and piping engineering project work complies with statutory and regulatory requirements and company policies and practices;• ensuring mechanical and piping engineering project work is completed on time and within budget;• preparing preliminary and detailed designs of mechanical and piping engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;• preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around mechanical and piping engineering projects;• preparing maintenance planning for all project fixed and mobile plant, pipe works and pumps and infrastructure;• liaison with other department engineers and draftspersons to ensure mechanical and piping project goals are met; and• assisting with the preparation of the mechanical and piping engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Piping Engineering. At least two completed years' professional experience in mechanical / piping engineering.

Other comments

Previous code: MCA_00957

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Position Description

Position title:	**Graduate Mechanical / Piping Engineer (>1 year)**
Position code:	**Aon.ECD.54348.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for mechanical and piping engineering projects including fixed and mobile plant, pipe works and pumps and infrastructure.

Report to

Senior Mechanical / Piping Engineer or Experienced Mechanical / Piping Engineer.

Supervises

Main activities

- providing assistance to ensure all mechanical and piping engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure mechanical and piping engineering projects are completed on time and within budget;• assisting with the preparation of preliminary and detailed designs of mechanical and piping engineering projects;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around mechanical and piping engineering projects;• assisting with the preparation of maintenance planning for all project fixed and mobile plant, pipe works and pumps and infrastructure; and• liaison with other department engineers and draftspersons to ensure mechanical and piping project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Piping Engineering. Incumbents will normally be a new graduate or possess up to two completed years' professional experience since graduation.

Other comments

Previous code: MCA_00958

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Position Description

Position title:	**Graduate Mechanical / Piping Engineer (<1 year)**
Position code:	**Aon.ECD.54347.4**
Level:	**4**

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Mechanical / Piping Engineer or Experienced Mechanical / Piping Engineer.

Supervises

No supervisory responsibilities.

Main activities

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

Key skills

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

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Mechanical or Piping Engineering tertiary qualification.

Other comments

Previous code: MCA_09581

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Position Description

Position title:	**Head of Geotechnical Engineering**
Position code:	**Aon.ECD.54339.9**
Level:	**9**

Responsible for

This position is responsible for all aspects of design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Chief Executive Officer

Supervises

Geotechnical team / Chief Engineer

Main activities

- • developing systems and procedures to ensure all geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all geotechnical engineering projects are completed on time and within budget;
  • ensuring all geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • liaison with other Engineering Heads of, Chief Engineers and the Chief Draftsperson to ensure overall project goals are met.
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the geotechnical engineering budget and addressing any variances from budget.

Key skills

- • Demonstrated leadership and management ability.
  • Sound technical knowledge.
  • Business planning, budgeting and commercial acumen.
  • High level consulting and client management skills.
  • Proven project management skills.
  • An understanding of the business/organisation/marketing context of business solutions.
  • Customer service orientation.
  • An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management

External contacts

Customers, Suppliers

Typical experience

A tertiary degree in Mining Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with over 10 years of experience in design, engineering & commissioning of mining and geotechnical engineering projects.

Other comments

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Position Description

Position title:	**Head of Mining Engineering**
Position code:	**Aon.ECD.54348.9**
Level:	**9**

Responsible for

Providing the highest level of mining engineering expertise in the organisation by providing 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

Head of Business Development or Head of Operations (Corporate) / Chief Executive Officer

Supervises

Chief Engineer

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.

Other comments

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Position Description

Position title:	**Chief Geotechnical Engineer**
Position code:	**Aon.ECD.54339.8**
Level:	**8**

Responsible for

This position is responsible for all aspects of design and engineering services for geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Head of Engineering.

Supervises

Geotechnical team.

Main activities

- • developing systems and procedures to ensure all geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all geotechnical engineering projects are completed on time and within budget;
  • ensuring all geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met.
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining/Geotechnical Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of geotechnical engineering projects.

Other comments

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Position Description

Position title:	**Chief Mining / Geotechnical Engineer**
Position code:	**Aon.ECD.54351.8**
Level:	**8**

Responsible for

This position is responsible for all aspects of design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Head of Engineering.

Supervises

Mining engineering / geotechnical team.

Main activities

- Duties may include:• developing systems and procedures to ensure all mining and geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all mining and geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all mining and geotechnical engineering projects are completed on time and within budget;• ensuring all mining and geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;• liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met.• maintaining and fostering relationships with contractors and clients; and• preparing the mining and geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills.
The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mining and geotechnical engineering projects.

Other comments

Previous code: MCA_00950

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Position Description

Position title:	**Principal Mining/ Geotechnical Engineer**
Position code:	**Aon.ECD.54351.7**
Level:	**7**

Responsible for

This position is responsible for all aspects of design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Chief Mining/Geotechnical Engineer / Head of Engineering.

Supervises

Mining engineering/geotechnical team.

Main activities

- • assisting with developing systems and procedures to ensure all mining and geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • assisting with developing systems and procedures to ensure all mining and geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all mining and geotechnical engineering projects are completed on time and within budget;
  • ensuring all mining and geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • maintaining and fostering relationships with contractors and clients; and
  • ensure that the mining and geotechnical engineering budget are adhered to and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mining and geotechnical engineering projects.

Other comments

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Position Description

Position title:	**Lead Mining / Geotechnical Engineer**
Position code:	**Aon.ECD.54351.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the mining / geotechnical engineering area.

Report to

Chief Mining / Geotechnical Engineer.

Supervises

Mining / Geotechnical engineering project team

Main activities

- developing systems and procedures to ensure mining and geotechnical engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing mining and geotechnical engineering teams on specific projects;• ensuring mining and geotechnical engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients;• providing input to the mining and geotechnical engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining / Geotechnical Engineering, extensive relevant technical experience or demonstrated supervisory skills.

The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mining / geotechnical engineering projects.

Other comments

Incumbents may be appointed by reason of their technical expertise OR their supervisory skills. Previous code: MCA_09201

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Position Description

Position title:	**Senior Mining / Geotechnical Engineer**
Position code:	**Aon.ECD.54725.6**
Level:	**6**

Responsible for

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

Report to

Chief Mining / Geotechnical Engineer or Lead Mining / Geotechnical Engineer.

Supervises

Experienced Mining / Geotechnical Engineers & technical / drafting staff.

Main activities

- ensuring all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;• preparing schedules for design work and allocating physical and human resources to enable mining and geotechnical engineering projects to be completed on time and within budget;• monitoring progress and initiating remedial action where required to ensure mining and geotechnical engineering projects are completed on time and within budget;• providing high level technical support for all mining and geotechnical engineering project work as required;• supervising preparation of preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules and ensuring project work complies with conditions and parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground;• liaison with other department engineers and draftspersons to ensure project goals are met; and• participating in the preparation of the mining and geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering (with specialist geomechanic units). At least 7 years' professional experience in mining engineering or geotechnical engineering.

Other comments

Previous code: MCA_09511

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Position Description

Position title:	**Experienced Mining / Geotechnical Engineer**
Position code:	**Aon.ECD.54351.5**
Level:	**5**

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 / Geotechnical Engineer.

Supervises

Graduate Mining / Geotechnical Engineers & technical / drafting staff.

Main activities

- ensuring all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;• ensuring all mining and geotechnical engineering project work is completed on time and within budget;• preparing preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules and ensuring project work complies with conditions and parameters set out in project scope of works;• preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground;• liaison with other department engineers and draftspersons to ensure mining and geotechnical engineering project goals are met; and• assisting with the preparation of the mining and geotechnical engineering budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering (with specialist geomechanic units). At least two completed years of professional experience in mining engineering or geotechnical engineering.

Other comments

Previous code: MCA_09521

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Position Description

Position title:	**Graduate Mining/ Geotechnical Engineer (>1 year)**
Position code:	**Aon.ECD.54351.4**
Level:	**4**

Responsible for

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

Report to

Senior Mining / Geotechnical Engineer or Experienced Mining / Geotechnical Engineer.

Supervises

Main activities

- providing assistance to ensure all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure all mining and geotechnical engineering project work is completed on time and within budget;• assisting with the preparation of preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground; and• liaison with other department engineers and draftspersons to ensure project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering (with specialist geomechanic units). Incumbents will normally be a new graduate or possess up to two years' professional experience since graduation.

Other comments

Previous code: MCA_00953

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Position Description

Position title:	**Graduate Mining/ Geotechnical Engineer (<1 year)**
Position code:	**Aon.ECD.54352.4**
Level:	**4**

Responsible for

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

Report to

Senior Mining / Geotechnical Engineer or Experienced Mining / Geotechnical Engineer.

Supervises

Main activities

- providing assistance to ensure all mining and geotechnical engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure all mining and geotechnical engineering project work is completed on time and within budget;• assisting with the preparation of preliminary and detailed mine (including infrastructure and services) designs, mining methods and mine plans and schedules;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around slopes, in the open pit and underground; and• liaison with other department engineers and draftspersons to ensure project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering (with specialist geomechanic units). Incumbents will normally be a new graduate or possess up to two years' professional experience since graduation.

Other comments

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Position Description

Position title:	**Head of Pipeline Engineering**
Position code:	**Aon.ECD.54354.9**
Level:	**9**

Responsible for

This role is the most senior in Pipeline Engineering and is responsible for all aspects of design, construction, and maintenance of equipment, facilities and structures related to pipelines. In consultation with other engineering specialists, they may be involved in pipelines in oil, gas, water, and energy industries.

Report to

Chief Executive Officer

Supervises

Chief Engineer and Pipeline engineering team

Main activities

- • designing required pipelines taking into account appropriate layouts based on mapping and surveying techniques.
  • developing and approving systems and procedures to ensure all pipeline engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all pipeline engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all pipeline engineering projects are completed on time and within budget;
  • ensuring all pipeline engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the pipeline engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with over 10 years of experience in design, engineering & commissioning of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

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Position Description

Position title:	**Chief Pipeline Engineer**
Position code:	**Aon.ECD.54354.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design, construction, and maintenance of equipment, facilities and structures related to pipelines. In consultation with other engineering specialists, they may be involved in pipelines in oil, gas, water, and energy industries.

Report to

Head of Engineering

Supervises

Pipeline engineering team

Main activities

- Duties include:• designing required pipelines taking into account appropriate layouts based on mapping and surveying techniques.• developing and approving systems and procedures to ensure all pipeline engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all pipeline engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all pipeline engineering projects are completed on time and within budget;• ensuring all pipeline engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;• liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the pipeline engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

Alternative Titles: Manager Mechanical / Pipeline Engineering. Previous code: MCA_00080

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Position Description

Position title:	**Principal Pipeline Engineer**
Position code:	**Aon.ECD.54354.7**
Level:	**7**

Responsible for

This role is responsible for all aspects of design, construction, and maintenance of equipment, facilities and structures related to pipelines. In consultation with other engineering specialists, they may be involved in pipelines in oil, gas, water, and energy industries.

Report to

Chief Pipeline Engineer / Head of Engineering

Supervises

Pipeline engineering team

Main activities

- • assisting with the designing required pipelines taking into account appropriate layouts based on mapping and surveying techniques.
  • Assisting in developing and approving systems and procedures to ensure all pipeline engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • Assisting in developing systems and procedures to ensure all pipeline engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all pipeline engineering projects are completed on time and within budget;
  • ensuring all pipeline engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • maintaining and fostering relationships with contractors and clients; and
  • ensuring that the pipeline engineering budget is adhered to and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering plus proven project management skills. The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

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Position Description

Position title:	**Lead Pipeline Engineer**
Position code:	**Aon.ECD.54354.6**
Level:	**6**

Responsible for

This role provides technical expertise and leadership in the pipeline engineering area including the detailed design and construction stages.

Report to

Chief Pipeline Engineer

Supervises

Pipeline engineering project team

Main activities

- developing systems and procedures to ensure pipeline engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing pipeline engineering teams on specific projects;• ensuring pipeline engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the mechanical / pipeline engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical Engineering or Civil (structural) Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of mechanical and pipeline engineering projects. Pipeline engineers typically require a background in mechanical or civil engineering (structural).

Other comments

Alternative Titles: Principal or Superintendent Mechanical / Pipeline Engineering or Supervising Engineer. Previous code: MCA_00081

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Position Description

Position title:	**Senior Pipeline Engineer**
Position code:	**Aon.ECD.54589.6**
Level:	**6**

Responsible for

This position provides high level technical support & supervision in relation to design & construction for pipeline engineering projects and infrastructure.

Report to

Chief Pipeline Engineer or Lead Pipeline Engineer

Supervises

Experienced Pipeline Engineers & technical / drafting staff

Main activities

- ensuring all pipeline engineering project work complies with statutory & regulatory requirements & company policies & practices;• preparing schedules for design work & allocating physical & human resources to enable pipeline engineering projects to be completed on time & within budget;• monitoring progress & initiating remedial action where required to ensure pipeline engineering projects are completed on time & within budget;• providing high level technical support for all pipeline engineering project work as required;• supervising preparation of preliminary & detailed designs pipeline engineering projects & ensuring project work complies with conditions & parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices & monitoring regimes in respect of work on or around pipeline engineering projects;• liaison with other department engineers & draftspersons to ensure mechanical & pipeline project goals are met;• participating in the preparation of the pipeline engineering budget & addressing any variances from budget; and• liaison with other department engineers and field personnel in the commissioning of the works.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering. Incumbents normally have at least seven years' professional experience in mechanical / pipeline engineering and experience in conceptual and feasibility studies of major infrastructure projects.

Other comments

Previous code: MCA_00082

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Position Description

Position title:	**Experienced Pipeline Engineer**
Position code:	**Aon.ECD.54354.5**
Level:	**5**

Responsible for

This position provides technical support under general supervision in relation to design and engineering services for pipeline engineering and infrastructure projects.

Report to

Senior Pipeline Engineer

Supervises

Graduate Pipeline Engineer & technical / drafting staff & field personnel

Main activities

- ensuring all mechanical and pipeline engineering project work complies with statutory and regulatory requirements and company policies and practices;• ensuring pipeline engineering project work is completed on time and within budget;• preparing preliminary and detailed designs of mechanical and pipeline engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;• preparing documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around pipeline engineering projects;• liaison with other department engineers and draftspersons to ensure pipeline project goals are met;• assist with pipeline engineering and infrastructure commissioning activities; and• assisting with the preparation of pipeline engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering or Civil (structural) Engineering. At least two completed years' professional experience in mechanical / pipeline engineering.

Other comments

This position is primarily a technical role. Please advise completed years of professional experience since graduation. Previous code: MCA_00083

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Position Description

Position title:	**Graduate Pipeline Engineer (>1 year)**
Position code:	**Aon.ECD.54354.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for pipeline engineering and infrastructure projects.

Report to

Senior Pipeline Engineer or Experienced Pipeline Engineer

Supervises

Main activities

- providing assistance to ensure all pipeline engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure pipeline engineering projects are completed on time and within budget;• assisting with the preparation of preliminary and detailed designs of pipeline engineering projects;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around pipeline engineering projects; and• liaison with other department engineers and draftspersons to ensure mechanical and pipeline project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering. Incumbents will normally be a new graduate or possess up to two completed years' professional experience since graduation.

Other comments

Alternative Titles: Junior Mechanical / Pipeline Engineer. Please advise completed years of professional experience since graduation. Previous code: MCA_00084

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Position Description

Position title:	**Graduate Pipeline Engineer (<1 year)**
Position code:	**Aon.ECD.54355.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for pipeline engineering and infrastructure projects.

Report to

Senior Pipeline Engineer or Experienced Pipeline Engineer

Supervises

Main activities

- • providing assistance to ensure all pipeline engineering project work complies with statutory and regulatory requirements and company policies and practices;
  • providing assistance to ensure pipeline engineering projects are completed on time and within budget;
  • assisting with the preparation of preliminary and detailed designs of pipeline engineering projects;
  • assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around pipeline engineering projects; and
  • liaison with other department engineers and draftspersons to ensure mechanical and pipeline project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mechanical or Pipeline Engineering. Incumbents will normally be a new graduate or possess up to <1 years' professional experience.

Other comments

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Position Description

Position title:	**Head of Process Engineering**
Position code:	**Aon.ECD.54357.9**
Level:	**9**

Responsible for

This role is the most senior of Process Engineering and is responsible for all aspects of design and engineering services for process engineering projects.

Report to

Chief Executive Officer

Supervises

Chief of and Process engineering team.

Main activities

- • developing systems and procedures to ensure all process engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all process engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all process engineering projects are completed on time and within budget including recruiting additional personnel (in conjunction with HR);
  • ensuring all process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently and provide technical and peer group support;
  • liaison with other Head Engineers and the Chief Draftsperson to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the process engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in metallurgy or chemical engineering, extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with over 10 years of experience in design, engineering & commissioning of process engineering projects.

Other comments

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Position Description

Position title:	**Chief Process Engineer**
Position code:	**Aon.ECD.54357.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design and engineering services for process engineering projects.

Report to

Head of Engineering.

Supervises

Process engineering team.

Main activities

- developing systems and procedures to ensure all process engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all process engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all process engineering projects are completed on time and within budget including recruiting additional personnel (in conjunction with HR);• ensuring all process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently and provide technical and peer group support;• liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the process engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in metallurgy or chemical engineering, extensive relevant technical experience plus demonstrated management skills.
The incumbent is usually a seasoned engineer with at least 10 years of experience in design, engineering & commissioning of process engineering projects.

Other comments

Previous code: MCA_00960

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Position Description

Position title:	**Principal Process Engineer**
Position code:	**Aon.ECD.54357.7**
Level:	**7**

Responsible for

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

Report to

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

Supervises

Senior Process Engineers, Experienced Process Engineers and Graduate Process Engineers

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Lead Process Engineer**
Position code:	**Aon.ECD.54357.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the process engineering area.

Report to

Chief Process Engineer.

Supervises

Process engineering project team.

Main activities

- developing systems and procedures to ensure process engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing process engineering teams on specific projects;• ensuring process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the process engineering budget and monitoring expenditures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Process / Chemical Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in the design of process engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Process Engineering or Supervising Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills. Previous code: MCA_00918

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Position Description

Position title:	**Senior Process Engineer**
Position code:	**Aon.ECD.54361.6**
Level:	**6**

Responsible for

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

Report to

Chief Process Engineer

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- developing systems and procedures to ensure process engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing process engineering teams on specific projects;• ensuring junior process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• providing input to the process engineering budget and monitoring expenditures.

Key skills

- Nil.

Internal contacts

External contacts

Nil.

Typical experience

A tertiary degree in Process / Chemical Engineering, extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with 7- 10 years' experience in the design of process engineering projects.

Other comments

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Position Description

Position title:	**Experienced Process Engineer**
Position code:	**Aon.ECD.54361.5**
Level:	**5**

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 Principal/Chief Process Engineer.

Supervises

May supervise graduates.

Main activities

- assist in developing systems and procedures to ensure process engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• assist with training of junior process engineering staff to ensure they are appropriately trained and competent to carry out their roles safely and efficiently;• maintaining and fostering relationships with contractors and clients as required.

Key skills

- Nil.

Internal contacts

External contacts

Nil.

Typical experience

A tertiary degree in Process / Chemical Engineering with two or more completed years of relevant professional experience.

Other comments

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Position Description

Position title:	**Head of Subsea Engineering**
Position code:	**Aon.ECD.54378.9**
Level:	**9**

Responsible for

This role is the most senior of Subsea Engineering and is responsible for all aspects of design and engineering services for subsea engineering projects including Installation, Electrical & Instrument, and Control & Umbilical Engineering.

Report to

Chief Executive Officer

Supervises

Chief Engineer and Subsea engineering team

Main activities

- • developing systems and procedures to ensure all subsea engineering projects comply with statutory & regulatory requirements & company policies & practices;
  • developing systems and procedures to ensure all subsea engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all subsea engineering projects are completed on time and within budget;
  • ensuring all subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;
  • maintaining and fostering relationships with contractors and clients;
  • preparing the Subsea engineering budget and addressing any variances from budget; and
  • providing expert input for tendering and projects in support of the corporate objectives.
  • 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

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with over 10 years’ experience in Subsea engineering projects.

Other comments

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Position Description

Position title:	**Chief Subsea Engineer**
Position code:	**Aon.ECD.54378.8**
Level:	**8**

Responsible for

This role is responsible for all aspects of design and engineering services for subsea engineering projects including Installation, Electrical & Instrument, and Control & Umbilical Engineering.

Report to

Head of Engineering.

Supervises

Subsea engineering team.

Main activities

- developing systems and procedures to ensure all subsea engineering projects comply with statutory & regulatory requirements & company policies & practices;• developing systems and procedures to ensure all subsea engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all subsea engineering projects are completed on time and within budget;• ensuring all subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other Chief Engineers and the Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients;• preparing the Subsea engineering budget and addressing any variances from budget; and• providing expert input for tendering and projects in support of the corporate objectives.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in Subsea engineering projects.

Other comments

Alternative Titles: Manager Subsea Engineering, Installation Manager. Previous code: MCA_00885

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Position Description

Position title:	**Principal Subsea Engineer**
Position code:	**Aon.ECD.54378.7**
Level:	**7**

Responsible for

This role is responsible for all aspects of design and engineering services for subsea engineering projects including Installation, Electrical & Instrument, and Control & Umbilical Engineering.

Report to

Chief Subsea Engineer / Head of Engineering.

Supervises

Subsea engineering team.

Main activities

- • assist with developing systems and procedures to ensure all subsea engineering projects comply with statutory & regulatory requirements & company policies & practices;
  • assist with developing systems and procedures to ensure all subsea engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all subsea engineering projects are completed on time and within budget;
  • ensuring all subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;
  • maintaining and fostering relationships with contractors and clients;
  • ensure that the Subsea engineering budget is adhered to and addressing any variances from budget; and
  • providing expert input for tendering and projects in support of the corporate objectives.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience plus demonstrated management skills. The incumbent is usually a seasoned engineer with at least 10 years' experience in Subsea engineering projects.

Other comments

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Position Description

Position title:	**Lead Subsea Engineer**
Position code:	**Aon.ECD.54378.6**
Level:	**6**

Responsible for

This role provides technical expertise or discipline leadership in the Subsea engineering areas: Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering services.

Report to

Chief Subsea Engineer.

Supervises

Subsea engineering project team.

Main activities

- developing systems and procedures to ensure Subsea engineering projects comply with statutory and regulatory requirements, company policies and conditions set out in project scopes of works;• managing Subsea engineering teams on specific projects;• ensuring Subsea engineering staff are appropriately trained and competent to carry out their roles safely and efficiently;• liaison with other engineering and technical personnel to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients;• providing input to the Subsea engineering budget and monitoring expenditures; and• developing and maintaining discipline “how to” guidelines and documentation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Engineering (preferably Ocean or Mechanical), extensive relevant technical experience or demonstrated supervisory skills. The incumbent is usually a seasoned engineer with at least 10 years’ experience in the design of Subsea engineering projects.

Other comments

Alternative Titles: Principal or Superintendent Subsea Engineering or Supervising Engineer, Lead Installation Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills. Previous code: MCA_00886

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Position Description

Position title:	**Senior Subsea Engineer**
Position code:	**Aon.ECD.54583.6**
Level:	**6**

Responsible for

This position provides high level technical support and supervision in relation to design and engineering services for Subsea engineering areas: Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering services.

Report to

Chief Subsea Engineer or Lead Subsea Engineer.

Supervises

Experienced Subsea Engineer & technical / drafting staff.

Main activities

- ensuring all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;• preparing schedules for design work and allocating physical and human resources to enable Subsea engineering projects to be completed on time and within budget;• monitoring progress and initiating remedial action where required to ensure Subsea engineering projects are completed on time and within budget;• providing high level technical support for all Subsea engineering project work as required;• supervising preparation of preliminary and detailed designs of Subsea engineering projects and ensuring project work complies with conditions and parameters set out in project scope of works;• supervising preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;• liaison with other department engineers and draftspersons to ensure Subsea project goals are met; and• providing input to the Subsea engineering budget and address any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Ocean or Mechanical Engineering. Incumbents normally have at least seven years' professional experience in Ocean or Mechanical engineering.

Other comments

Alternative Titles: Senior Installation Engineer. Previous code: MCA_00887

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Position Description

Position title:	**Experienced Subsea Engineer**
Position code:	**Aon.ECD.54378.5**
Level:	**5**

Responsible for

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

Report to

Subsea Project Manager or Senior Subsea Project Engineer.

Supervises

May supervise the work of contractors and other service providers.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

this is primarily a technical role. please advise completed years of professional experience since graduation for each incumbent. Previous code: MCA_00888

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Position Description

Position title:	**Graduate Subsea Engineer (>1 year)**
Position code:	**Aon.ECD.54379.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for Subsea engineering projects including Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering.

Report to

Senior or Experienced Subsea Engineers

Supervises

Main activities

- • providing assistance to ensure all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
  • providing assistance to ensure all Subsea engineering project work is completed on time and within budget;
  • assisting with the preparation of preliminary and detailed designs of Subsea engineering projects;
  • assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
  • assisting with the preparation of maintenance planning for all Subsea engineering projects; and
  • liaison with other department engineers and draftspersons to ensure Subsea project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have a tertiary degree in Engineering (preferably Ocean or Mechanical). Incumbents normally have up to two years' professional experience in Subsea engineering projects.

Other comments

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Position Description

Position title:	**Graduate Subsea Engineer (<1 year)**
Position code:	**Aon.ECD.54378.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for Subsea engineering projects including Subsea Installation, Electrical & Hydraulic, Instrument, Control & Umbilical Engineering.

Report to

Senior or Experienced Subsea Engineers

Supervises

Main activities

- • providing assistance to ensure all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
  • providing assistance to ensure all Subsea engineering project work is completed on time and within budget;
  • assisting with the preparation of preliminary and detailed designs of Subsea engineering projects;
  • assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
  • assisting with the preparation of maintenance planning for all Subsea engineering projects; and
  • liaison with other department engineers and draftspersons to ensure Subsea project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have a tertiary degree in Engineering (preferably Ocean or Mechanical). Incumbents will normally be a new graduate or possess up to <1 years' professional experience in Subsea engineering projects.

Other comments

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Position Description

Position title:	**Principal Environmental Planner**
Position code:	**Aon.ENC.54332.6**
Level:	**6**

Responsible for

To manage a team providing environmental planning services to projects, including the development and delivery of environmental impact assessments

Report to

Project Manager (Environment).

Supervises

May supervise Senior Environmental Planner & Experienced Environmental Planner, and external consultants.

Main activities

- managing proposals, studies and reporting, including project management, coordination and authorship of reports and other environmental documentation as required by clients;• working closely with consultants to ensure that clients' objectives are met in a timely manner;• providing guidance and leadership to less-experienced personnel; and• ensuring compliance with safety and environmental requirements

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Town or Environmental Planning.

Other comments

Previous code: MCA_09991

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Position Description

Position title:	**Senior Environmental Planner**
Position code:	**Aon.ENC.54332.5**
Level:	**5**

Responsible for

To provide environmental planning consultancy services to projects and clients, including project delivery and client management for offset and environmental assessments.

Report to

Project Manager (Environment) and/or Principal Environment Planner.

Supervises

May supervisor Experienced Environmental Planner and other consultants.

Main activities

- promoting the organisation to a wide range of strategic industries with the purpose of winning work and broadening existing client base;• managing and where appropriate writing and compiling expressions of interests and proposals for strategic opportunities;• compiling, reviewing and submitting environmental studies and other documents;• supervising sub-consultants carrying out specialist studies;• liaising with clients, stakeholders and agencies as required by each assignment; and• promoting a safe and responsible work environment and culture within the organisation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Town or Environmental Planning with a minimum of seven years' experience

Other comments

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Position Description

Position title:	**Environmental Planner**
Position code:	**Aon.ENC.54332.4**
Level:	**4**

Responsible for

This role provides support to the environmental team including development and delivery of an environmental assessment and planning projects.

Report to

Project Manager (Environment)and/or Principal Environment Planner. May report into the Principal Environmental Scientist.

Supervises

Main activities

- contributing to, delivering and managing, environmental and planning assessment reports;• providing advice regarding environmental approval requirements for projects; • working closely with other consultants to ensure that clients' objectives are met in a timely manner; and• ensuring compliance with safety and environmental requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in Town or Environmental Planning with two to three years' relevant experience

Other comments

Previous code: MCA_09993

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Position Description

Position title:	**Project Manager (Environment)**
Position code:	**Aon.ENC.54605.7**
Level:	**7**

Responsible for

This position is responsible for all aspects of project budgeting, technical performance, progress monitoring, outcome evaluation & client liaison on critical, large scale projects.

Report to

Project Director or Senior Project Manager or Project Manager.

Supervises

Project team members.

Main activities

- actively pursuing & winning contract business & projects;• controlling & optimising the performance of existing contracts on multiple sites;• maintaining & fostering relationships & contacts;• estimating, scheduling & budgeting for proposals & negotiating contracts for new work;• coordinating & ensuring the effective utilisation of resources across the project(s); and• developing teams & individual competence.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Science or Engineering degree or equivalent level of tertiary qualifications in an environmental / natural resource discipline. The incumbent is usually a seasoned professional environmental scientist or engineer (or similar) with previous operational experience in environmental consulting. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader & positive contributor in the field.

Other comments

This role is distinguished from the Supervising Scientist / Engineer or Project Manager role by its focus on the management / supervision of multiple or large scale, multi-disciplinary projects. Previous code: MCA_00933

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Position Description

Position title:	**Head of Exploration**
Position code:	**Aon.EXP.54335.9**
Level:	**9**

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. Previous code: MCA_00701

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Position Description

Position title:	**National Manager – Exploration**
Position code:	**Aon.EXP.54794.9**
Level:	**9**

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

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Position Description

Position title:	**Exploration Manager**
Position code:	**Aon.EXP.54335.8**
Level:	**8**

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. Previous code: MCA_00703

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Position Description

Position title:	**Head of Technical/Ore Reserves**
Position code:	**Aon.EXP.54456.8**
Level:	**8**

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. Previous code: MCA_00704

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Position Description

Position title:	**Head of Tenements**
Position code:	**Aon.EXP.54454.7**
Level:	**7**

Responsible for

Establishing and maintaining the organisation's various tenements.

Report to

Head of Exploration

Supervises

May supervise Senior Tenements / Land Officer or Tenements / Land Officer.

Main activities

- arranging the pegging of tenements and applying for licences;• ensuring rental and reporting requirements are satisfied by the required dates;• recording exploration activity and expenditure in respect of tenements; and• maintaining a system (usually computerised) to ensure the activities listed above occur.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Knowledge of the relevant mining legislation, proficiency in computer usage and good administration skills are the normal requirements.

Other comments

Alternative Titles: Tenements Manager Previous code: MCA_00902

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Position Description

Position title:	**Principal Exploration Geologist**
Position code:	**Aon.EXP.54455.7**
Level:	**7**

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. Previous code: MCA_00741

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Position Description

Position title:	**Lead Exploration Geologist**
Position code:	**Aon.EXP.54335.6**
Level:	**6**

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

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Position Description

Position title:	**Resource Superintendent**
Position code:	**Aon.EXP.54450.6**
Level:	**6**

Responsible for

Accurate estimation and reporting of the Company's Mineral Resources and ore reserves.

Report to

This role may report to within the Exploration Department or report to the Manager Geology on site.

Supervises

May supervise technical staff e.g. Senior Resource Geologist.

Main activities

- Produce Mineral Resource estimates and support documentation that meet standards and procedures for exploration activities and the determination of ore reserves;• Co-ordinate activities to ensure delivery to plan in respect of Mineral Resource estimates and reconciliations for operations.• critique and evaluate software for the modelling of ore bodies and calculation of ore reserves;• provide input into life of mine optimisation and mine design work;• audit the economic viability of Mineral Resources with respect to optimising the Ore Reserves;• contribute to the evaluation of opportunities to increase the resource inventory by exploration and acquisition activities;• developing and evaluating software for the modelling of ore bodies and calculation of ore reserves;• ensure the implementation of medium and long term drill program planning in order to provide accurate delineation and potential extensions of economic mineralisation amenable to mining;• contribute where appropriate to the training of Mine Geology personnel in the processes involved with QA/QC, database validation, reporting, auditing and evaluation of resource models;

Key skills

Nil.

Internal contacts

Mining Department, HSE, Technical Services, Commercial

External contacts

Contractors

Typical experience

Incumbents normally hold a degree in Geology and have extensive experience and acknowledged technical expertise

Other comments

Previous code: MCA_007041

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Position Description

Position title:	**Senior Exploration Geologist**
Position code:	**Aon.EXP.54451.6**
Level:	**6**

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. Previous code: MCA_00742

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Position Description

Position title:	**Senior Resource Geologist**
Position code:	**Aon.EXP.54452.6**
Level:	**6**

Responsible for

This position provides a service to exploration and / or operations geologists and is responsible for the modelling of orebodies through the application of various computer packages.

Report to

Variable.

Supervises

Computer GIS Technician, Database Administrators & technical computing staff.

Main activities

- co-ordination and compilation of data (geological, geophysical and geochemical);• management of the geological database;• development of computerised models of orebodies;• liaison with exploration and mine geological teams (as applicable) to provide technical input into decisions;• preparation of material for presentations;• training of others in software applications and; and• provision of advice on software and hardware purchases for technical computing.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Normally incumbents have a tertiary degree in geology combined with substantial exploration experience and recognised skills in technical computing applications. This is similar to Level 3 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Senior Computer Geologist. This position may supervise a small team of computer geologists.This position contains all variations of work environments and work patterns. Previous code: MCA_00705

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Position Description

Position title:	**Experienced Exploration Geologist**
Position code:	**Aon.EXP.54335.5**
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

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. Previous code: MCA_00743

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Position Description

Position title:	**Field Supervisor**
Position code:	**Aon.EXP.54447.5**
Level:	**5**

Responsible for

Providing logistic support of field based exploration activities.

Report to

Variable.

Supervises

Exploration Technicians & field assistants.

Main activities

- employment, training and supervision of non-professional field staff;• liaison with drilling contractors and landholders;• purchase and maintenance of field equipment, vehicles, supplies and other services;• establishment and support of field camps; and• assistance in tenement management activities (e.g. searches, applications and pegging).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has extensive practical experience in field exploration and skills in procurement of related equipment and services, supervision, and administration.

Other comments

Alternative Titles: Field Expediter.This position contains all variations of work environments and work patterns. Previous code: MCA_00745

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Position Description

Position title:	**Senior Tenements / Land Officer**
Position code:	**Aon.EXP.54453.5**
Level:	**5**

Responsible for

To provide technical and administrative support in establishing and maintaining the organisation's various tenements. May have responsibility for the management of tenements in a particular geographical area.

Report to

Head of Tenements or Head of Exploration or Senior Exploration Geologist.

Supervises

May supervise Tenements / Land Officer.

Main activities

- arranging the pegging of tenements and applying for licences;• ensuring rental and reporting requirements are satisfied by the required dates;• assisting to ensure the organisation meets its royalty obligations;• assisting with the managements of third party agreements under joint ventures, farm-ins, options and other similar arrangements;• recording exploration activity and expenditure in respect of tenements;• ensuring data are accurately recorded (usually in a computerised system);• liaison with organisation peers in other geographic areas to ensure all of the organisation's tenements are being covered; and• maintaining an understanding of current State Government and local authority requirements with respect to tenements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Requires a sound knowledge of relevant state mining legislation and the processes and procedures required by the relevant Mines Departments. Not likely to hold formal qualifications. The incumbent usually has acquired knowledge through on the job exploration and tenement administration experience.

Other comments

Previous code: MCA_00720

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Position Description

Position title:	**GIS Specialist**
Position code:	**Aon.EXP.54449.4**
Level:	**4**

Responsible for

This position is responsible for the integration and management of the Exploration group's technical data.

Report to

May report to the Exploration Manager.

Supervises

GIS Technical Assistant and may supervise other technical staff.

Main activities

- providing technical & analytical support to geoscience / subsurface teams as required;• evaluating, installing and modifying geoscience hardware and software;• collecting, organising and processing hard copy and digital land, geological, geophysical, and engineering data;• building and maintaining log and seismic databases including archiving and retrieval;• assisting in geological or simulation modelling;• generating timely and accurate geological & subsurface maps and maintaining standard map products and database mapping information; and,• maintaining the quality and control of all incoming and outgoing data to ensure data integrity is not compromised.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in geology (geoscience) or geophysics with 4 to 7 years relevant experience in seismic data management and mapping.

Other comments

Alternative Titles: Database Manager. Previous code: MCA_00748

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Position Description

Position title:	**Junior Exploration Geologist**
Position code:	**Aon.EXP.54445.4**
Level:	**4**

Responsible for

Providing assistance to the more senior geologists in the field.

Report to

Variable.

Supervises

Main activities

- the execution of exploration plans;• the supervision of drilling programs and field mapping;• supervision of geochemical and geophysical surveys; and• data evaluation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in Geology and may be a new graduate or have up to two completed years of professional experience. This is similar to Level 1 responsibility under the AusIMM classification system.

Other comments

Alternative Titles: Junior Geologist, Exploration Geologist. This position contains all variations of work environments and work patterns. Previous code: MCA_00744

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Position Description

Position title:	**Tenements / Land Officer**
Position code:	**Aon.EXP.54446.4**
Level:	**4**

Responsible for

To provide administrative support to the management of Company tenement assets.

Report to

Senior Tenements / Land Officer or Head of Tenements or Head of Exploration or Senior Exploration Geologist.

Supervises

Nil

Main activities

- maintaining the Company register or database of commercial and native title agreements;• providing timely advice to appropriate staff and statutory authorities;• preparing and making routine rent and rate payments;• lodging applications;• conducting title searches; and• drafting reports and applications for exemption from a variety of expenditure / labour / reduction requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Not likely to hold formal qualifications. The incumbent usually has acquired knowledge through on the job experience.

Other comments

This position contains all variations of work environments and work patterns. Previous code: MCA_00765

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Position Description

Position title:	**Exploration Technician**
Position code:	**Aon.EXP.54335.3**
Level:	**3**

Responsible for

This is the most senior non-professional exploration worker.

Report to

Variable.

Supervises

Main activities

- inspection of work area and equipment for hazards, malfunctions and damage;• setting up grids for drilling;• collection of samples (from drills and other geological techniques);• cutting and marking of cores; and• supervision of the core shed.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually has acquired broad knowledge through on the job experience.

Other comments

Alternative Titles: Field Assistant. exclude personnel with Leading Hand responsibilities. This position contains all variations of work environments and work patterns. Previous code: MCA_00762

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Position Description

Position title:	**Geological Draftsperson**
Position code:	**Aon.EXP.54448.3**
Level:	**3**

Responsible for

This position is responsible for the accurate and timely updating and preparation of geological plans using both manual and CAD techniques.

Report to

Variable.

Supervises

Main activities

- drafting plans and sections for statutory and internal reports (e.g. geological, survey, assay, blast plans and stope and geological cross sections);• preparing material for presentations;• maintaining filing and catalogue systems;• coordination of draftspersons including outside contractors; and• may maintain geological information system database

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent may hold a post - secondary drafting qualification and will possess considerable practical experience. Familiarity with computerised drafting packages is necessary.

Other comments

Previous code: MCA_00761

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Position Description

Position title:	**GIS Technician**
Position code:	**Aon.EXP.54444.3**
Level:	**3**

Responsible for

This position is responsible for the management of the Exploration group's technical data.

Report to

GIS Specialist.

Supervises

Nil

Main activities

- providing technical support to geoscience / subsurface staff as required;• supporting data management of geoscience and Production data;• assisting in the evaluation, installation and modification of geoscience hardware and software• building and maintaining log and seismic databases including archiving and retrieval;• assisting in geological mapping and digitising of well data;• preparing routine diagrams, charts, graphs and maps used in analyses, technical reports and / or presentations; and,• organising and compiling technical materials for workshops / technical meetings and assisting with facilitation (if required).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents usually have relevant industry experience and may be studying toward a degree in geology (geoscience) or geophysics.

Other comments

Alternative Titles: GIS Officer, Database Technician.This position contains all variations of work environments and work patterns. Previous code: MCA_00746

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Position Description

Position title:	**Head of Geophysics**
Position code:	**Aon.EXP.54338.8**
Level:	**8**

Responsible for

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

Report to

Head of Exploration or National Exploration Manager.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Chief Geophysicist. Previous code: MCA_00706

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Position Description

Position title:	**Principal Geophysicist**
Position code:	**Aon.EXP.54338.7**
Level:	**7**

Responsible for

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

Report to

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

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Lead Geophysicist**
Position code:	**Aon.EXP.54338.6**
Level:	**6**

Responsible for

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

Report to

Principal Geophysicists or Chief / Manager Geophysicist depending on size of organisation.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Senior Geophysicist**
Position code:	**Aon.EXP.54505.6**
Level:	**6**

Responsible for

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

Report to

Principal Geophysicists or Chief / Manager Geophysicist depending on size of organisation.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Experienced Geophysicist**
Position code:	**Aon.EXP.54338.5**
Level:	**5**

Responsible for

This position is normally responsible for day-to-day conduct of seismic acquisition and processing programs.

Report to

Principal Geophysicist, Senior Geophysicist, depending on size of organisation.

Supervises

Graduate Geoscientists & field-based personnel when applicable

Main activities

- • carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
  • applying quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools ;
  • assisting with technical input into well proposal and post-drill analysis;
  • liaison with drilling and reservoir engineers to optimally plan well trajectories/well design for exploration and appraisal drilling ;
  • integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
  • providing input to reservoir delineation, resource assessment, geological modelling and field development planning;
  • assisting with planning and support seismic data acquisition and processing ; and,
  • preparing technical reports for the company.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics. Usually possess 4 to 7 years' professional experience.

Other comments

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Position Description

Position title:	**Graduate Geophysicist (>1 year)**
Position code:	**Aon.EXP.54339.4**
Level:	**4**

Responsible for

This position is normally responsible for assisting the day-to-day activities of seismic acquisition and processing programs.

Report to

Experienced Geophysicists / Manager Geophysicist depending on size of organisation.

Supervises

Nil

Main activities

- • assisting with conducting technical studies to evaluate field potentials covering seismic acquisitions and field potential evaluations;
  - • assisting with carrying out the duties required of seismic acquisition programs;
  - • assisting with carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
  - • assist with the application of quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools;
  - • assisting with integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
  - • assisting with providing input to reservoir delineation, resource assessment, and field development planning; and,
  - • assisting with planning and supporting seismic data acquisition and processing.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics and have no more than 2 years' experience in the field

Other comments

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Position Description

Position title:	**Graduate Geophysicist (<1 year)**
Position code:	**Aon.EXP.54338.4**
Level:	**4**

Responsible for

This position is normally responsible for assisting the day-to-day activities of seismic acquisition and processing programs.

Report to

Experienced Geophysicists / Manager Geophysicist depending on size of organisation.

Supervises

Nil

Main activities

- • assisting with conducting technical studies to evaluate field potentials covering seismic acquisitions and field potential evaluations;
  - assisting with carrying out the duties required of seismic acquisition programs;
  - assisting with carrying out 3D and 2D seismic interpretation, including stratigraphic and trace attribute interpretation and mapping;
  - assist with the application of quantitative interpretation techniques such as seismic reservoir characterization to optimize exploration, appraisal and development of hydrocarbon pools;
  - assisting with integrating existing and new well and seismic interpretations into regional and prospect assessments and databases;
  - assisting with providing input to reservoir delineation, resource assessment, and field development planning; and,
  - assisting with planning and supporting seismic data acquisition and processing.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in geology / geophysics and have no more than 2 years' experience in the field

Other comments

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Position Description

Position title:	**Manager Hydrogeology**
Position code:	**Aon.EXP.54343.7**
Level:	**7**

Responsible for

Managing a variety of divergent activities/teams (25 - 50 employees) under policy control including fee ($2.5 - $6 Million), revenue and profit generation, achievement of working capital targets.

Report to

Regional Manager/General Manager, (typically this role would be 2 Levels from the CEO/COO in a large organisation).

Supervises

Engineers at all levels, Non Engineering Support Staff.

Main activities

- Maintaining and fostering relationships with clients.• Forecasting work loads and ensuring necessary material and human resources to meet project deliverables.• Assisting in the development and implementation of the Operations Centre business plans.• Managing work technically and contractually to ensure that it meets technical requirements and is performed within the bounds of the organisation's policies and procedures.• Proposing alternative solutions where established systems are unable to overcome project problems.• Monitoring the interaction of various disciplines and providing specialist knowledge where required.• Recruiting, managing, training and mentoring staff and conducting performance and remuneration reviews.• Providing technical advice and consultancy on complex hydro geologist issues to clients and internal staff.

Key skills

- Demonstrated leadership and management ability.• Sound technical knowledge.• Business planning, budgeting and commercial acumen.• High level consulting and client management skills.• Proven project management skills.• An understanding of the business/organisation/marketing context of business solutions.• Customer service orientation.• An industry awareness.

Internal contacts

Engineers at all levels, Employees within other Disciplines, Senior Management.

External contacts

Customers, Suppliers.

Typical experience

15+ years professional experience, coupled with relevant tertiary qualifications.

Other comments

Alternate titles: Operations Centre Manager, Division Manager, Unit Manager.

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Position Description

Position title:	**Principal Hydrogeologist**
Position code:	**Aon.EXP.54342.7**
Level:	**7**

Responsible for

Assisting in managing a variety of divergent activities (within a discipline) under policy control, contributing to the strategic direction and managing employees within the discipline.

Report to

Principal.

Supervises

Associates, Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.• Planning and managing complex large scale hydrogeology/groundwater projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.• Independently identifying programs and problems to be investigated.• Ensuring that company objectives, policies and procedures are adhered to by coordinating the establishment of discipline-specific policies.• Managing and training staff including selection and remuneration of staff.• Assisting in managing the work financially, technically and contractually.• Maintaining an industry awareness.• Effectively managing resources, including staff.

Key skills

- Customer service orientation.• Consulting skills.• Proven project management skills (achieving prescribed budget, timeframe and customer requirements).• An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

10 - 15 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

This role is distinguished from the 'Associate' role by a higher charge-out rate, greater financial responsibility, strategic intent and membership of the Senior Management team.

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Position Description

Position title:	**Lead Hydrogeologist**
Position code:	**Aon.EXP.54342.6**
Level:	**6**

Responsible for

Directing several professional and other groups engaged in inter-related Scientific responsibilities or acting as a Scientific Consultant.

Report to

Senior Associate or Principal.

Supervises

Senior Scientists and below. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.• Planning and managing large scale hydrogeology/groundwater projects. This will include coordinating the preparation of: cost estimates, tender submissions, technical documentation, client reports and monitoring project progress, project scheduling/resourcing, and meeting deadlines and budgets.• Independently identifying programs and problems to be investigated.• Assisting in the establishment of discipline-related policies and procedures as directed by overall organisational controls.• Managing and training staff including selection and remuneration of staff.• Assisting in managing the work financially, technically and contractually.• Maintaining an industry awareness.• Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.• Customer service orientation.• Consulting skills.• Proven project management skills (achieving prescribed budget, timeframe and customer requirements).• An understanding of the business/organisation/marketing context of business solutions.

Internal contacts

Scientists at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

8 - 10 years professional experience coupled with an appropriate tertiary qualification leading to Corporate Membership or equivalent.

Other comments

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Position Description

Position title:	**Senior Hydrogeologist**
Position code:	**Aon.EXP.54547.6**
Level:	**6**

Responsible for

Planning and conducting Scientific research projects of a complex nature in order to meet client requirements.

Report to

Associate or above.

Supervises

Experienced Scientists, Scientists, Graduate Scientists. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.• Assuming responsibility for management of small, medium and possibly large scale hydrogeology/groundwater projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.• Applying a deeper understanding of Scientific principles to devise and deliver practical and economical solutions to problems.• Planning and resourcing research projects.• Preparing client reports.• Assisting in the management and training of staff including selection and remuneration.• Contributing to the overall management and profitability of the discipline.• Effectively managing resources, including staff.• Studying and investigating groundwater supply and contaminated sites.• Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Ability to interpret and communicate information of a more complex nature.• Customer service orientation.• Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years professional experience coupled with a Degree in Science.

Other comments

Usually requires knowledge of more than one discipline of Science or specialist knowledge in a specific discipline.

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Position Description

Position title:	**Experienced Hydrogeologist**
Position code:	**Aon.EXP.54342.5**
Level:	**5**

Responsible for

Planning and conducting Scientific research projects of reasonable complexity.

Report to

Senior Scientist or above.

Supervises

Small work teams of Scientists and Graduate Scientists.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger research projects.• Designing/developing equipment or special aspects of products, facilities and buildings of reasonable complexity.• Applying a deeper understanding of Scientific principles to devise and deliver new approaches in order to solve more complex problems.• Contributing to project planning.• Assigning and reviewing work of supervised staff for accuracy.• Studying and investigating groundwater supply and contaminated sites.• Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Ability to interpret and communicate information of a more complex nature.• Customer service orientation.• Ability to lead and manage a small team.• Project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Scientists at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years professional experience coupled with a Degree in Science.

Other comments

This is the first level of direct and sustained supervision of other professional Scientists or full specialisation in a discipline.

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Position Description

Position title:	**Graduate Hydrogeologist (>1 year)**
Position code:	**Aon.EXP.54343.4**
Level:	**4**

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.• Using a variety of standard Scientific methods and techniques in solving problems.• Assisting more senior Scientists in office, plant, field or laboratory work.• Assisting in the preparation of specifications, proposals and other documentation under supervision.• Studying and investigating groundwater supply and contaminated sites.• Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.• Good communication skills.• Ability to interpret and carry out instructions.• Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

1 - 2 years of relevant professional experience coupled with a Degree in Science.

Other comments

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Position Description

Position title:	**Graduate Hydrogeologist (<1 year)**
Position code:	**Aon.EXP.54342.4**
Level:	**4**

Responsible for

Undertaking professional Scientific tasks of limited scope and complexity under close supervision.

Report to

Scientist or above.

Supervises

No supervisory responsibilities.

Main activities

- Working on minor phases of broader research assignments.• Using a variety of standard Scientific methods and techniques in solving problems.• Assisting more senior Scientists in office, plant, field or laboratory work.• Assisting in the preparation of specifications, proposals and other documentation under supervision.• Studying and investigating groundwater supply and contaminated sites.• Supervising and conducting various onsite and offsite hydro geological tasks and analyses including groundwater modelling studies, drilling programmes, mine dewatering and aquifer testing.

Key skills

- Problem solving/analytical skills.• Good communication skills.• Ability to interpret and carry out instructions.• Ability to use basic theoretical knowledge of Scientific principles to analyse and interpret information.

Internal contacts

Scientists at all levels.

External contacts

No external contacts.

Typical experience

Less than one year of relevant professional experience coupled with a Degree in Science.

Other comments

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Position Description

Position title:	**Head of Business Improvement (Ops)**
Position code:	**Aon.OPS.54411.7**
Level:	**7**

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. Previous code: MCA_00615

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Position Description

Position title:	**Business Improvement Facilitator (Ops)**
Position code:	**Aon.OPS.54412.5**
Level:	**5**

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. Previous code: MCA_00616

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Position Description

Position title:	**Head of Maintenance**
Position code:	**Aon.OPS.54346.8**
Level:	**8**

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 Previous code: MCA_00401

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Position Description

Position title:	**Maintenance Superintendent**
Position code:	**Aon.OPS.54346.6**
Level:	**6**

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. Previous code: MCA_00421

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Position Description

Position title:	**Senior Maintenance/Reliability Engineer**
Position code:	**Aon.OPS.54653.6**
Level:	**6**

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. Previous code: MCA_00442

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Position Description

Position title:	**Electrical Inspector**
Position code:	**Aon.OPS.54346.5**
Level:	**5**

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. Previous code: MCA_04213

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Position Description

Position title:	**Experienced Maintenance/Reliability Engineer**
Position code:	**Aon.OPS.54645.5**
Level:	**5**

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. Previous code: MCA_00443

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Position Description

Position title:	**Maintenance Supervisor**
Position code:	**Aon.OPS.54648.5**
Level:	**5**

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.

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Position Description

Position title:	**Rotating Equipment Engineer**
Position code:	**Aon.OPS.54650.5**
Level:	**5**

Responsible for

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

Report to

Manager Asset Integrity / Reliability.

Supervises

May supervise external consultants as required.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree level (MSc level minimum) in Mechanical Engineering or equivalent. 8 - 10 years of experience as a Rotating Equipment Engineer in the Oil & Gas industry and proven experience working with compressors, engines, turbines and pumps and other associated rotating machinery.

Other comments

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Position Description

Position title:	**Dual Trade Technician**
Position code:	**Aon.OPS.54629.4**
Level:	**4**

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 or 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. Previous code: MCA_00467

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Position Description

Position title:	**Graduate Maintenance/Reliability Engineer (>1 year)**
Position code:	**Aon.OPS.54632.4**
Level:	**4**

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. Previous code: MCA_00444

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Position Description

Position title:	**Graduate Maintenance/Reliability Engineer (<1 year)**
Position code:	**Aon.OPS.54624.4**
Level:	**4**

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

Previous code: MCA_04441

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Position Description

Position title:	**Maintenance Coordinator**
Position code:	**Aon.OPS.54646.4**
Level:	**4**

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. Previous code: MCA_04211

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Position Description

Position title:	**Maintenance Planner**
Position code:	**Aon.OPS.54634.4**
Level:	**4**

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. Previous code: MCA_00441

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Position Description

Position title:	**Senior Maintenance Planner**
Position code:	**Aon.OPS.54652.4**
Level:	**4**

Responsible for

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

Report to

Head of Maintenance, Maintenance Superintendent.

Supervises

Maintenance Planner.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers. This position contains all variations of work environments and work patterns. Previous code: MCA_00440

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Position Description

Position title:	**Trades Leading Hand**
Position code:	**Aon.OPS.54651.4**
Level:	**4**

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. Previous code: MCA_00460

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Position Description

Position title:	**Apprentice Electrician Year 4**
Position code:	**Aon.OPS.54346.3**
Level:	**3**

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. Previous code: MCA_04684

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Position Description

Position title:	**Apprentice Mechanical Fitter Year 4**
Position code:	**Aon.OPS.54625.3**
Level:	**3**

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. Previous code: MCA_04634

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Position Description

Position title:	**Apprentice Electrician Year 3**
Position code:	**Aon.OPS.54620.3**
Level:	**3**

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. Previous code: MCA_04683

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Position Description

Position title:	**Apprentice Mechanical Fitter Year 3**
Position code:	**Aon.OPS.54623.3**
Level:	**3**

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. Previous code: MCA_04633

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Position Description

Position title:	**Auto Electrician**
Position code:	**Aon.OPS.54626.3**
Level:	**3**

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, air conditioners, 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. Previous code: MCA_04692

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Position Description

Position title:	**De-watering Technician**
Position code:	**Aon.OPS.54628.3**
Level:	**3**

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. Previous code: MCA_04214

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Position Description

Position title:	**Electrical Tradesperson**
Position code:	**Aon.OPS.54630.3**
Level:	**3**

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. Previous code: MCA_00466

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Position Description

Position title:	**Mechanical Tradesperson**
Position code:	**Aon.OPS.54635.3**
Level:	**3**

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.
Previous code: MCA_00461

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Position Description

Position title:	**Refrigeration Technician**
Position code:	**Aon.OPS.54638.3**
Level:	**3**

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

Previous code: MCA_04697

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Position Description

Position title:	**Reliability Technician**
Position code:	**Aon.OPS.54639.3**
Level:	**3**

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. Previous code: MCA_00496

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Position Description

Position title:	**Rigger**
Position code:	**Aon.OPS.54640.3**
Level:	**3**

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

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Position Description

Position title:	**Tyre Fitter**
Position code:	**Aon.OPS.54643.3**
Level:	**3**

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. Previous code: MCA_00479

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Position Description

Position title:	**Welder**
Position code:	**Aon.OPS.54644.3**
Level:	**3**

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. Previous code: MCA_04693

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Position Description

Position title:	**Apprentice Electrician Year 2**
Position code:	**Aon.OPS.54619.2**
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 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. Previous code: MCA_04682

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Position Description

Position title:	**Apprentice Mechanical Fitter Year 2**
Position code:	**Aon.OPS.54622.2**
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 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. Previous code: MCA_04632

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Position Description

Position title:	**Carpenter**
Position code:	**Aon.OPS.54627.2**
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. Previous code: MCA_04694

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Position Description

Position title:	**Electrical Tradesperson - Entry**
Position code:	**Aon.OPS.54631.2**
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. Previous code: MCA_00468

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Position Description

Position title:	**Light Vehicle Mechanic**
Position code:	**Aon.OPS.54633.2**
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. Previous code: MCA_00469

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Position Description

Position title:	**Mechanical Tradesperson - Entry**
Position code:	**Aon.OPS.54636.2**
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. Previous code: MCA_00463

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Position Description

Position title:	**Plumber**
Position code:	**Aon.OPS.54637.2**
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. Previous code: MCA_04695

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Position Description

Position title:	**Sandblaster/Painter**
Position code:	**Aon.OPS.54641.2**
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

- lect 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

Previous code: MCA_04698

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Position Description

Position title:	**Trades Assistant**
Position code:	**Aon.OPS.54642.2**
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. Previous code: MCA_04691

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Position Description

Position title:	**Apprentice Electrician Year 1**
Position code:	**Aon.OPS.54346.1**
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 though 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. Previous code: MCA_04681

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Position Description

Position title:	**Apprentice Mechanical Fitter Year 1**
Position code:	**Aon.OPS.54621.1**
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. Previous code: MCA_04631

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Position Description

Position title:	**Drilling Superintendent**
Position code:	**Aon.OPS.54349.6**
Level:	**6**

Responsible for

Responsible for planning and executing all aspects of the drilling program; the health and safety of all operational personnel, and protection of the environment.

Report to

Head of Drilling & Completions.

Supervises

Drilling Supervisors (Offshore).

Main activities

- • managing the drilling campaign in order to achieve the objectives of internal customer (exploration, production);
  • ensuring all documentation for drilling approval is prepared and submitted and that drilling approval is obtained;
  • overseeing daily activities of drilling operations in accordance with company policy;
  • directing drilling engineering and drilling operation problem solving;
  • ensuring liaison with drilling team, drilling contractor and government authorities;
  • reviewing and approving operational procedures and programs; and,
  • managing cost control within limits of authority.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent is usually a seasoned professional engineer with 15+ years of relevant experience in wellsite construction operations. Extensive “hands on” drilling experience and knowledge of both onshore and offshore drilling.

Other comments

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Position Description

Position title:	**Mine Superintendent**
Position code:	**Aon.OPS.54686.6**
Level:	**6**

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. Previous code: MCA_00221

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Position Description

Position title:	**Senior Drill & Blast Engineer - Open Cut**
Position code:	**Aon.OPS.54687.6**
Level:	**6**

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 Previous code: MCA_002251

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Position Description

Position title:	**Senior Mine Planning Engineer**
Position code:	**Aon.OPS.54688.6**
Level:	**6**

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. Previous code: MCA_02411

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Position Description

Position title:	**Drill & Blast Engineer - Open Cut**
Position code:	**Aon.OPS.54679.5**
Level:	**5**

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 Previous code: MCA_002252

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Position Description

Position title:	**Drill & Blast Supervisor - Open Cut**
Position code:	**Aon.OPS.54680.5**
Level:	**5**

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 Previous code: MCA_00225

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Position Description

Position title:	**Experienced Mine Planning Engineer**
Position code:	**Aon.OPS.54682.5**
Level:	**5**

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.• 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. Previous code: MCA_02412

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Position Description

Position title:	**Mine Supervisor**
Position code:	**Aon.OPS.54683.5**
Level:	**5**

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. Previous code: MCA_00222

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Position Description

Position title:	**Open Cut Examiner**
Position code:	**Aon.OPS.54668.5**
Level:	**5**

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 Previous code: MCA_02222

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Position Description

Position title:	**Crew Leader/Leading Hand - Open Cut**
Position code:	**Aon.OPS.54349.4**
Level:	**4**

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 Previous code: MCA_00231

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Position Description

Position title:	**Deputy / ERZ Controller - Underground**
Position code:	**Aon.OPS.54678.4**
Level:	**4**

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. Previous code: MCA_00235

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Position Description

Position title:	**Drilling Supervisor**
Position code:	**Aon.OPS.54681.4**
Level:	**4**

Responsible for

Supervise the Drilling Team and oversee the day to day drilling operations.

Report to

May report to the Mine Superintendent

Supervises

Drillers, Drillers offsiders

Main activities

- manage drilling contractors to ensure safety standards and procedures are followed, including maintenance of equipment;• regularly inspecting workplace for safe and healthy work practices and audits;• oversee the drilling operators delivering the drilling program;• co-ordinate with supply team for equipment and supplies on site;• production of drilling reports and review latest timelines and schedules to ensure drilling is aligned;• ensure all drilling operators are trained appropriately for their position;

Key skills

Nil.

Internal contacts

Geology team, Logging, maintenance, Supply and HSE teams

External contacts

Drilling contractors

Typical experience

Certificate III Drilling Operations and extensive experience with supervising drilling programs

Other comments

Previous code: MCA_02793

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Position Description

Position title:	**Mine Control Officer**
Position code:	**Aon.OPS.54666.4**
Level:	**4**

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. Previous code: MCA_00255

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Position Description

Position title:	**Mining Coordinator - Underground**
Position code:	**Aon.OPS.54684.4**
Level:	**4**

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. Previous code: MCA_00226

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Position Description

Position title:	**Production Coordinator - Open Cut**
Position code:	**Aon.OPS.54685.4**
Level:	**4**

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 Previous code: MCA_00216

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Position Description

Position title:	**Cable Bolter - Underground**
Position code:	**Aon.OPS.54657.3**
Level:	**3**

Responsible for

This position provides ground support through installation of multiple bolts and/or mesh combinations. Cable Bolters operate drill rigs and use hand held pneumatic tools.

Report to

Mine Supervisor

Supervises

Main activities

- Specific duties may include:• conducting pre-start checks of rig;• setting up cable bolter / Robolter (Integrated bolter) & ensuring rig is trammed to the work area and set up;• marking drill holes;• collecting and mixing cement to cement cable in hole;• operating Cabolter rigs;• installing cable bolts; and• maintaining equipment during operation e.g. repairing blown hoses, greasing, etc.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of, and experience with, underground mining techniques and operation of a variety of cable bolting machines.

Other comments

Alternative Titles: Cabolter; Integrated Bolter. This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00275

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Position Description

Position title:	**Charge-up Operator - Underground**
Position code:	**Aon.OPS.54658.3**
Level:	**3**

Responsible for

Responsible for charging of production and/or development headings with explosives to a pre-designed blast pattern.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:• charging and firing production and development headings;• completing pre blast and post blast checks;• washing, scaling down the area after blasting;• when required, assisting with installation and maintenance of underground services; and• when required, assisting service crew or other equipment operators.

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 III in Metalliferous Mining Operations (Underground). May hold or be obtaining an Unsupervised Explosives Handling Licence.

Other comments

Alternative Titles: Charge-up crew. This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00272

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Position Description

Position title:	**Experienced Operator/Miner (Ancillary/Dozer/Grader) - Open Cut**
Position code:	**Aon.OPS.54664.3**
Level:	**3**

Responsible for

Responsible for the operation of a large tracked bulldozer and / or grader in order to undertake earthworks around the operation (including roads, berms, stockpiles & tailings dam maintenance). May also operate haul truck on a rotation basis.

Report to

Mine Supervisor or Open Pit Supervisor or Leading Hand

Supervises

Nil

Main activities

- Specific duties may include:• inspecting work area & identifying hazards;• inspecting & servicing equipment;• planning earthworks & other activities ensuring levels are maintained;• maintaining haul roads;• undertaking “clean-ups” as directed; and• hauling and dumping ore and waste as required.•

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Appropriate company qualification for equipment. May hold Certificate II in Metalliferous Mining Operations (Open Cut) and training toward Certificate III in Metalliferous Mining Operations (Open Cut). Extensive knowledge of & experience in the operation of ancillary earthmoving equipment and haul trucks.

Other comments

Alternative Titles: Ancillary Earthmoving Equipment Operator, Bulldozer Operator, Grader Operator, Excavator Operator (<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 Previous code: MCA_00267

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Position Description

Position title:	**Loader/LHD Operator/Bogger - Underground**
Position code:	**Aon.OPS.54665.3**
Level:	**3**

Responsible for

Responsible for the collection and loading of ore and mullock.

Report to

Mine Supervisor

Supervises

Nil

Main activities

- Specific duties may include:• conducting pre-start inspection of loader and work environment;• inspecting work area & identifying hazards;• scaling and washing down work areas;• bogging of production and development areas;• operating manual and remote loaders; and• monitoring the control panel of the loader 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

Alternative Titles: Bogger Operator, Underground Loader Operator, LHD Operator. This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00270

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Position Description

Position title:	**Pastefill Operator - Underground**
Position code:	**Aon.OPS.54669.3**
Level:	**3**

Responsible for

To install, maintain, and monitor pastefill reticulation and barricades to ensure successful delivery of pastefill to the specified fill locations.

Report to

Mine Supervisor (Underground) (Shift) or other Mine Supervisor

Supervises

Main activities

- installing permanent and temporary pastefill reticulation and bulkheads;• installing of temporary fill bunds and signage;• conducting inspections before and after pastefilling;• monitoring pastefill reticulation and barricades during filling;• monitoring equipment and instrumentation during pastefilling;• removing of pastefill reticulation;• inspecting pastefill equipment before and during operations;• carrying out routine preventative maintenance on equipment;• maintaining cement silo levels:• operating front end loader and maintaining tailings stockpile; maintaining a clean and safe work area and equipment; and maintaining appropriate pastefill plans, checklists and log books.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Underground experience and loader experience desirable.

Other comments

This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_02791

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Position Description

Position title:	**Production Driller (Long Hole) - Underground**
Position code:	**Aon.OPS.54670.3**
Level:	**3**

Responsible for

The Production Drillers operate drill rigs to complete long hole drilling in stopping activities. Production Drillers follow a set plan which details the drill hole location, pattern, direction (either up or down) and lengths. Each hole is later to be charged with explosives and fired.

Report to

Mine Supervisor

Supervises

Main activities

- Specific duties may include:• conducting pre-start checks - grease, visual inspection etc.;• setting up drill site - includes loader operation to relocate equipment to new location, connecting of hoses / cables;• monitoring automatic operation of drill rig;• manually operating drill rig (when reaming etc);• changing hammer, bit, hydraulic hose as required;• manually inserting / removing rods;• installing pumps to remove excess water; and• repairing vent.•

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of underground mining techniques and experience operating long hole drilling rigs.

Other comments

Alternative Titles: Production Driller - Underground, Long hole driller. This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00276

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Position Description

Position title:	**Shotfirer - Open Cut**
Position code:	**Aon.OPS.54673.3**
Level:	**3**

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 Previous code: MCA_00268

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Position Description

Position title:	**Ventilation Officer Underground**
Position code:	**Aon.OPS.54677.3**
Level:	**3**

Responsible for

Provide operational support and continuity, to ensure operations comply with relevant statutory regulations, whilst simultaneously maintaining focus on safety performance minimising risk exposure.

Report to

Mine Supervisor

Supervises

Main activities

- maintenance and calibration of service gas monitors;• scheduling routine maintenance and service requirements for refuge chambers;• updating and distributing ventilation and emergency escape plans;• assisting with fan performance testing;• regular assistance with primary and secondary surveys.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Relevant statutory accreditations

Other comments

Previous code: MCA_02792

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Position Description

Position title:	**Air Leg Miner - Underground**
Position code:	**Aon.OPS.54349.2**
Level:	**2**

Responsible for

Responsible for the safe and efficient operation of an Air Leg drill to achieve development and / or access drilling and bolting targets.

Report to

Mine Supervisor

Supervises

Main activities

- inspecting work area and ensuring adequate ventilation;• initiating and participating in equipment handovers with Mine Supervisor and cross shift operator;• conducting pre starts on equipment prior to operation;• inspecting and servicing equipment; and,• interpreting & following mine plan instructions, profiles designs and ground support patterns to achieve good quality development in a timely manner.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have extensive knowledge of underground mining techniques and previous drilling experience. May hold a shot-firing licence. May hold, or be studying for, Underground Metalliferous Mining Certificate II, III or IV.

Other comments

Alternative Titles: Air Leg Driller. This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00277

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Position Description

Position title:	**Crane Operator**
Position code:	**Aon.OPS.54659.2**
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

Previous code: MCA_02621

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Position Description

Position title:	**Dispatch Officer**
Position code:	**Aon.OPS.54660.2**
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 refuelling 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 Previous code: MCA_00256

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Position Description

Position title:	**Driller**
Position code:	**Aon.OPS.54661.2**
Level:	**2**

Responsible for

Perform drilling operations as per the drilling program under the direction of the Drilling Supervisor

Report to

Drilling Supervisor

Supervises

Main activities

- perform drilling operations as per safety procedures and regulations in line with the drilling program including, transporting the drill rig and equipment, setting up, rigging down and moving the drill rig, making the hole, placing and seating the casing, and abandoning or capping bores;• maintain clean and safe drilling related plant, equipment and tools including rigs and vehicles;• operate heavy vehicles including loading and unloading;• ensure all equipment and spare parts and consumables are requested in a timely manner;• maintain accurate and timely record keeping and reporting of faulty equipment, accidents, incidents, and near misses;• providing drilling reports in a timely manner.• undertake any other work as directed;•

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Certificate II or III Drilling Operations or equivalent and experience as a drillers offsider/assistant

Other comments

Other Titles: Diamond Driller Previous code: MCA_02794

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Position Description

Position title:	**Drilling Offsider**
Position code:	**Aon.OPS.54662.2**
Level:	**2**

Responsible for

Assist with drilling operations as per the drilling program under the guidance of the Drilling Supervisor and Drillers

Report to

Drilling Supervisor

Supervises

Main activities

- provide assistance to the drillers;• operate ancillary equipment including setting up and dismantling;• maintain clean and safe drilling related plant, equipment and tools including rigs and vehicles;• perform processing of formations samples and cores including collection, laying out, packing and dispatching;• maintain accurate and timely record keeping and reporting of faulty equipment, accidents, incidents, and near misses;• undertake any other work as directed;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Certificate II Drilling Operations or equivalent

Other comments

Previous code: MCA_02795

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Position Description

Position title:	**Entry Level Operator/Miner (Haul Truck) Open Cut**
Position code:	**Aon.OPS.54348.2**
Level:	**2**

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 Previous code: MCA_00262

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Position Description

Position title:	**Entry Level Underground Miner**
Position code:	**Aon.OPS.54654.2**
Level:	**2**

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. Previous code: MCA_002641

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Position Description

Position title:	**Equipment Serviceperson - Open Cut**
Position code:	**Aon.OPS.54663.2**
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 Previous code: MCA_00274

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Position Description

Position title:	**Haulage Operator - Underground**
Position code:	**Aon.OPS.54655.2**
Level:	**2**

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. Previous code: MCA_00264

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Position Description

Position title:	**Mobile Processing Unit (MPU) Operator**
Position code:	**Aon.OPS.54667.2**
Level:	**2**

Responsible for

Responsible for the safe & efficient operation of a Mobile Processing Unit (MPU) in order to deliver a quality product to blast holes in an open cut or underground mine.

Report to

Drill & Blast Supervisor, Mine Supervisor.

Supervises

Nil

Main activities

- inspecting the truck and the mixing & delivery equipment prior to starting work;• loading raw materials from bulk storage facility or similar;• delivering material to specified mine location;• mixing and discharging material to blast holes;• measuring, priming & back-filling holes;• cleaning up truck & equipment; and• completing required paperwork.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Appropriate company and State or Territory authorities' qualifications and licences for the operation of the equipment in the particular open cut or underground mine.

Other comments

Alternative Titles: ANFO Truck Driver, Slurry Truck Operator. This position contains all variations of work environments and work patterns. Previous code: MCA_00278

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Position Description

Position title:	**Nipper - Underground**
Position code:	**Aon.OPS.54656.2**
Level:	**2**

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. Previous code: MCA_00273

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Position Description

Position title:	**Serviceperson - Underground**
Position code:	**Aon.OPS.54671.2**
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. Previous code: MCA_00271

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Position Description

Position title:	**Shotcreter - Underground**
Position code:	**Aon.OPS.54672.2**
Level:	**2**

Responsible for

This role is responsible for spraying concrete support underground by the proper operation of shotcrete equipment.

Report to

Mine Supervisor

Supervises

Nil.

Main activities

- Specific duties may include:• inspecting the work area and plant for hazards, damage and defects;• undertaking daily pre starts, routine greasing and minor maintenance of machinery;• operating equipment to apply wet or dry shotcrete to rock faces in accordance with ground support specifications;• checking concrete batching recipes;• performing quality control tests such as testing for slump;• planning and preparing to apply shotcrete underground;• reading and understanding ground conditions and ground support designs;• controlling a concrete mix (post batch) to ensure the mix meets the project shotcrete mix design specification; and• conduct housekeeping activities including post shotcreting clean-up.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Previous experience as a concrete agitator operator. May have completed relevant competency program or have completed approximately 100 hours training to achieve competency.

Other comments

This position contains all work pattern variations for incumbents who are predominately working underground. Previous code: MCA_00279

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Position Description

Position title:	**Top Miner (Dragline/shovel/FE loader/large excavator) - Open Cut**
Position code:	**Aon.OPS.54674.2**
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 Previous code: MCA_00261

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Position Description

Position title:	**Top Operator/Miner (Jumbo) - Underground**
Position code:	**Aon.OPS.54675.2**
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. Previous code: MCA_00263

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Position Description

Position title:	**Top Production Driller - Open Cut**
Position code:	**Aon.OPS.54676.2**
Level:	**2**

Responsible for

Responsible for operation of blast hole or sample drill rig in an open cut operation.

Report to

Drill & Blast Supervisor or Mine Supervisor.

Supervises

Nil

Main activities

- Specific duties may include:• inspecting work area & identifying hazards;• checking controls and equipment for safe and correct operation;• drilling blast holes or sample holes to a specified pattern; and• monitoring of the control panel of the drill rig to identify and correct malfunctions and service requirements.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents should have a sound knowledge of open cut mining procedures. May hold Certificate II in Metalliferous Mining Operations (Open Cut). May be studying for Certificate III in Metalliferous Mining Operations (Open Cut).

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 Previous code: MCA_00269

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Position Description

Position title:	**Head of Technical Services**
Position code:	**Aon.OPS.54350.8**
Level:	**8**

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. Previous code: MCA_00503

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Position Description

Position title:	**Chief Mine Surveyor**
Position code:	**Aon.OPS.54350.7**
Level:	**7**

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. Previous code: MCA_00251

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Position Description

Position title:	**Manager Mine Surveying**
Position code:	**Aon.OPS.54709.7**
Level:	**7**

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

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Position Description

Position title:	**Principal Mining Engineer (Ops)**
Position code:	**Aon.OPS.54710.7**
Level:	**7**

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) Previous code: MCA_02501

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Position Description

Position title:	**Lead Mine Surveyor**
Position code:	**Aon.OPS.54350.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Mine Surveyor**
Position code:	**Aon.OPS.54711.6**
Level:	**6**

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. Previous code: MCA_00257

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Position Description

Position title:	**Senior Mining Engineer (Ops)**
Position code:	**Aon.OPS.54712.6**
Level:	**6**

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. Previous code: MCA_00241

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Position Description

Position title:	**Superintendent Mine Engineering**
Position code:	**Aon.OPS.54713.6**
Level:	**6**

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. Previous code: MCA_00250

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Position Description

Position title:	**Experienced Mine Surveyor**
Position code:	**Aon.OPS.54350.5**
Level:	**5**

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. Previous code: MCA_00252

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Position Description

Position title:	**Experienced Mining Engineer (Ops)**
Position code:	**Aon.OPS.54714.5**
Level:	**5**

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. Previous code: MCA_00242

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Position Description

Position title:	**Graduate Mine Surveyor (>1 year)**
Position code:	**Aon.OPS.54350.4**
Level:	**4**

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. Previous code: MCA_00253

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Position Description

Position title:	**Graduate Mine Surveyor (<1 year)**
Position code:	**Aon.OPS.54351.4**
Level:	**4**

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 will be a new graduate or possess up to <1 years' of relevant professional experience.

Other comments

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Position Description

Position title:	**Graduate Mining Engineer (>1 year)**
Position code:	**Aon.OPS.54715.4**
Level:	**4**

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. Previous code: MCA_00243

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Position Description

Position title:	**Graduate Mining Engineer (<1 year)**
Position code:	**Aon.OPS.54718.4**
Level:	**4**

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

Previous code: MCA_02431

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Position Description

Position title:	**Mining Associate / Technical Officer**
Position code:	**Aon.OPS.54717.4**
Level:	**4**

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

Previous code: MCA_00254

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Position Description

Position title:	**Mine Technician Open Cut**
Position code:	**Aon.OPS.54716.3**
Level:	**3**

Responsible for

This is the most senior mine-worker by virtue of the ability to work in all areas of the mine as a support to the professional mining services.

Report to

Experienced Mine Geologist or Surveyor

Supervises

Nil

Main activities

- inspecting work area and equipment for hazards, malfunctions or damage;• collecting samples from drilling equipment and other geological techniques;• marking out drill patterns as directed;• marking out ore zones as directed;• ensuring excavators / shovels are operating in the correct area and haul trucks are reporting to the correct location (i.e. stockpile or dump);• checking of bench levels for digging equipment;• acting as surveyor's assistant including setting up of control stations, setting up theodolite and downloading data;• maintaining equipment in a clean and tidy condition; and• maintaining accurate records of activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have been appointed as a consequence of completing a structured mine-specific training program or through broad on the job experience. May hold or be studying for Certificate II in Mining / Field Exploration.

Other comments

Alternate titles: Field Assistant, Geology or Survey Assistant, Pit Technician. 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 Previous code: MCA_00258

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Position Description

Position title:	**Mine Technician Underground**
Position code:	**Aon.OPS.54717.3**
Level:	**3**

Responsible for

This is the most senior mine-worker by virtue of the ability to work in all areas of the mine as a support to the professional mining services.

Report to

Experienced Mine Geologist or Surveyor.

Supervises

Main activities

- inspection of work area and equipment for hazards, malfunctions or damage;
- collection of samples from drilling equipment and other geological techniques;
- marking out of drill patterns as directed;
- marking out of ore zones as directed;
- ensuring mining equipment is operating in the correct level / area and ore / coal is directed to the correct location (i.e. stockpile or dump);
- acting as surveyor's assistant including setting up of control stations, setting up theodolite and downloading data;
- maintaining equipment in a clean and tidy condition; and
- maintaining accurate records of activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have been appointed as a consequence of completing a structured mine-specific training program or through broad on the job experience. May hold or be studying for Certificate II in Underground (Metalliferous/Coal) Mining.

Other comments

Alternative Titles: Geology or Survey Assistant. This position contains all work pattern variations for incumbents who are predominately working underground.

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Position Description

Position title:	**Head of Mining/ Geotechnical Engineering**
Position code:	**Aon.OPS.54351.9**
Level:	**9**

Responsible for

This position is the most senior position in Mining/Geotechnical and is responsible for all aspects of design and engineering services for mining and geotechnical engineering projects including open cut and underground mining, earthworks, roads, dams, drainage, slope stability.

Report to

Chief Executive Officer

Supervises

Chief Engineer and Mining engineering/geotechnical team

Main activities

- • developing systems and procedures to ensure all mining and geotechnical engineering projects comply with statutory and regulatory requirements and company policies and practices;
  • developing systems and procedures to ensure all mining and geotechnical engineering projects comply with conditions and parameters set out in project scopes of works;
  • managing the allocation of physical and human resources to ensure all mining and geotechnical engineering projects are completed on time and within budget;
  • ensuring all mining and geotechnical engineering staff are appropriately trained and competent to safely and efficiently carry out their roles;
  • liaison with other Heads of Engineering, Chief Engineers and the Chief Draftsperson to ensure overall project goals are met.
  • maintaining and fostering relationships with contractors and clients; and
  • preparing the mining and geotechnical engineering budget and addressing any variances from budget.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in Mining Engineering or equivalent, extensive relevant technical & commercial experience plus demonstrated leadership skills. The incumbent is usually a seasoned engineer with over 10 years of experience in design, engineering & commissioning of mining and geotechnical engineering projects.

Other comments

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Position Description

Position title:	**Head of Mine Geology**
Position code:	**Aon.OPS.54733.8**
Level:	**8**

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. Previous code: MCA_00501

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Position Description

Position title:	**Principal Geotechnical Engineer (Ops)**
Position code:	**Aon.OPS.54731.7**
Level:	**7**

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. Previous code: MCA_05401

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Position Description

Position title:	**Principal Mine Geologist**
Position code:	**Aon.OPS.54732.7**
Level:	**7**

Responsible for

The incumbent is responsible for making technical contributions to projects, planning and methodology in the mine and is the second-most senior of technical advice on mine geology

Report to

Head of Mine Site / Head of Mine Geology

Supervises

Mine geology team & field-based personnel

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

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Position Description

Position title:	**Lead Mine Geologist**
Position code:	**Aon.OPS.54727.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Geotechnical Engineer (Ops)**
Position code:	**Aon.OPS.54726.6**
Level:	**6**

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

Previous code: MCA_00541

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Position Description

Position title:	**Senior Mine Geologist**
Position code:	**Aon.OPS.54729.6**
Level:	**6**

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. Previous code: MCA_00551

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Position Description

Position title:	**Superintendent Geotechnical Engineering (Ops)**
Position code:	**Aon.OPS.54728.6**
Level:	**6**

Responsible for

Planning and conducting Engineering projects of a complex nature in order to meet clients requirements.

Report to

Associate or above.

Supervises

Experienced Engineers, Engineers, Graduate Engineers. May have additional professional and non-professional staff supervisory responsibilities.

Main activities

- Developing and maintaining relationships with clients.• Assuming responsibility for management of small, medium and possibly large scale projects. This will include: cost estimates, tender submissions, technical documentation, project scheduling and meeting deadlines and budgets.• Applying a deeper understanding of Engineering principles to devise and deliver practical and economical solutions to problems.• Planning and resourcing projects.• Preparing client reports.• Assisting in the management and training of staff including selection and remuneration.• Contributing to the overall management and profitability of the discipline.• Effectively managing resources, including staff.

Key skills

- Ability to interpret and communicate information of a more complex nature.• Customer service orientation.• Proven project management skills (achieving prescribed budget, timeframe and customer requirements).

Internal contacts

Engineers at all levels, other work units, Management.

External contacts

Customers, Suppliers.

Typical experience

6 - 8 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

Usually requires knowledge of more than one discipline of Engineering or specialist knowledge in a specific discipline.
Previous code: MCA_00540

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Position Description

Position title:	**Superintendent Mine Geologist**
Position code:	**Aon.OPS.54730.6**
Level:	**6**

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 tern 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

Previous code: MCA_00521

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Position Description

Position title:	**Experienced Geotechnical Engineer (Ops)**
Position code:	**Aon.OPS.54723.5**
Level:	**5**

Responsible for

Planning and conducting Engineering projects of reasonable complexity.

Report to

Senior Engineer or above.

Supervises

Small work teams of Engineers and Graduate Engineers.

Main activities

- Assuming responsibility for planning and managing resources of small projects or parts of larger projects.• Producing designs, documentation reports, proposals and specifications to meet client requirements for projects of reasonable complexity.• Applying a deeper understanding of Engineering principles to devise and deliver new approaches in order to solve more complex problems.• Contributing to project planning.

Key skills

- Ability to interpret and communicate information of a more complex nature.• Customer service orientation.• Ability to lead and manage a small team.• Project management skills.

Internal contacts

Engineers at all levels, other work units.

External contacts

Customers, Suppliers.

Typical experience

4 - 6 years of relevant professional experience.

Other comments

This is the first level of direct and sustained supervision of other professional Engineers or full specialisation in a discipline.
Previous code: MCA_00542

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Position Description

Position title:	**Experienced Mine Geologist**
Position code:	**Aon.OPS.54724.5**
Level:	**5**

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. Previous code: MCA_00552

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Position Description

Position title:	**Graduate Geotechnical Engineer (>1 year) (Ops)**
Position code:	**Aon.OPS.54721.4**
Level:	**4**

Responsible for

Undertaking varied Engineering tasks of limited scope and complexity under the direction and guidance of more senior Engineers.

Report to

Experienced Engineer or above.

Supervises

Typically no supervisory responsibilities.

Main activities

- Assuming responsibility for the results of simple projects or sections of projects.• Using a combination of standard and modified Engineering methods/techniques in addition to those developed in previous assignments for the purposes of solving problems.• Assisting more senior Engineers with the analysis of information, production of designs and computations.• Preparing specifications, proposals and other documentation under broad supervision.• Participating in planning to achieve prescribed objectives.

Key skills

- Problem solving/analytical skills.• Good communication skills (both verbal and written).• Ability to independently use basic theoretical knowledge of Engineering principles to analyse, interpret and conclude on standard matters or decisions.

Internal contacts

Engineers at all levels.

External contacts

Customers.

Typical experience

3 - 4 years relevant professional experience coupled with a Degree in Engineering, leading to membership of IE Australia or equivalent.

Other comments

This is typically regarded as a fully qualified Professional Engineering level.

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Position Description

Position title:	**Graduate Geotechnical Engineer (<1 year) (Ops)**
Position code:	**Aon.OPS.54719.4**
Level:	**4**

Responsible for

Undertaking Engineering tasks of limited scope and complexity under close supervision.

Report to

Engineer 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

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Position Description

Position title:	**Graduate Mine Geologist (>1 year)**
Position code:	**Aon.OPS.54722.4**
Level:	**4**

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. Previous code: MCA_00553

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Position Description

Position title:	**Graduate Mine Geologist (<1 year)**
Position code:	**Aon.OPS.54720.4**
Level:	**4**

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

Previous code: MCA_05531

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Position Description

Position title:	**Head of Engineering**
Position code:	**Aon.OPS.54353.9**
Level:	**9**

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). Previous code: MCA_00914

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Position Description

Position title:	**Head of Mine Site**
Position code:	**Aon.OPS.54593.9**
Level:	**9**

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. Previous code: MCA_00101

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Position Description

Position title:	**Head of Mine Operations**
Position code:	**Aon.OPS.54353.8**
Level:	**8**

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. Previous code: MCA_00201

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Position Description

Position title:	**Project Manager (Contract Mining) - Ops**
Position code:	**Aon.OPS.54353.7**
Level:	**7**

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. Previous code: MCA_00111

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Position Description

Position title:	**Project Superintendent**
Position code:	**Aon.OPS.54353.6**
Level:	**6**

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. Previous code: MCA_00206

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Position Description

Position title:	**Site Services Superintendent**
Position code:	**Aon.OPS.54594.6**
Level:	**6**

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 sub function 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. Previous code: MCA_00103

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Position Description

Position title:	**Head of Processing**
Position code:	**Aon.OPS.54358.8**
Level:	**8**

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. Previous code: MCA_00301

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Position Description

Position title:	**Head of Laboratory**
Position code:	**Aon.OPS.54358.7**
Level:	**7**

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 Previous code: MCA_00305

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Position Description

Position title:	**Manager Processing**
Position code:	**Aon.OPS.54734.7**
Level:	**7**

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 Processing.

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 and team;
  - reporting to the Head of Processing;
  - 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

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Position Description

Position title:	**Process/Mill Superintendent**
Position code:	**Aon.OPS.54358.6**
Level:	**6**

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. Previous code: MCA_00321

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Position Description

Position title:	**Senior Metallurgist (Ops)**
Position code:	**Aon.OPS.54735.6**
Level:	**6**

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 Previous code: MCA_003411

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Position Description

Position title:	**Principal Process Engineer (Ops)**
Position code:	**Aon.OPS.54355.7**
Level:	**7**

Responsible for

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

Report to

Head of Technical / Quality or Head of Process / Operations.

Supervises

Process engineering team.

Main activities

- developing systems and procedures to ensure all process engineering projects comply with statutory and regulatory requirements and company policies and practices;• developing systems and procedures to ensure all process engineering projects comply with conditions and parameters set out in project scopes of works;• managing the allocation of physical and human resources to ensure all process engineering projects are completed on time and within budget including recruiting additional personnel (in conjunction with HR);• ensuring all process engineering staff are appropriately trained and competent to carry out their roles safely and efficiently and provide technical and peer group support;• liaison with other Chief Engineers and Chief Draftsperson to ensure overall project goals are met;• maintaining and fostering relationships with contractors and clients; and• preparing the process engineering budget and addressing any variances from budget.

Key skills

- Nil.

Internal contacts

External contacts

Nil.

Typical experience

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

Other comments

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Position Description

Position title:	**Senior Process Engineer (Ops)**
Position code:	**Aon.OPS.54736.6**
Level:	**6**

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 Previous code: MCA_00341

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Position Description

Position title:	**Superintendent Control room - Remote**
Position code:	**Aon.OPS.54737.6**
Level:	**6**

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

Previous code: MCA_003402

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Position Description

Position title:	**Superintendent Metallurgy (Ops)**
Position code:	**Aon.OPS.54738.6**
Level:	**6**

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

Previous code: MCA_003401

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Position Description

Position title:	**Superintendent Process Engineering**
Position code:	**Aon.OPS.54739.6**
Level:	**6**

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, Mettalurgy Previous code: MCA_00340

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Position Description

Position title:	**Chemist / Team Leader**
Position code:	**Aon.OPS.54358.5**
Level:	**5**

Responsible for

Supervise and conduct testing and analyses.

Report to

Head of Laboratory.

Supervises

May supervise more junior Chemists and Laboratory Technicians.

Main activities

- Specific duties may include:• supervising & conducting chemical tests & analyses;• providing reports on analyses;• identifying extreme results & recommending further analytical tests;• contributing to the design & implementation of standard analytical procedures; and• ensuring serviceability of laboratory facilities & equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or post-secondary diploma or certificate in Chemistry. Several years' professional & supervisory experience.

Other comments

This position contains all variations of work environments and work patterns. Previous code: MCA_00325

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Position Description

Position title:	**Experienced Metallurgist (Ops)**
Position code:	**Aon.OPS.54740.5**
Level:	**5**

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 Previous code: MCA_003421

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Position Description

Position title:	**Experienced Process Engineer (Ops)**
Position code:	**Aon.OPS.54741.5**
Level:	**5**

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 Previous code: MCA_00342

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Position Description

Position title:	**Gold Room Supervisor**
Position code:	**Aon.OPS.54742.5**
Level:	**5**

Responsible for

Supervising activities related to gold processing.

Report to

Head of Ore Processing or Mill Superintendent.

Supervises

Gold Room Operator.

Main activities

- Normally this position is responsible for:• recovery of gold from the gravity circuit;• controlling the desorption and electro-winning processes;• supervising the gold pour;• reactivation of carbon; and• ensuring the security policy is enforced.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are normally selected on the basis 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 at an underground mine Previous code: MCA_00322

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Position Description

Position title:	**Process/Mill Supervisor**
Position code:	**Aon.OPS.54745.5**
Level:	**5**

Responsible for

Supervising day-to-day operations in a mill.

Report to

Process/Mill Superintendent

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 Previous code: MCA_00324

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Position Description

Position title:	**Supervisor Control room - Remote**
Position code:	**Aon.OPS.54746.5**
Level:	**5**

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

Previous code: MCA_003403

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Position Description

Position title:	**Utilities Supervisor**
Position code:	**Aon.OPS.54747.5**
Level:	**5**

Responsible for

To supervise the operation of power, steam or acid plants.

Report to

Production / Process Superintendent or a Utilities Superintendent (if employed).

Supervises

Utility Operators & Technicians.

Main activities

- direct supervision of Utility Operators;• generation & reticulation of services (power, water & steam) to the operations;• problem solving supply interruptions or delays;• rostering & training of employees;• identifying maintenance requirements & planning for maintenance activities including all isolation / permitting activities; and• ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are required to hold certification for the operation of boiler equipment or gas / steam turbines. Selection of incumbents would normally be on the basis of relevant operational experience & demonstrated supervisory skills.

Other comments

Alternative Titles: Power Station Supervisor or Acid Plant Supervisor. Previous code: MCA_00331

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Position Description

Position title:	**Graduate Process Engineer (>1 year) (Ops)**
Position code:	**Aon.OPS.54750.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for process engineering projects.

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

Main activities

- providing assistance to ensure all process engineering project work complies with statutory and regulatory requirements and company policies and practices;• providing assistance to ensure all process engineering project work is completed on time and within budget;• assisting with the preparation of preliminary and detailed designs of process engineering projects;• assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around process engineering projects;• assisting with the preparation of maintenance planning for all process engineering projects; and• liaison with other department engineers and draftspersons to ensure electrical and instrumentation project goals are met.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Tertiary degree in metallurgy or chemical engineering. Incumbents will normally be a new graduate or up to two completed years' professional experience since graduation.

Other comments

Previous code: MCA_00343

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Position Description

Position title:	**Graduate Process Engineer (<1 year) (Ops)**
Position code:	**Aon.OPS.54756.4**
Level:	**4**

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

Previous code: MCA_03431

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Position Description

Position title:	**Leading Hand Process Technician**
Position code:	**Aon.OPS.54743.4**
Level:	**4**

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. Previous code: MCA_00360

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Position Description

Position title:	**Mill Production Coordinator**
Position code:	**Aon.OPS.54744.4**
Level:	**4**

Responsible for

To coordinate processing activities across the plant and the integration of maintenance and other activities to achieve planned outputs.

Report to

Process Mill Superintendent.

Supervises

Nil

Main activities

- Duties normally include:• coordinating all aspects of plant production activity including liaison with superintendents; supervisors; technical services staff; maintenance personnel; and contractors;• coordinating planned maintenance shutdowns;• ensuring activities are aligned to planned 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 processing plant production.

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 Previous code: MCA_00316

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Position Description

Position title:	**Top Laboratory Technician**
Position code:	**Aon.OPS.54753.4**
Level:	**4**

Responsible for

To prepare, test and analyse samples of products and other materials and to report on results.

Report to

Chemist or Head of Laboratory.

Supervises

Main activities

- Specific duties include:• inspecting the workplace to identify and correct hazards and equipment failures;• calibrating equipment and preparing standards;• using advanced analytical techniques(e.g. AAS or digestion chemistry);• Conduct analysis to support production targets and quality specs for all saleable products. • examining and testing samples to determine their physical properties, using special equipment including hot-stage microscopes, spectrographs, metallographs, and X-ray machines;• testing samples in pressure devices, hot-acid baths, and other apparatus;• identifying errors arising during the process;• maintaining accurate records of analytical results;• training other personnel; and• setting up, operating and cleaning laboratory and other scientific equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are likely to have completed post-secondary training. Incumbents will have significant experience in the required analytical techniques.

Other comments

Alternate title: In mining - Metallurgical Technician. This is the most senior non-professional position in the laboratory. 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 Previous code: MCA_00365

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Position Description

Position title:	**Controller Dispatch - Remote**
Position code:	**Aon.OPS.54358.3**
Level:	**3**

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, auxiliary 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

Previous code: MCA_003404

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Position Description

Position title:	**Controller Plant - Remote**
Position code:	**Aon.OPS.54748.3**
Level:	**3**

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 safety 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

Previous code: MCA_003405

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Position Description

Position title:	**Laboratory Technician**
Position code:	**Aon.OPS.54751.3**
Level:	**3**

Responsible for

To conduct routine analyses in accordance with established procedures and standards.

Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;• inspecting of the workplace to identify and correct hazards and equipment failures;• conducting analyses in accordance with specified standards and procedures;• identifying and reporting errors arising during analyses;• recording and reporting results in appropriate formats;• maintaining accurate records of analytical results; and• maintaining and cleaning laboratory equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

Other comments

This position contains all variations of work environments and work patterns. Previous code: MCA_00366

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Position Description

Position title:	**Senior Process Operator**
Position code:	**Aon.OPS.54752.3**
Level:	**3**

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 Previous code: MCA_00361

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Position Description

Position title:	**Utility Operator - Experienced**
Position code:	**Aon.OPS.54754.3**
Level:	**3**

Responsible for

To operate plant & equipment generating & reticulating services including power, steam, acid or water through effective problem-solving on the job.

Report to

Utilities Supervisor

Supervises

Nil. (May assist in training others).

Main activities

- Duties include:• inspecting the workplace to identify & correct hazards & equipment failures;• regular sampling, testing or supply control activities;• adjusting & balancing generation & reticulation processes to meet production needs through computerised process control;• starting up, shutting down, monitoring & adjustment of boiler equipment & turbines;• responding appropriately to malfunctions or anomalies in the generation process;• training other personnel;• maintaining accurate records of sampling / supply control; and• arranging isolation of plant & permits for maintenance activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are required to hold certification for the operation of boiler equipment or gas / steam turbines. Extensive operating experience.

Other comments

Alternative Titles: Senior Utility Operator, Powerhouse Operator or Control Room Operator. This is the top level of operator on shift responsible for the generation & reticulation of services including power, steam or water. Previous code: MCA_00367

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Position Description

Position title:	**Entry Laboratory Technician**
Position code:	**Aon.OPS.54358.2**
Level:	**2**

Responsible for

Perform routine testing and maintain complete records of testing

Report to

Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis • maintenance and cleaning of lab equipment• record and report results in an appropriate format.• maintaining accurate records of analytical results; and

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. This is an entry level position.

Other comments

This position contains all variations of work environments and work patterns. Previous code: MCA_003661

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Position Description

Position title:	**Entry Process Operator**
Position code:	**Aon.OPS.54755.2**
Level:	**2**

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. Previous code: MCA_00363

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Position Description

Position title:	**Experienced Process Operator**
Position code:	**Aon.OPS.54749.2**
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 Previous code: MCA_00362

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Position Description

Position title:	**Admin Supervisor (Ops)**
Position code:	**Aon.OSS.54393.4**
Level:	**4**

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 Previous code: MCA_01631

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Position Description

Position title:	**Department Administrator - Senior (Ops)**
Position code:	**Aon.OSS.54394.3**
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 Previous code: MCA_01632

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Position Description

Position title:	**Department Administrator (Ops)**
Position code:	**Aon.OSS.54386.3**
Level:	**3**

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

Previous code: MCA_00163

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Position Description

Position title:	**Personal Assistant (Ops)**
Position code:	**Aon.OSS.54387.3**
Level:	**3**

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. Previous code: MCA_00161

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Position Description

Position title:	**Site Administrator (Contract Mining)**
Position code:	**Aon.OSS.54388.3**
Level:	**3**

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 Previous code: MCA_00611

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Position Description

Position title:	**Department Administrator - Entry (Ops)**
Position code:	**Aon.OSS.54383.2**
Level:	**2**

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 Previous code: MCA_01633

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Position Description

Position title:	**Receptionist (Ops)**
Position code:	**Aon.OSS.54384.2**
Level:	**2**

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. Previous code: MCA_00162

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Position Description

Position title:	**Environment Manager (Ops)**
Position code:	**Aon.OSS.54335.7**
Level:	**7**

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

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Position Description

Position title:	**Head of Environment (Ops)**
Position code:	**Aon.OSS.54437.7**
Level:	**7**

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. Previous code: MCA_00604

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Position Description

Position title:	**Senior Environmental Adviser (Ops)**
Position code:	**Aon.OSS.54432.6**
Level:	**6**

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 Previous code: MCA_00671

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Position Description

Position title:	**Superintendent – Environment (Ops)**
Position code:	**Aon.OSS.54433.6**
Level:	**6**

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 Previous code: MCA_00670

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Position Description

Position title:	**Experienced Environmental Adviser (Ops)**
Position code:	**Aon.OSS.54429.5**
Level:	**5**

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
Previous code: MCA_00672

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Position Description

Position title:	**Environment Officer (Ops)**
Position code:	**Aon.OSS.54428.4**
Level:	**4**

Responsible for

Facilitating a high level of environment practices by advising and supporting the corporate and legislative standards and requirements.

Report to

Health, Safety and Environment Manager; Environment Manager.

Supervises

No supervisory responsibilities.

Main activities

- • Facilitating the development and implementation of environment initiatives and strategies to achieve compliance with legislative and organisational specific requirements.
  • Conducting workplace audits and inspections to ensure observance of environment requirements and providing feedback and associated recommendations on any unsafe work practices, conditions, procedures or operations.
  • Providing risk management advice and support to the organisation.
  • Providing training and educational programs relating to any relevant health, safety and environment issues for Management, employees and contractors (where applicable).
  • Supporting management in the preparation, implementation and maintenance of plans and strategies to assist in accident prevention and the reduction of lost time frequency/injury downtime rates. Compiling reports, statistics and technical documents as required.
  • Conducting investigations of accidents and incidents where directed and reviewing Accident Reports.
  • Providing advice to appropriate staff on corrective action to prevent re-occurrences of accidents.

Key skills

- • High level of skill in facilitating the development and implementation of strategies and initiatives to achieve compliance with the organisation's health, safety and environment requirements.
  • Extensive knowledge of the organisation's specific environment management systems, and contemporary legislation relevant to environment standards
  • Knowledge of relevant Acts, Regulations, Codes, Risk and Hazard control
  • Substantial skills in facilitation, communication, negotiation and individual/group instruction.
  • Substantial level of skill in investigating and preparation of associated reports.

Internal contacts

All employees.

External contacts

Government regulatory bodies, emergency services, unions, government transport departments, key suppliers, customers, health professionals and experts.

Typical experience

Typically, 3 - 5 years' experience in a similar role. May also possess some tertiary qualifications in the field of Occupational Health and Safety Management or other relevant discipline.

Other comments

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Position Description

Position title:	**Graduate Environmental Adviser (Ops) (>1 year)**
Position code:	**Aon.OSS.54426.4**
Level:	**4**

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. The incumbent have up to two completed years of professional experience.

Other comments

Alternative Titles: Junior Environmental Scientist; Junior Environmental Engineer. This is an operational role Previous code: MCA_00673

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Position Description

Position title:	**Graduate Environmental Adviser (Ops) (<1 year)**
Position code:	**Aon.OSS.54425.4**
Level:	**4**

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. Incumbents will normally be a new graduate or possess up to <1 years' of professional experience since graduation.

Other comments

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Position Description

Position title:	**Head of Government/Community Affairs (Ops)**
Position code:	**Aon.OSS.54467.7**
Level:	**7**

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 Previous code: MCA_00607

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Position Description

Position title:	**Community Superintendent (Ops)**
Position code:	**Aon.OSS.54463.6**
Level:	**6**

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 Previous code: MCA_00676

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Position Description

Position title:	**Senior Community Affairs / Native Title / Heritage Adviser (Ops)**
Position code:	**Aon.OSS.54664.6**
Level:	**6**

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 Previous code: MCA_00627

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Position Description

Position title:	**Community Relations Advisor (Ops)**
Position code:	**Aon.OSS.54461.5**
Level:	**5**

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 Previous code: MCA_00677

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Position Description

Position title:	**Commercial Manager (Ops)**
Position code:	**Aon.OPS.54324.7**
Level:	**7**

Responsible for

Ensuring accurate and timely reporting for the results and expense management of the organisation or a particular business unit is maintained. Assist business unit managers or management of the organisation in commercial decision making to achieve overall business improvement.

Report to

Head of Mine Site or Operations or Head of Heath, Safety Environment, Security, Head of Government/Community Affairs (Ops)

Supervises

Commercial/Business Analysts and/or Administrative staff on site.

Main activities

- Structuring and negotiating new business deals to the best commercial advantage of the organisation.• Providing commercial advice and support to the Ops management team and contributing to senior management decision making.• Drafting contractual terms and contracts, as well as monitoring and ensuring the successful delivery of business in accordance with the contractual terms.• Making recommendations for profit improvement strategies and reviewing the viability and appropriateness of capital expenditure/business plans.• Assisting with the development of innovative commercial business solutions in line with corporate/operations financial targets and requirements.• Providing ad-hoc financial reporting to the Ops management team.

Key skills

- Strong commercial and business acumen.• Ability to negotiate effectively.• Well developed written and verbal communication skills.• Developing staff management abilities.

Internal contacts

Senior Ops Management team and key corporate stakeholders

External contacts

Other parties involved in contract negotiation - e.g. lawyers etc.

Typical experience

At least 7 - 10 years experience in a commercial role, coupled with relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Head of Administration & Accounting (Ops)**
Position code:	**Aon.OSS.54501.7**
Level:	**7**

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 Previous code: MCA_00601

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Position Description

Position title:	**Senior Accountant (Ops)**
Position code:	**Aon.OSS.54493.6**
Level:	**6**

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 Previous code: MCA_00651

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Position Description

Position title:	**Senior Business Analyst (Ops)**
Position code:	**Aon.OSS.54494.6**
Level:	**6**

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

Previous code: MCA_00655

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Position Description

Position title:	**Superintendent – Accounting (Ops)**
Position code:	**Aon.OSS.54495.6**
Level:	**6**

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 Previous code: MCA_00650

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Position Description

Position title:	**Accounting Supervisor / Officer (Ops)**
Position code:	**Aon.OSS.54483.5**
Level:	**5**

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 Previous code: MCA_00641

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Position Description

Position title:	**Business Analyst (Ops)**
Position code:	**Aon.OSS.54484.5**
Level:	**5**

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

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Position Description

Position title:	**Experienced Accountant (Ops)**
Position code:	**Aon.OSS.54485.5**
Level:	**5**

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 Previous code: MCA_00652

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Position Description

Position title:	**Payroll Officer (Ops)**
Position code:	**Aon.OSS.54475.4**
Level:	**4**

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 Previous code: MCA_00654

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Position Description

Position title:	**Graduate Accountant (Ops) (>1 year)**
Position code:	**Aon.OPS.54472.4**
Level:	**4**

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. Incumbents will normally be a new graduate or possess up to <1 years' of professional experience since graduation.

Other comments

Previous code: MCA_00653

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Position Description

Position title:	**Graduate Accountant (Ops) (<1 year)**
Position code:	**Aon.OPS.54482.4**
Level:	**4**

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Accountant (Operations) or Experienced Accountant (Operations).

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

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Position Description

Position title:	**Accounting Clerk (Ops)**
Position code:	**Aon.OSS.54470.3**
Level:	**3**

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

Previous code: MCA_00662

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Position Description

Position title:	**Head of Health, Safety & Environment (Ops)**
Position code:	**Aon.OSS.54523.8**
Level:	**8**

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. Previous code: MCA_00605

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Position Description

Position title:	**Head of Health & Safety (Ops)**
Position code:	**Aon.OSS.54522.7**
Level:	**7**

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. Previous code: MCA_00603

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Position Description

Position title:	**Health & Safety Manager (Ops)**
Position code:	**Aon.OSS.54519.6**
Level:	**6**

Responsible for

To develop & implement OH&S policies which contribute to the health, safety & well-being of employees, contractors & visitors on the project. May also have Environment &/or Security &/or Community responsibilities.

Report to

Senior Project Manager

Supervises

Lead (Principal) OH&S Advisers & other specialists as required.

Main activities

- • compliance with statutory obligations & company / client OH&S policy;
  • behavioural, incentive and educational programs for the induction & training of personnel in safe work practices;
  • development of safe work practices in all operational activities (including sub-contractors);
  • the development & implementation of various monitoring programs & key performance indicators;
  • accident & incident investigations & initiating changes in procedures & equipment;
  • procedures to ensure the supply of appropriate safety equipment;
  • research into improving OH&S on the project;
  • liaison with relevant government departments & other external organisations on OH&S matters;
  • reporting on project health & safety performance;
  • management of the project's Workers' Compensation practice;
  • pre-qualification activities for the selection of contract companies and workers; and
  • development of competency-based training and testing.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents will usually hold a tertiary degree or have extensive practical experience (typically 10 or more years) as well as completion of a specialised program in occupational health & safety. Extensive field / construction experience and/or plant operational experience would be expected.

Other comments

Previous code: MCA_00689

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Position Description

Position title:	**Lead Health & Safety Adviser (Ops)**
Position code:	**Aon.OSS.54518.6**
Level:	**6**

Responsible for

Implementation and provision of OH&S systems, services & advice on their application. May provide technical expertise in the area of OH&S on a corporate level. May also have Environment &/or Security &/or Community responsibilities.

Report to

Occupational Health & Safety Manager or Project Manager.

Supervises

May supervise more junior OH&S Advisers & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;• identifying safety training needs on a project & researching appropriate solutions;• analysing trends in OH&S;• setting and agreeing lead and lag KPIs;• embedding site and camp emergency and evacuation procedures;• managing drug and alcohol testing regimes;• managing and conducting accident & incident investigations;• investigating & analysing improved procedures &/ or systems, of work or equipment;• representing the company in OH&S and Workers' Compensation matters;• monitoring legislative requirements; and• reporting on OH&S matters (and other key responsibilities).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate discipline or extensive relevant experience.
More than seven years' professional experience with recognised expertise. Construction and/or operational plant based experience with an understanding of behavioural-based HSE management programs and application.

Other comments

The incumbent may supervise other OH&S practitioners or may have recognised expertise in a field (e.g. occupational hygiene or training). May be the senior practitioner on a project or construction site. Previous code: MCA_06901

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Position Description

Position title:	**Senior Health & Safety Adviser (Ops)**
Position code:	**Aon.OSS.54516.6**
Level:	**6**

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 Previous code: MCA_00691

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Position Description

Position title:	**Superintendent – Health & Safety (Ops)**
Position code:	**Aon.OSS.54517.6**
Level:	**6**

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 Previous code: MCA_00690

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Position Description

Position title:	**Experienced Health & Safety Adviser (Ops)**
Position code:	**Aon.OSS.54509.5**
Level:	**5**

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 Previous code: MCA_00692

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Position Description

Position title:	**Paramedic**
Position code:	**Aon.OSS.54511.5**
Level:	**5**

Responsible for

Providing emergency medical assistance

Report to

HSE Superintendent; or Manager 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

Previous code: MCA_00696

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Position Description

Position title:	**Emergency Services Officer (Ops)**
Position code:	**Aon.OSS.54508.4**
Level:	**4**

Responsible for

Responsible for providing site security, first aid & emergency response services.

Report to

Superintendent – Health & Safety (Ops); or Manager 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 Previous code: MCA_00695

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Position Description

Position title:	**Graduate Health & Safety Adviser (Ops)**
Position code:	**Aon.OSS.54507.4**
Level:	**4**

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
Previous code: MCA_00693

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Position Description

Position title:	**Occupational Health Nurse (Ops)**
Position code:	**Aon.OSS.54510.4**
Level:	**4**

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

Superintendent – Health & Safety (Ops);or Health & Safety Manager (Ops); or Head of Health & Safety (Ops)

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 Previous code: MCA_00663

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Position Description

Position title:	**Security Manager (Ops)**
Position code:	**Aon.OSS.54373.6**
Level:	**6**

Responsible for

Lead the strategic direction in Security for the organisation by providing effective management in the development , implementation and maintenance of security policies, systems and processes to ensure a safe working environment

Report to

Head of Mine Site or Operations or Head of Heath, Safety Environment, Security

Supervises

Consultant/Officer - Security

Main activities

- Set strategic direction and scope for the management of the Security, including the implementation of effective risk management, compliance and performance strategies. Work with multiple internal and external stakeholders and regulators to ensure needs are being met.
  • Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executives in areas of operational decision making to ensure their function is working in a safe environment. Monitor changes to local and international security policies and update/ implement/ tailor these requirements to the organisation where appropriate, advising on the potential costs.
  • Co-ordinate system and process audits to ensure compliance with security standards requirements. Includes security equipment, lighting and CCTV. Ensure that issues/breaches are rectified.
  • Design and implement strategies to reduce security incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
  • Provide timely reports to the General Manager - Safety, Security, Compliance & Accreditation, Environment, and the executive team.
  • Manage the risk assessment process.

Key skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
  • Extensive knowledge of security and emergency management regulatory requirement, with a proven record of advising, administering, and successfully implementing security standards in a service delivery organisation.
  • High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, senior executives and managers.
  • High level of leadership skills demonstrated by an interpersonal style and methods that guide high performance and results and facilitating change management.
  • Experience in leading and conducting audits and incident/accident investigations.
  • Experience in undertaking and facilitating risk assessments.
  • People management skills.

Internal contacts

All key executives on site and other internal corporate stake holders

External contacts

Security specialists and agencies; Police force, government road and transport authorities. emergency services and customers.

Typical experience

Extensive experience in a security role with qualifications in a related discipline.

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Other comments

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Position Description

Position title:	**Security Consultant (Ops)**
Position code:	**Aon.OSS.54373.5**
Level:	**5**

Responsible for

Provide a high level operational service focusing on the development of security practices for the organisation, including the management of various projects that support the organisation's security activities, and is consistent with business, social, and legislative objectives. This is to result with a safe working environment.

Report to

Security Manager

Supervises

No supervisory responsibilities.

Main activities

- Set strategic direction and scope for the management of the Security, including the implementation of effective risk management, compliance and performance strategies. Work with multiple internal and external stakeholders and regulators to ensure needs are being met.
  • Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executives in areas of operational decision making to ensure their function is working in a safe environment. Monitor changes to local and international security policies and update/ implement/ tailor these requirements to the organisation where appropriate, advising on the potential costs.
  • Co-ordinate system and process audits to ensure compliance with security standards requirements. Includes security equipment, lighting and CCTV. Ensure that issues/breaches are rectified.
  • Design and implement strategies to reduce security incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
  • Provide timely reports to the General Manager - Safety, Security, Compliance & Accreditation, Environment, and the executive team.
  • Manage the risk assessment process.

Key skills

- Manage workplace risk projects and initiatives that are consistent with the business imperatives of the organisation; Develop appropriate risk assessment methodologies which can be used by management in categorising and protecting people and assets under their control. Work closely with management to understand the security needs of their area; Develop security policies, that will enable management to implement appropriate security strategies and formulate plans to minimise risk and respond to security events for the categories of people and assets under their control; Co-ordinate system and process audits to ensure compliance with security guidelines. Produce accurate and timely reports to update management and stakeholders on the activities taken; Carry out training as required.

Internal contacts

All relevant operations staff on site and corporate based security team

External contacts

Security specialists; Police force, government road and transport authorities. emergency services and customers.

Typical experience

Extensive experience in a security role with qualifications in a related discipline.

Other comments

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Position Description

Position title:	**Security Officer (Ops)**
Position code:	**Aon.OSS.54373.4**
Level:	**4**

Responsible for

To contribute to the development and implementation of security related policy in order to ensure the security of the organisation and be responsible for co-ordinating the organisations input into relevant internal and external security initiatives.

Report to

Security Manager

Supervises

No supervisory responsibilities.

Main activities

- Investigate and manage claims in relation to personal injury, loss or damaged property. Recommend payment, seeking legal advice when required, and prepare documents for legal proceeding when required; Attend incidents on a needs basis; Provide advice related to security risk management and policy implementations.

Key skills

- Excellent administration skills with awareness of common law; Substantial skills in communication, negotiation, investigation and preparation of associated reports; Ability to deal with stressful emergency situations.

Internal contacts

All relevant operations staff on site and corporate based security team

External contacts

Police force, government road and transport authorities. emergency services and customers.

Typical experience

Experience in compiling comprehensive reports, loss and claims management. May also possess tertiary qualifications in a related discipline

Other comments

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Position Description

Position title:	**Head of HR (Ops)**
Position code:	**Aon.OSS.54543.7**
Level:	**7**

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 Previous code: MCA_00602

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Position Description

Position title:	**Senior HR Adviser (Ops)**
Position code:	**Aon.OSS.54535.6**
Level:	**6**

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 Previous code: MCA_00681

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Position Description

Position title:	**Senior Training Adviser/Co-ordinator (Ops)**
Position code:	**Aon.OSS.54536.6**
Level:	**6**

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.

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Position Description

Position title:	**Superintendent – HR (Ops)**
Position code:	**Aon.OSS.54537.6**
Level:	**6**

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 Previous code: MCA_00680

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Position Description

Position title:	**Experienced HR Adviser (Ops)**
Position code:	**Aon.OSS.54529.5**
Level:	**5**

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 Previous code: MCA_00682

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Position Description

Position title:	**Training Adviser (Ops)**
Position code:	**Aon.OSS.54530.5**
Level:	**5**

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 Previous code: MCA_00633

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Position Description

Position title:	**Graduate HR Adviser (Ops) (>1 year)**
Position code:	**Aon.OSS.54523.4**
Level:	**4**

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 have limited (normally up to two completed years') relevant professional experience.

Other comments

Previous code: MCA_00683

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Position Description

Position title:	**Graduate HR Adviser (Ops) (<1 year)**
Position code:	**Aon.OSS.54520.4**
Level:	**4**

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. Incumbents will normally be a new graduate or possess up to <1 years' of professional experience since graduation.

Other comments

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Position Description

Position title:	**HR Officer (Ops)**
Position code:	**Aon.OSS.54524.4**
Level:	**4**

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 Previous code: MCA_00685

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Position Description

Position title:	**Information Technology Manager (Ops)**
Position code:	**Aon.OSS.54574.7**
Level:	**7**

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 Previous code: MCA_00606

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Position Description

Position title:	**Computer Technical Support Officer (Ops)**
Position code:	**Aon.OSS.54552.4**
Level:	**4**

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 Previous code: MCA_00646

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Position Description

Position title:	**Head of Supply (Ops)**
Position code:	**Aon.OSS.54790.7**
Level:	**7**

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. Previous code: MCA_00621

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Position Description

Position title:	**Procurement Manager (Ops)**
Position code:	**Aon.OSS.54792.7**
Level:	**7**

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

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Position Description

Position title:	**Senior Contracts Adviser (Ops)**
Position code:	**Aon.OSS.54787.6**
Level:	**6**

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. Previous code: MCA_00623

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Position Description

Position title:	**Supply Superintendent (Ops)**
Position code:	**Aon.OSS.54788.6**
Level:	**6**

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 Previous code: MCA_06211

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Position Description

Position title:	**Experienced Contracts Adviser (Ops)**
Position code:	**Aon.OSS.54781.5**
Level:	**5**

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

Previous code: MCA_00624

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Position Description

Position title:	**Supply Supervisor (Ops)**
Position code:	**Aon.OSS.54785.5**
Level:	**5**

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

Storesperson.

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 Previous code: MCA_00622

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Position Description

Position title:	**Contracts Administrator (Ops)**
Position code:	**Aon.OSS.54778.4**
Level:	**4**

Responsible for

This role ensures all contractual matters are properly and effectively administered according to company standards.

Report to

Contracts Engineer / Officer

Supervises

May supervise clerical personnel.

Main activities

- contributing to the scopes of work and contract conditions;• assisting with the preparation of contractual documents;• administering the tendering process and assisting with the evaluation of tenders;• administering contractual aspects of major contracts;• assessing, reviewing and advising senior/project managers in respect of contractor claims for variations, progress claims and extensions;• assisting with assessing contractor performance and assisting in the resolution of contracts disputes;• assisting with ensuring all commercial requirements of the contracts are satisfied;• developing and maintaining sound professional relationships with key suppliers; and• recording, filing and securing contract documentation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Experience (up to 5 years) in contracts / supply and contract administration.

Other comments

Previous code: MCA_00090

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Position Description

Position title:	**Inventory/Material Planner (Ops)**
Position code:	**Aon.OSS.54782.4**
Level:	**4**

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

Previous code: MCA_06611

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Position Description

Position title:	**Senior Logistics / Shipping Officer (Ops)**
Position code:	**Aon.OSS.54783.4**
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 Previous code: MCA_008801

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Position Description

Position title:	**Senior Purchasing/ Procurement Officer (Ops)**
Position code:	**Aon.OSS.54784.4**
Level:	**4**

Responsible for

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

Supervises

No supervisory responsibilities.

Main activities

- Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.• Preparing tenders and proposals and negotiating contracts.• Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.• Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.• Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.• Participating in developing, piloting, testing and implementing procurement tools.

Key skills

- Sound knowledge of procurement concepts, processes, activities and trends.• Negotiation skills.• Advanced analytical interpretation and problem-solving skills.• Communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Sales Representatives and Major Customers.

Typical experience

2 - 5 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Senior Sourcing Officer, Senior Buyer. Previous code: MCA_00625

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Position Description

Position title:	**Storesperson (Ops)**
Position code:	**Aon.OSS.54379.4**
Level:	**4**

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 Previous code: Aon.LOG.65004.1 Previous code: MCA_00664

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Position Description

Position title:	**Logistics / Shipping Officer (Ops)**
Position code:	**Aon.OSS.54776.3**
Level:	**3**

Responsible for

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

Report to

Logistics Manager

Supervises

Clerical personnel.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

the incumbent normally has experience in shipping & customs requirements.

Other comments

Alternative Titles: Rail Liaison Officer. This is an operational role Previous code: MCA_008841

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Position Description

Position title:	**Purchasing/ Procurement Officer (Ops)**
Position code:	**Aon.OSS.54777.3**
Level:	**3**

Responsible for

Purchasing/procuring goods and services according to specified quantity, quality and cost requirements and delivered within given timeframes.

Report to

Purchasing/Procurement Team Leader, Purchasing/Procurement Manager.

Supervises

No supervisory responsibilities.

Main activities

- Assisting with the selection of reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.• Participating in the preparation of tenders and proposals and assisting with the negotiation of contracts.• Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.• Monitoring suppliers and assisting with the coordination of the organisation's inventory control activities to ensure that accurate quantities of stocks are purchased at the correct price and delivered within specified timeframes.• Assisting with technical, business and process analysis, identifying areas for process improvement and providing advice to Team Leader/Manager.• Participating in developing, piloting, testing and implementing procurement tools.

Key skills

- Knowledge of procurement concepts, processes, activities and trends.• Negotiation skills.• Analytical interpretation and problem-solving skills.• Communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major Suppliers, Sales Representatives and Major Customers.

Typical experience

1 - 3 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

Alternate title: Sourcing Officer, Buyer. Previous code: MCA_00661

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Position Description

Position title:	**Principal Commissioning Engineer**
Position code:	**Aon.PMC.54325.8**
Level:	**8**

Responsible for

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

Report to

Completions & Commissioning Manager.

Supervises

Commissioning Engineer & other professional staff & contractors

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Completions & Commissioning Manager**
Position code:	**Aon.PMC.54325.7**
Level:	**7**

Responsible for

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

Report to

Head of Operations (Corporate) or Senior Project Director.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00791

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Position Description

Position title:	**Lead Commissioning Engineer**
Position code:	**Aon.PMC.54421.7**
Level:	**7**

Responsible for

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

Report to

Completions & Commissioning Manager.

Supervises

Commissioning Engineer & other professional staff & contractors

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Commissioning Lead, Principal Commissioning Engineer. Incumbents may be appointed by reason of their technical expertise or their supervisory skills. Previous code: MCA_00792

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Position Description

Position title:	**Commissioning Engineer**
Position code:	**Aon.PMC.54325.6**
Level:	**6**

Responsible for

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

Report to

Lead Commissioning Engineer.

Supervises

May supervise contractors on aspects of the project.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Please provide completed years of professional experience since graduation for each incumbent. Previous code: MCA_00794

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Position Description

Position title:	**Construction Manager**
Position code:	**Aon.PMC.54326.7**
Level:	**7**

Responsible for

Coordinating the construction of large building projects through management, planning, organising and controlling the delivery process of construction.

Report to

General Manager

Supervises

Project Managers and Site Managers

Main activities

- Interpreting plans and estimating costs and quantities of materials needed for construction.• Planning construction methods and procedures.• Coordinating the supplier of labour and material.• Studying building documents and negotiating with building owners and subcontractors.• Preparing cost estimates and documentation for contract bids.• Making sure that all building regulations, standards and by laws are enforced.• Maintaining a safe working environment in line with OH&S legislation.• Building strong relationships with suppliers.• Coordinating weekly meeting with Site Managers.

Key skills

- Ability to interpret plans and drawings.• Proactive Planner• Strong Leadership skills.• Team Builder (people skills).• Excellent written and oral communication skills.• Problem Solver and Lateral Thinker.

Internal contacts

Senior Management, project managers and site staff.

External contacts

Subcontractors, builders, designers, suppliers, creditors, clients and consultants

Typical experience

At least 10 years experience in construction industry coupled with possible tertiary qualifications in construction management, engineering or other related field.

Other comments

Previous code: MCA_00069

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Position Description

Position title:	**Manager Project Engineer**
Position code:	**Aon.PMC.54363.7**
Level:	**7**

Responsible for

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

Report to

Various – Chief Executive Officer, Head Project Engineer (depending on size of organisation)

Supervises

Project Manager, 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;
  - developing & implementing project plans, supervising work & ensuring it meets quality, cost & time constraints;
  - monitoring progress & identifying potential problems in respect of budgets, schedules, engineering standards;
  - liaison with the design team, operations, service providers & other contractors on an ongoing basis;
  - maintaining & fostering relationships & contacts;
  - ensuring project teams operate in a safe & healthy manner; and
  - being the point of contact for resolving potential issues

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 project engineering & management. The incumbent has a strong network of contacts throughout the industry & is recognised as a leader. Typically, incumbents will have at least 15 years of experience.

Other comments

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Position Description

Position title:	**Principal Project Engineer**
Position code:	**Aon.PMC.54360.7**
Level:	**7**

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

Chief/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 Senior 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 Chief/Senior 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

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Position Description

Position title:	**Senior Project Engineer**
Position code:	**Aon.PMC.54360.6**
Level:	**6**

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. Previous code: MCA_00936

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Position Description

Position title:	**Experienced Project Engineer**
Position code:	**Aon.PMC.54360.5**
Level:	**5**

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

Previous code: MCA_00937

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Position Description

Position title:	**Graduate Project Engineer (>1 year)**
Position code:	**Aon.PMC.54360.4**
Level:	**4**

Responsible for

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

Report to

Senior Project Engineer or Experienced Project Engineer.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00938

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Position Description

Position title:	**Graduate Project Engineer (<1 year)**
Position code:	**Aon.PMC.54362.4**
Level:	**4**

Responsible for

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

Report to

Senior Project Engineer or Experienced Project Engineer.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Incumbents will normally be a new graduate or possess up to <1 years' of professional experience since graduation.

Other comments

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Position Description

Position title:	**Project Director**
Position code:	**Aon.PMC.54601.9**
Level:	**9**

Responsible for

Full accountability for strategic Projects from planning to market deployment. Acting as the focal point for the Services Division, in this role they will have the responsibility and full accountability of delivering multiple Services Projects on time, scope and budget and to the satisfaction of the customer and the Business Divisions.

Report to

General Manager.

Supervises

Project Managers, Projects Officers.

Main activities

- Ensuring that Project Plans are developed by each Project Manager for each Project. Ensuring that Project Managers have prepared all baseline documents in accordance with standards and approved by all relevant parties. Ensuring that Contract Risks associated with Projects are appropriately managed and profit Opportunities maximised.• Overseeing project resourcing, ensuring project members skills are being effectively utilised on the prioritised tasks. Ensuring that the project schedule is optimised at all times. Maintaining all progress metrics.• Leading and mentoring Senior/Project Managers and Project Teams to successfully deliver projects.• Monitoring monthly status reporting and ensuring it is being conducted by the Project Managers.• Ensuring regular customer engagement is conducted and dealing with any critical customer affecting issues. Also ensuring the customer is delivering on responsibilities.• Maintaining Senior/Project Manager quality standards through effective training and mentoring.• Overseeing Project financials, ensuring that the Senior/Project Manager implements financial Project controls.• Ensuring that the Senior/Project Managers are managing issues in a timely fashion.• Ensuring that Project contracts are maintained, obligations are delivered, variations and EOT's are maintained.•

Key skills

- Ability to plan and anticipate.• Ability to decide, delegate and control.• Strong communication skills.• Leadership skills.• Strong negotiation and influencing skills.• Proven commercial management skills in relation to Contract and Financial Project Management.• Proven knowledge of and strong understanding of Project Management Tools and Methodology.• Demonstrated ability to manage difficult customers in complex environments.•

Internal contacts

Business Divisions, Program Office, Project Managers, Project Teams, Commercial Managers, Finance and Administration, Sales and Marketing.

External contacts

Customers.

Typical experience

10 years of industry related proven record of successful complex Project implementation coupled with 10 years of successfully managing large Technical Project Teams and Project Managers in delivery.

Other comments

Other titles: Senior Project Manager (RIN) Previous code: MCA_00930

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Position Description

Position title:	**Senior Project Manager**
Position code:	**Aon.PMC.54602.8**
Level:	**8**

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. Previous code: MCA_00931

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Position Description

Position title:	**Senior Project Office Manager**
Position code:	**Aon.PMC.54361.8**
Level:	**8**

Responsible for

Assuming responsibility for the effective day to day running of a Project Office and acting as the first line of management for all Project Office staff, and/or drawing on knowledge of the most current tools, methods, procedures and equipment in Project Management to provide expert support and guidance on project management processes and procedures.

Report to

May have dual reporting lines, Program Manager/Project Director, Finance Director, Professional Services Director.

Supervises

Project Office Administrator/s and other Project Office Managers, employees in this role may act as individual contributors providing expert advice.

Main activities

- • Advising on and supporting the principles for the successful management of projects throughout the project life cycle. Setting and controlling project criteria, including guidelines and limitations.
  • Providing support in tracking and reporting progress and performance of one or more projects, producing and maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and preparing budgets.
  • Agreeing and producing detailed project plans with the project team(s), anticipating resource usage and availability, scheduling for optimum efficiency and maintaining metric data and estimating models.
  • Providing generic or specific advice and support for the development of business cases, project plans and audit reports.
  • Proactively streamlining and automating manual project management processes and procedures.
  • Reporting the progress and anticipated problems within project(s) to Senior Management, including actual and forecasted costs and revenue, profitability and resource planning.
  • Recruiting, selecting and training Project Office Staff.

Key skills

- • Management, leadership, planning, analysis and communication skills.
  • Expert project management skills, coupled with a developed understanding of the project life cycle, project documentation, project standards and methodologies.
  • Ability to understand the relationship of specialised technical roles within the context of the overall project.
  • Ability to work according to strict deadlines and manage various demands.
  • Accuracy, attention to detail, and highly organised.
  • Ability to prioritise and use initiative.
  • Negotiation skills.

Internal contacts

Project Staff at all levels, Senior Management, Finance & Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

10+ years of experience, coupled with relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Project Manager**
Position code:	**Aon.PMC.54361.7**
Level:	**7**

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. Previous code: MCA_00932

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Position Description

Position title:	**Project Office Manager**
Position code:	**Aon.PMC.54603.7**
Level:	**7**

Responsible for

Assuming responsibility for the effective day to day running of a Project Office and acting as the first line of management for all Project Office staff, and/or drawing on knowledge of the most current tools, methods, procedures and equipment in Project Management to provide expert support and guidance on project management processes and procedures.

Report to

May have dual reporting lines, Program Manager/Project Director, Finance Director, Professional Services Director.

Supervises

Project Office Administrator/s or employees in this role may act as individual contributors providing expert advice.

Main activities

- Advising on and supporting the principles for the successful management of projects throughout the project life cycle. Setting and controlling project criteria, including guidelines and limitations.• Providing support in tracking and reporting progress and performance of one or more projects, producing and maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and preparing budgets.• Agreeing and producing detailed project plans with the project team(s), anticipating resource usage and availability, scheduling for optimum efficiency and maintaining metric data and estimating models.• Providing generic or specific advice and support for the development of business cases, project plans and audit reports.• Proactively streamlining and automating manual project management processes and procedures.• Reporting the progress and anticipated problems within project(s) to Senior Management, including actual and forecasted costs and revenue, profitability and resource planning.• Recruiting, selecting and training Project Office Staff.

Key skills

- Management, leadership, planning, analysis and communication skills.• Expert project management skills, coupled with a developed understanding of the project life cycle, project documentation, project standards and methodologies.• Ability to understand the relationship of specialised technical roles within the context of the overall project.• Ability to work according to strict deadlines and manage various demands.• Accuracy, attention to detail, and highly organised.• Ability to prioritise and use initiative.• Negotiation skills.

Internal contacts

Project Staff at all levels, Senior Management, Finance & Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

8 - 10 years of experience, coupled with relevant tertiary qualifications.

Other comments

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Position Description

Position title:	**Project Office Analyst**
Position code:	**Aon.PMC.54361.4**
Level:	**4**

Responsible for

Conducting analysis and reporting required to ensure the efficient provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Tracking, analysing and reporting progress and performance of all IT project activities within the organisation.• Assist with the development of business cases, project plans and audit reports.• Tracking and providing analysis on actual and forecasted costs and revenue, profitability and resource planning for overall project portfolio.• Maintaining project scheduling to ensure adequate resources are available for all projects at relevant times, and to ensure priority deadlines will be met.• Assisting with development of, and maintaining, metric data and estimating models.

Key skills

- Excellent planning and analysis and skills.• Understanding of the project life cycle, project documentation, project standards and methodologies.• Ability to work according to strict deadlines and manage various demands.• Good written and verbal communication skills.• Ability to prioritise and use initiative.

Internal contacts

Project Staff at all levels, Finance and Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

2 - 5 years of general experience in IT or in a general analytical/reporting role.

Other comments

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Position Description

Position title:	**Senior Project Office Administrator/Coordinator**
Position code:	**Aon.PMC.54604.4**
Level:	**4**

Responsible for

Performing day to day tasks associated with the provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Identifying, implementing and maintaining efficient administrative support to project(s).• Providing administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and resourcing, providing process administration support, contributing to quality control and maintaining budgets.• Ensuring that time sheets are logged correctly and on time for all project team members.• Coordinating project meetings and telephone conferences as requested, arranging travel where applicable and producing minutes and action logs for each meeting.• May assist with the production of detailed project plans within the project team (s).• Preparing professional presentations, maintaining document templates, controlling version and document distribution and maintaining employee training information in order to track skill levels within the project.• Proactively streamlining and automating manual administrative processes and procedures associated with project(s).• Providing administrative support for the development of business cases, project plans and audit reports.• Identifying anticipated problems with project(s) from an administrative perspective, including actual and forecasted costs and revenue, profitability and resource planning and reporting them to Management.

Key skills

- Strong planning, analysis and communication skills.• Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies.• Ability to work according to strict deadlines and manage various demands.• Accuracy, attention to detail and highly organised.• Ability to prioritise and use initiative.• Excellent negotiation skills.

Internal contacts

Project staff at all levels, Finance and Administration staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

At least 5 years of administrative/personal assistant experience, with at least 1 year spent in an IT/Research & Development department.

Other comments

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Position Description

Position title:	**Project Office Administrator/Coordinator**
Position code:	**Aon.PMC.54361.3**
Level:	**3**

Responsible for

Performing day to day tasks associated with the provision of project management and project administration support to one large or several smaller projects.

Report to

May have dual reporting lines, Project Office Manager, Program Manager/Project Director, Finance Director.

Supervises

No supervisory responsibilities.

Main activities

- Identifying, implementing and maintaining efficient administrative support to project(s).• Providing administrative support in tracking and reporting progress and performance of one or more projects, maintaining plans regarding time frames and Resourcing, providing process administration support, contributing to quality control and maintaining budgets.• Ensuring that time sheets are logged correctly and on time for all project team members.• Coordinating project meetings and telephone conferences as requested, arranging travel where applicable, and producing minutes and action logs for each meeting.• Preparing professional presentations, maintaining document templates, controlling version and document distribution, and maintaining employee training information in order to track skill levels within the project.• Proactively streamlining and automating manual administrative processes and procedures associated with project(s).• Providing administrative support for the development of business cases, project plans and audit reports.• Identifying anticipated problems within project(s) from an administrative perspective, including actual and forecasted costs and revenue, profitability and resource planning, and reporting them to Management.

Key skills

- Planning, analysis and communication skills.• Excellent administrative skills, coupled with a general understanding of the project life cycle, project documentation, project standards and methodologies.• Ability to work according to strict deadlines and manage various demands.• Accuracy, attention to detail and highly organised.• Ability to prioritise and use initiative.• Negotiation skills.

Internal contacts

Project Staff at all levels, Finance and Administration Staff.

External contacts

Clients, Suppliers, Industry Associations.

Typical experience

2 - 5 years of administrative/personal assistant experience, with at least 1 year spent in an IT/Research & Development department.

Other comments

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Position Description

Position title:	**Project Director – Subsea**
Position code:	**Aon.PMC.54362.9**
Level:	**9**

Responsible for

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

Report to

Chief Executive Officer

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Subsea Study Director. the Subsea Project Director is typically distinguished by the focus on the management / supervision of complex, high value, multi-disciplinary projects, typically in excess of $500 million.Please specify the typical value of contracts under management & average number of employees supervised. Previous code: MCA_00890

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Position Description

Position title:	**Senior Project Manager – Subsea**
Position code:	**Aon.PMC.54585.8**
Level:	**8**

Responsible for

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

Report to

Head of Operations or Subsea Project Director.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Senior Subsea Study Manager. the Senior Project Manager role is typically distinguished by its focus on the management / supervision of multiple or large scale, multi-disciplinary Subsea projects, typically in excess of $200 million. Please specify the typical value of contracts under management & average number of employees supervised. Previous code: MCA_00891

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Position Description

Position title:	**Project Manager Subsea**
Position code:	**Aon.PMC.54362.7**
Level:	**7**

Responsible for

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

Report to

Subsea Project Director or Senior Subsea Project Manager.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Subsea Project Leader or Study Manager. Projects typically up to $200 million in value. Previous code: MCA_00892

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Position Description

Position title:	**Senior Project Engineer – Subsea**
Position code:	**Aon.PMC.54362.6**
Level:	**6**

Responsible for

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

Report to

Subsea Project Manager or Senior Subsea Project Manager.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Junior Subsea Project Manager. This role has a technical bias, but includes the management of an area or section of a large project, or the management of minor projects. Previous code: MCA_00893

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Position Description

Position title:	**Experienced Project Engineer – Subsea**
Position code:	**Aon.PMC.54362.5**
Level:	**5**

Responsible for

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

Report to

Subsea Project Manager or Senior Subsea Project Engineer.

Supervises

May supervise the work of contractors and other service providers.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

this is primarily a technical role. please advise completed years of professional experience since graduation for each incumbent. Previous code: MCA_00894

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Position Description

Position title:	**Graduate Project Engineer (>1 year) - Subsea**
Position code:	**Aon.PMC.54364.4**
Level:	**4**

Responsible for

This position provides technical support under professional supervision in relation to design and engineering services for Subsea engineering projects ensuring project designs meet operational requirements & specified engineering standards

Report to

Senior or Experienced Subsea Engineers / Senior Project Engineer or Experienced Project Engineer

Supervises

Nil

Main activities

- • providing assistance to ensure all Subsea engineering project work complies with statutory and regulatory requirements and company policies and practices;
  - providing assistance to ensure all Subsea engineering project work is completed on time and within budget;
  - assisting with the preparation of preliminary and detailed designs of Subsea engineering projects;
  - assisting with the preparation of documentation for standards, procedures, safe working practices and monitoring regimes in respect of work on or around Subsea engineering projects;
  - assisting with the preparation of maintenance planning for all Subsea engineering projects; and
  - liaison with other department engineers and draftspersons to ensure Subsea project goals are met.
  - obtaining appropriate approvals of & documenting calculations, specifications, variations etc;
  - preparing reports on aspects of project quality, cost & progress;
  - liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on particular issues; and
  - referring potential problems to the Project Manager or appropriate members of the project team.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have a tertiary degree in Engineering (preferably Ocean or Mechanical). Incumbents will normally be a new graduate and have less than two completed years' professional experience in Subsea engineering projects.

Other comments

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Position Description

Position title:	**Graduate Project Engineer (<1 year) - Subsea**
Position code:	**Aon.PMC.54363.4**
Level:	**4**

Responsible for

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

Report to

Senior Project Engineer or Experienced Project Engineer.

Supervises

Nil

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00889

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Position Description

Position title:	**Quality Control Inspector**
Position code:	**Aon.PMC.54365.5**
Level:	**5**

Responsible for

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

Report to

Project Manager or Construction Manager or Senior Manager.

Supervises

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00984

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Position Description

Position title:	**Site or Area Manager**
Position code:	**Aon.PMC.54376.7**
Level:	**7**

Responsible for

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

Report to

Construction Manager, Senior Project Manager or Project Director.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Projects typically exceed $100 million in value. Previous code: MCA_00935

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Position Description

Position title:	**Site/Construction Superintendent**
Position code:	**Aon.PMC.54376.6**
Level:	**6**

Responsible for

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

Report to

Site or Area Manager, Project Manager or Construction Manager.

Supervises

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

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Site/Construction Supervisor**
Position code:	**Aon.PMC.54376.5**
Level:	**5**

Responsible for

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

Report to

Site or Area Manager or Site or Area Superintendent.

Supervises

Service providers & sub-contractors.

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

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Position Description

Position title:	**Senior Inventory / Product Planner**
Position code:	**Aon.PTR.54344.5**
Level:	**5**

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

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Position Description

Position title:	**Consignment Inventory Analyst**
Position code:	**Aon.PTR.54344.4**
Level:	**4**

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

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Position Description

Position title:	**Inventory Controller**
Position code:	**Aon.PTR.54577.4**
Level:	**4**

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

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Position Description

Position title:	**Inventory Administrator**
Position code:	**Aon.PTR.54344.3**
Level:	**3**

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

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Position Description

Position title:	**Port Operations Manager**
Position code:	**Aon.PTR.54587.6**
Level:	**6**

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

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Position Description

Position title:	**Cargo Superintendent**
Position code:	**Aon.PTR.54356.5**
Level:	**5**

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

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Position Description

Position title:	**Senior Port Operations Officer**
Position code:	**Aon.PTR.54356.4**
Level:	**4**

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

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Position Description

Position title:	**Port Operations Officer**
Position code:	**Aon.PTR.54356.3**
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 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

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Position Description

Position title:	**Manager Regional Transportation**
Position code:	**Aon.PTR.54366.9**
Level:	**9**

Responsible for

Ensure that a safe, reliable, efficient and cost effective service is delivered to both internal and external customers, observant of the legislative requirements and responsibilities that impact upon a service delivery environment, by ensuring a strategic service delivery focus in line with business objectives and priorities.

Report to

General Manager - Operations

Supervises

Area Transportation Managers

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 passenger 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

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Position Description

Position title:	**Regional Manager - Resources**
Position code:	**Aon.PTR.54368.8**
Level:	**8**

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

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Position Description

Position title:	**Area Transportation Manager**
Position code:	**Aon.PTR.54366.7**
Level:	**7**

Responsible for

To lead, co-ordinate and manage passenger services, optimising performance and station activities and ensure compliance with all legislative requirements and standards. There is a strong focus on customer service, passenger and staff safety and security.

Report to

Regional Transportation Manager

Supervises

Train Services Manager (Coordinator)

Main activities

- • Manage the rail operations and resources to ensure they operate efficiently, safely, are highly competitive, profitable, customer focussed and reliable. 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.
  • 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.

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 public 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).

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Other comments

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Position Description

Position title:	**Depot Supervisor (Shift Manager, Station Duty Manager)**
Position code:	**Aon.PTR.54613.7**
Level:	**7**

Responsible for

Managing the resources for the designated area, with emphasis on safety, resource efficiency while maximising productivity to meet business operating requirements.

Report to

Area Transportation Manager

Supervises

Station/depot employees

Main activities

- • Execute efficient management of all stations and passenger service responsibilities in the defined area to achieve a high level of customer service, compliance to organisational guidelines and operational efficiency, including liaising with key stakeholders
  • Provide leadership and performance management of employees within a changing commercial environment to achieve a healthy, safe and equitable work environment, increase performance and productivity through managing people and building capability to achieve current and future business needs.
  • Provide high level negotiation and communication with unions, employees and other key stakeholders to facilitate positive workplace change and meet business objectives
  • Ensure a safe working environment is in place by training staff in relevant skills, monitoring rostering for staff. In cases where there are incidents to customers or staff, manage the train and track emergencies including incident investigation and the co-ordination of response to the incident.
  • Continual focus on process improvements and efficiency, maximising competitive advantages.
  • Manage, monitor and analyse the financial performance and assets of the area of responsibility to ensure a cost effective and efficient commercial approach to the provision of all services.
  • Provide innovative solutions and station operations related advice to Senior Management, to contribute to the development and achievement of the area.

Key skills

- • High level of leadership and managerial skills to develop and manage key performance indicators, workforce plans, policies, procedures and budgets and finances to achieve business objectives.
  • HR management skills to direct, assess, coach team and train staff in safe work practices. Also includes identifying, developing and implementing initiatives to improve productivity and efficiency.

Internal contacts

External contacts

Customers, suppliers

Typical experience

Experience in working in a customer focused environment, and particularly managing staff and resources in high patronage stations

Other comments

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Position Description

Position title:	**Train Services Manager**
Position code:	**Aon.PTR.54607.7**
Level:	**7**

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

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Position Description

Position title:	**Train Transit Manager**
Position code:	**Aon.PTR.54608.7**
Level:	**7**

Responsible for

Manage the safe and efficient provision of track access for the organisation's rail network through train control, efficient train transit times, customer support, safe working procedures and emergency/incident processes.

Report to

General Manager

Supervises

Shift Supervisor

Main activities

- • Provide leadership in managing the provisions of Track Access Agreement terms and protocols, for all above rail operators and infrastructure maintenance personnel ensuring that rail services are controlled and operated safely and efficiently, maximise train running and infrastructure efficiencies, and comply with relevant regulations.
  • Ensure appropriate management processes are in place and provide direct response to network emergencies, service failure, derailments and incidents ensuring a safe resumption of rail services with minimal delays.
  • Manage the application of access agreements.
  • Continuously monitor the progression of operators services on rail network and anticipate possible delays or problems that may arise.
  • Ensure on time entry and exit strategies are being delivered to by taking action and identify strategies to recover lost time on rail network.
  • Manage the maintenance of comprehensive day to day records associated with train running, interactions with train operators, customers and other external parties.
  • Manage and report on the network performance of the relevant area of the network, and implement strategies to continuously improve performance, Investigate and report on any deviations from the Track Access contract terms and conditions.

Key skills

- • High level of leadership and business management skills including problem solving and analysis, strategic planning, budget preparation and management, and business succession planning.
  • High level of interpersonal, people management, written and oral communication, consultation, negotiation and customer relationship skills.
  • High level skill in managing train operations, train planning, train control activities, incidents and investigations.
  • Extensive knowledge of the regulatory requirements governing access to the organisation's network.

Internal contacts

Rail Infrastructure team, Rollingstock maintenance team.

External contacts

Typical experience

Experience in a management role either in the transport industry or another related operating environment.

Other comments

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Position Description

Position title:	**Network Coordinator Team Leader**
Position code:	**Aon.PTR.54609.6**
Level:	**6**

Responsible for

Strategically plan and operationally manage all the requisite support services for the efficient and effective operations of the Network Access and Control function.

Report to

Train Transit Manager

Supervises

Network Coordinators

Main activities

- • Manage the development and implementation of strategies that will maintain appropriate levels of staff with the necessary competencies and performance within the Network Control area.
  • Manage the development and implementation of standards for monitoring and analysing operational performance information provided from Network Control Centres.
  • Provide advice and support to Control Centre Managers and Supervisors to address staff performance and development, operational performance monitoring, and general support strategy implementation.
  • Manage the Network Control support staff to ensure they are able to provide effective services to Control Centre staff, and meet the requirements of organisational policies, procedures and contractual obligations.
  • Manage the development and delivery of additional support services such as incident management, and other emerging services as required.
  • Manage budgetary and day to day operations to ensure that an effective range of services and advice is provided.

Key skills

- • High level of skill in business planning, strategy development and project implementation.
  • High level of leadership and people management skills.
  • Extensive knowledge of organisational policies and procedures, and network access systems and obligations.
  • High level of interpersonal, written and oral communication, consultation and negotiation skills.
  • High level of analytical and problem solving skills related to the train operations support environment and people management issues.
  • High level of skill in managing project teams and co-coordinating resources to achieve outcomes.

Internal contacts

Network planning team and Train Transit manager.

External contacts

Typical experience

Previous experience in a network access and control environment including team management experience. May possess a relevant engineering qualification.

Other comments

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Position Description

Position title:	**Network (Train) Controller**
Position code:	**Aon.PTR.54366.5**
Level:	**5**

Responsible for

Control, co-ordinate and record the safe, economical, customer service orientated and effective movement of train services in the designated rail network area/region.

Report to

Train Transit Manager

Supervises

Control Centre Officer

Main activities

- • Working closely with Planning & Deployment/Resource Coordinator and Network (Train) Controller and Train Transit Manager to improve transit times, enhance reliability and increase performance.
  • Control, direct and co-ordinate the movement of trains and 'On-Track' machines on the designated rail lines to meet the requirements of the organisation and Network Access ensuring operational resources are deployed in an efficient and cost effective manner.
  • Plan and implement operational procedures to keep trains running in priority. Analyse and report on information (from IT systems) relating schedules, plans and Train Control diagrams to enable agreed performance
  objectives to be met. Recognising, diagnosing and reporting to relevant officer system faults and taking appropriate action to minimise delays.
  • Ensure that rail operators and infrastructure providers are provided with the correct track access in accordance with plans, protocols and requirements.
  • Record all train running and on-track vehicle movements in the appropriate systems and compile reports on and all issues affecting service performance.

Key skills

- • Sound knowledge of network control procedures and operations.
  • High level of planning, analytical, problem solving, conflict resolution, decision making skills and network controls methodology with a customer service focus.
  • High level of skill in controlling and prioritising the movement of trains and on-track maintenance machines
  • Skills in the use of IT systems to focus on monitoring, recording and reporting train movements.
  • Substantial knowledge of rail network rules, regulations, Award provisions, procedures and statutory obligations relating to the operation of trains, staff, stations and yards.

Internal contacts

Planning & Deployment/Resource Coordinator, Network (Train) Controller and Train Transit Manager.

External contacts

Unions

Typical experience

Previous experience in train control, signalling roles or similar role within the rail industry.

Other comments

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Position Description

Position title:	**Shift Supervisor**
Position code:	**Aon.PTR.54610.5**
Level:	**5**

Responsible for

Co-ordinate and supervise all operational activities in the relevant network region to ensure safe, efficient and timely operation.

Report to

Train Transit Manager

Supervises

Nil

Main activities

- • Supervise the prioritisation of track allocation to ensure the delivery of outcomes as described in the access agreement and other relevant contracts or regulations.
  • Co-ordinate all incidents and investigations in a safe, effective and efficient manner ensuring that all appropriate organisations and personnel are advised in accordance with all applicable policies, procedures and regulations.
  • Ensure that all data necessary for reporting on the network performance of the relevant area of the rail network is available.
  • Lead, promote, supervise and maintain effective communications and customer relationships with the adjoining Infrastructure Managers, all rail operators, Infrastructure Maintainers and all other relevant internal and external stakeholders to deliver value added services to customers in a safe and timely manner.
  • Manage the safety of the network by ensuring that employees comply with all organisation Policies, Standards, Specifications, Network Access Instructions and relevant safety Legislation.

Key skills

- • High level of skill in providing leadership and managing staff development and performance.
  • High level of skill in managing train control operations, train planning and effective management of incidents and investigations.
  • Extensive knowledge of the train operations environment and the associated documentation used in operations planning and control.
  • High level of analytical, problem solving and organisational skills.
  • Substantial interpersonal, written and oral communication, consultation, negotiation and customer relationship skills.

Internal contacts

Infrastructure Managers, all rail operators, Infrastructure Maintainers.

External contacts

Typical experience

Management/supervisory roles within the rail industry. May have completed Cert IV Business - Frontline Management or similar qualification.

Other comments

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Position Description

Position title:	**Control Centre Officer**
Position code:	**Aon.PTR.54368.4**
Level:	**4**

Responsible for

Control, co-ordinate and record the safe, economical, customer service orientated and effective movement of train services in the designated rail network area/region.

Report to

Train Transit Manager

Supervises

Control Centre Officer

Main activities

- • Working closely with Planning & Deployment/Resource Coordinator and Network (Train) Controller and Train Transit Manager to improve transit times, enhance reliability and increase performance.
  • Control, direct and co-ordinate the movement of trains and 'On-Track' machines on the designated rail lines to meet the requirements of the organisation and Network Access ensuring operational resources are deployed in an efficient and cost-effective manner.
  • Plan and implement operational procedures to keep trains running in priority. Analyse and report on information (from IT systems) relating schedules, plans and Train Control diagrams to enable agreed performance objectives to be met. Recognising, diagnosing and reporting to relevant officer system faults and taking appropriate action to minimise delays.
  • Ensure that rail operators and infrastructure providers are provided with the correct track access in accordance with plans, protocols and requirements.
  • Record all train running and on-track vehicle movements in the appropriate systems and compile reports on and all issues affecting service performance.

Key skills

- • Sound knowledge of network control procedures and operations using computerised and mechanical control systems.
  • High level of planning, analytical, problem solving, conflict resolution, decision making skills and network controls methodology with a customer service focus.
  • High level of skill in controlling and prioritising the movement of trains and on-track maintenance machines
  • Skills in the use of IT systems to focus on monitoring, recording and reporting train movements.
  • Substantial knowledge of rail network rules, regulations, Award provisions, procedures and statutory obligations relating to the operation of trains, staff, stations and yards.

Internal contacts

Planning & Deployment/Resource Coordinator, Network (Train) Controller and Train Transit Manager.

External contacts

Unions

Typical experience

Previous experience in train control, signalling roles or similar role within the rail industry

Other comments

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Position Description

Position title:	**Crew Rostering Officer**
Position code:	**Aon.PTR.54612.4**
Level:	**4**

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. Previous code: Aon.OPR.90303.3

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Position Description

Position title:	**Planning & Deployment Analyst**
Position code:	**Aon.PTR.54366.4**
Level:	**4**

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

Previous code: Aon.OPR.90301.2

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Position Description

Position title:	**Planning & Deployment/ Resource Coordinator**
Position code:	**Aon.PTR.54617.4**
Level:	**4**

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 (Coordinator)

Supervises

Nil

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

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.

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Other comments

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Position Description

Position title:	**Area Manager**
Position code:	**Aon.PTR.54367.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Train Driver**
Position code:	**Aon.PTR.54367.4**
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

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Position Description

Position title:	**Train Driver**
Position code:	**Aon.PTR.54367.3**
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

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Position Description

Position title:	**Junior Train Driver**
Position code:	**Aon.PTR.54367.2**
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

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Position Description

Position title:	**Rollingstock Maintenance Manager**
Position code:	**Aon.PTR.54760.8**
Level:	**8**

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

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Position Description

Position title:	**Rollingstock Manager**
Position code:	**Aon.PTR.54757.8**
Level:	**8**

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

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Position Description

Position title:	**Principal Rollingstock Engineer**
Position code:	**Aon.PTR.54759.7**
Level:	**7**

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

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Position Description

Position title:	**Rollingstock Area Coordinator/Team Leader**
Position code:	**Aon.PTR.54371.6**
Level:	**6**

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

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Position Description

Position title:	**Rollingstock Area Maintenance Coordinator**
Position code:	**Aon.PTR.54762.6**
Level:	**6**

Responsible for

Leading the coordination of effective staff and asset utilisation in the locomotive and wagon depots, 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 Principal Maintenance Manager

Supervises

Rollingstock Team Leaders, Tradespeople and 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

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Position Description

Position title:	**Senior Rollingstock Engineer**
Position code:	**Aon.PTR.54765.6**
Level:	**6**

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

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Position Description

Position title:	**Rollingstock Engineer**
Position code:	**Aon.PTR.54769.5**
Level:	**5**

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

Previous code: Aon.ROL.91410.3

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Position Description

Position title:	**Rollingstock Stock Maintainer**
Position code:	**Aon.PTR.54770.5**
Level:	**5**

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

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Position Description

Position title:	**Graduate Electrical Rollingstock Engineer**
Position code:	**Aon.PTR.54371.4**
Level:	**4**

Responsible for

To gain appropriate skills and technical/managerial experience in planning, tendering, design, formulation of maintenance standards and project management requirements for mechanical equipment on rollingstock.

Report to

Principal Rollingstock Engineer - Electrical

Supervises

Nil

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.
  • 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.
  • 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. Assist Senior Engineers in carrying out technical tasks requiring prescribed testing procedures and design or computation methods.
  • 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.
  • Undertake general planning, investigations (incidents and accidents) and designing projects within the scope of the profession.

Key skills

- • Knowledge of engineering fundamentals and applying theoretical methods to solve problems, with sound skills in writing clear, concise specifications and technical reports.
  • Team player

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Electronic/Electrical engineering

Other comments

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Position Description

Position title:	**Graduate Mechanical Rollingstock Engineer**
Position code:	**Aon.PTR.54771.4**
Level:	**4**

Responsible for

To gain appropriate skills and technical/managerial experience in planning, tendering, design, formulation of maintenance standards and project management requirements for mechanical equipment on rollingstock.

Report to

Principal Rollingstock Engineer - Mechanical

Supervises

Nil

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.
  • 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.
  • 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. Assist Senior Engineers in carrying out technical tasks requiring prescribed testing procedures and design or computation methods.
  • 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.
  • Undertake general planning, investigations (incidents and accidents) and designing projects within the scope of the profession.

Key skills

- • Knowledge of engineering fundamentals and applying theoretical methods to solve problems, with sound skills in writing clear, concise specifications and technical reports.
  • Team player

Internal contacts

External contacts

Typical experience

Tertiary qualifications in Mechanical engineering

Other comments

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Position Description

Position title:	**Graduate Rollingstock Engineer**
Position code:	**Aon.PTR.54772.4**
Level:	**4**

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

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Position Description

Position title:	**Junior Rollingstock Maintainer**
Position code:	**Aon.PTR.54773.3**
Level:	**3**

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

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Position Description

Position title:	**Container Controller Manager**
Position code:	**Aon.PTR.54689.7**
Level:	**7**

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

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Position Description

Position title:	**Cargo Quality Manager**
Position code:	**Aon.PTR.54374.6**
Level:	**6**

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

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Position Description

Position title:	**Freight Export Manager**
Position code:	**Aon.PTR.54690.6**
Level:	**6**

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

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Position Description

Position title:	**Freight Import Manager**
Position code:	**Aon.PTR.54691.6**
Level:	**6**

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

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Position Description

Position title:	**Freight Export Team Leader**
Position code:	**Aon.PTR.54692.5**
Level:	**5**

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

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Position Description

Position title:	**Freight Import Team Leader**
Position code:	**Aon.PTR.54693.5**
Level:	**5**

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

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Position Description

Position title:	**Senior Container Controller**
Position code:	**Aon.PTR.54694.5**
Level:	**5**

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

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Position Description

Position title:	**Cargo Claims Coordinator**
Position code:	**Aon.PTR.54375.4**
Level:	**4**

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 baring 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.

Other comments

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Position Description

Position title:	**Container Controller**
Position code:	**Aon.PTR.54374.4**
Level:	**4**

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

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Position Description

Position title:	**Hazardous/OOG Cargo Officer**
Position code:	**Aon.PTR.54695.4**
Level:	**4**

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

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Position Description

Position title:	**Document Officer - Import/Export**
Position code:	**Aon.PTR.54374.3**
Level:	**3**

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

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Position Description

Position title:	**Freight Export Clerk**
Position code:	**Aon.PTR.54696.3**
Level:	**3**

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

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Position Description

Position title:	**Freight Import Clerk**
Position code:	**Aon.PTR.54697.3**
Level:	**3**

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

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Position Description

Position title:	**National Communications Manager**
Position code:	**Aon.PTR.54375.8**
Level:	**8**

Responsible for

Managing the Telecommunications Division in the delivery of professional telecommunications services essential for efficient and competitive train operations. Provides expert advice on telecommunications technical and commercial matters to senior management.

Report to

General Manager

Supervises

Region Communications Manager

Main activities

- • Manage the resources and assets of the Telecommunications division in the organisation, to ensure the provision of commercial, competitive, customer focused telecommunications services, by identifying emerging telecommunications technologies and potential business partnerships with the telecommunications industry.
  • Develop strategies for the development of the Telecommunications backbone network embracing the concept of build, buy, lease and partner in the rapidly changing commercial and technical environment of the telecommunications market place.
  • Monitor and control expenditure on contracts, formulate an annual workforce plan and budget for the Division, exercise control over the plan and budget and meet all Divisional performance targets.
  • May take on the telecommunications engineer role when construction involves telecommunications infrastructure.
  • Develop and assist in the implementation of strategies within the division to support a commercial and customer focused organisation to develop and review individual and work group performance to meet these needs.

Key skills

- • High level of skill in leading and managing, at a senior management level, a professional, customer and business focused engineering team.
  • Extensive knowledge of the telecommunications industry especially as it applies to the rail environment (both from a technical and legislative point of view), including construction maintenance and safety standards in the telecommunications industry, application of current and emerging telecommunications technologies to suit the commercial activities of an operating railway business and interfaces to other railway engineering disciplines.
  • Highly skilled in creating and managing strategic technical and business plans to meet budget and business objectives in an engineering environment, communicating across all levels of the organisation.
  • High level of skill in the application of and ensuring compliance with appropriate legislation, regulations and practices in regard to the telecommunications network, safety, environment, contract processes and employment.

Internal contacts

Infrastructure Project Management

External contacts

Telecommunication network providers, government regulatory bodies, contractors, suppliers.

Typical experience

Tertiary qualification in Electrical, Electronic or Telecommunications Engineering. Demonstrable knowledge of and experience with the technology and economics of the development of rail infrastructure, including signalling and communication systems.

Other comments

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Position Description

Position title:	**Manager Signals/ Electrical**
Position code:	**Aon.PTR.54375.7**
Level:	**7**

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

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

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Position Description

Position title:	**Region Communications Manager**
Position code:	**Aon.PTR.54376.7**
Level:	**7**

Responsible for

Supervise, direct and control the day-to-day maintenance of communications and control systems and ensure it is maintained in a safe, reliable and cost effective manner to meet and further the achievement of the organisations business objectives.

Report to

National Communications Manager

Supervises

Communications Technician; Communications Technical Officer

Main activities

- • Plan and supervise the day-to-day maintenance operation of the Communications Systems within prepared operating budget and expenditure. Also involves inspecting and administering allocated contractor maintenance works and performance.
  • Implement maintenance work programs and ensure maintenance is carried out to laid down plans, schedules, relevant standards, procedures, regulatory and statutory requirements. Record and retain documentation of these work programmes.
  • Investigate and report on irregularities, incidents and systems/equipment failures and ensure appropriate actions are taken at the systems and equipment level. Equipment is to be monitored, analysed, maintained and spares catered for, at acceptable levels.
  • Provide technical direction and advice to staff and contractors.

Key skills

- • Strong project and budget management, with in depth understanding of operational processes and procedures to maintain the Telecommunications, Telephone, Data & Radio Communications infrastructure, mobile and fixed equipment, Transmission Network Management, SCADA systems, Control and information systems.
  • Experience in monitoring, analysing and maintaining systems and equipment, implementing regular and as required maintenance work.
  • Broad understanding of relevant standards, procedures, regulatory and statutory requirements.
  • Extensive communications, administration and management skills.

Internal contacts

Internal staff, contractors and subsidiary companies if applicable.

External contacts

Regulatory bodies and government departments, Consultants, Contractors, Suppliers and Manufacturers.

Typical experience

May possess a formal qualification in engineering coupled with relevant work experience leading to specialist skills in the maintenance of communications systems. Knowledge in new electronic communication systems/services.

Other comments

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Position Description

Position title:	**Region Signals Manager**
Position code:	**Aon.PTR.54699.7**
Level:	**7**

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

State/Large Region signals manager.

Supervises

Wayside Device Technician; Signalling Maintenance Engineer; Signal Electrician/Technician; Signal Inspector/Auditor

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 (TCRs) 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 KPIs 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.

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

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Position Description

Position title:	**State/ Large Region Signals Manager**
Position code:	**Aon.PTR.54700.7**
Level:	**7**

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

Region Communications/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.

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Typical experience

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

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Position Description

Position title:	**Principal/Regional Signals Manager**
Position code:	**Aon.PTR.54698.6**
Level:	**6**

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.• .

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

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Position Description

Position title:	**Senior Signals/Electrical Engineer**
Position code:	**Aon.PTR.54701.6**
Level:	**6**

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

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Position Description

Position title:	**Senior Signals/Electrical Technician**
Position code:	**Aon.PTR.54702.6**
Level:	**6**

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. Previous code: Aon.INF.89101.4

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Position Description

Position title:	**Signalling Maintenance Engineer**
Position code:	**Aon.PTR.54703.5**
Level:	**5**

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

Nil

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

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Position Description

Position title:	**Signals/Electrical Engineer**
Position code:	**Aon.PTR.54704.5**
Level:	**5**

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

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Position Description

Position title:	**Signals/Electrical Technician**
Position code:	**Aon.PTR.54705.5**
Level:	**5**

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 safety 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 posses knowledge and ability to implement the principles of Rail Safety.

Other comments

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Position Description

Position title:	**Communications Technical Officer**
Position code:	**Aon.PTR.54376.4**
Level:	**4**

Responsible for

Plan, inspect, maintain, repair and install (minor only) communications systems and equipment by supervising and providing technical support. Ensure the communication systems operate reliably to laid down standards, procedures, practices and levels of performance to meet and achieve the organisation's objectives.

Report to

Region Communications Manager

Supervises

May supervise Communications Technician

Main activities

- • Plan, schedule, undertake routine, monitor preventative maintenance and fault rectification/repair and installation work, ensuring effective and efficient level of operating performance on the Communications Systems.
  • Inspect, investigate and provide technical reports on condition of assets, incidents irregularities, faults and performance of systems and equipment to monitor equipment availability and reliability.
  • Carry out the installation, testing and commissioning of new equipment.
  • Provide support in communications systems administration, documentation, training and budgeting. Document and keep records of work carried out, and levels and locations of equipment and spares.

Key skills

- • Substantial knowledge of telecommunications systems and networks as applied to railway operations. Ability to complete maintenance, technical investigations, process audits on telecommunications systems, whilst leading staff and the work activities within given budget resources.
  • Sound knowledge of relevant legislations, good written and oral communications skills.
  • Sound people management skills.

Internal contacts

Region Communications manager, contractors

External contacts

Regulatory bodies and government departments , Consultants, Contractors, Suppliers and Manufacturers

Typical experience

Tertiary qualifications in telecommunications, with demonstrated experience in the technologies. Possession of Certificate 3 in Telecommunications (Cabling).

Other comments

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Position Description

Position title:	**Graduate Signals/Electrical Technician**
Position code:	**Aon.PTR.54707.4**
Level:	**4**

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

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Position Description

Position title:	**Signal Inspector/ Auditor**
Position code:	**Aon.PTR.54708.4**
Level:	**4**

Responsible for

Inspect and report on all field aspects of railway signalling, active level crossing warning systems, associated power supplies, cabling and control systems. Ensure all equipment that is maintained and installed complies with laid down procedures, practices and standards of safety integrity and reliability.

Report to

Region Signals Manager

Supervises

Nil

Main activities

- • Inspect, monitor and report on compliance of maintenance and installation works for signalling equipment, aerial line/underground cabling, active level cross warning systems, power supplies and control systems complies with design principles, standards, specifications, practices and regulatory requirements.
  • Audit and report on suitability and accuracy of maintenance documentation and advise on improvements. Train, prepare and assess immediate work team for technical competence as required.
  • Examine selected signal fault reports, incidents or irregularities and advise on the condition of signalling assets, recommend enhanced maintenance, rehabilitation or replacement of equipment as considered necessary. Involves testing and commissioning of new and in-service signalling and crossing installations, in co-ordination with the engineering team
  • Ensure signalling and communications auditing is carried out in compliance with design, statutory, safety, and regulatory standards, and submit reports and provide input to the planning team.
  • Maintain relationships with external auditors and develop, implement and manage an integrated audit plan.

Key skills

- • Sound knowledge, experience and qualifications in railway signalling design, maintenance and construction in line with standards and procedures.
  • Leadership and negotiation skills.
  • Broad knowledge in auditing processes, with ability to communicate to contractors and staff at all levels.
  • Broad knowledge in Railway Safety Legislation and its application to track maintenance.
  • Good written and oral communication skills.

Internal contacts

Management, planners.

External contacts

Regulatory bodies and government departments, consultants, contractors, suppliers and manufactures

Typical experience

Sound knowledge, experience and qualifications in railway signalling design, maintenance and construction in line with standards and procedures. May also have knowledge of signalling maintenance standards and procedures.

Other comments

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Position Description

Position title:	**Communications Technician**
Position code:	**Aon.PTR.54375.3**
Level:	**3**

Responsible for

Maintain and install telecommunications and associated electronic equipment on time and within relevant standards, procedures and practices. Ensure a high level of equipment performance, customer satisfaction and network performance and availability.

Report to

Regional Communications Manager

Supervises

Nil

Main activities

- • Monitor, maintain and install routine and fault rectification procedures, electronic repairs, to result in an effective and efficient level of operating performance on the various telecommunications systems and equipment on the rail network.
  • Investigate and report on irregularities, faults and actions taken at the system on equipment level, working with manager, employees or contract technical personnel to rectify faults as required.
  • Carry out commissioning of new system.
  • Prepare customised reports as required using facilities provided by other control and communications systems, and support all communications systems administration duties such as recording and retaining documentation for equipment /system spares and asset condition, schedule and details of the maintenance program completed.

Key skills

- • Substantial knowledge of telecommunications equipment and systems and the relevant installation, maintenance and operating standards and procedures.
  • Substantial electronics skills, in the installation, maintenance and fault rectification of telecommunications equipment and systems e.g. radio, network, mobile radios within relevant standards.
  • Substantial skill in identifying equipment performance irregularities within the telecommunications network, investigating reoccurring faults and recommending improvement initiatives.
  • Substantial interpersonal, written and oral communication skills with an emphasis on customer service.
  • Skill in monitoring equipment performance, investigating recurring faults and recommend improvement initiatives, estimating job size and material requirements for new/existing work where needed.

Internal contacts

External contacts

Contractors

Typical experience

Experience in electronics repairs and maintenance, particularly for telecommunications systems.

Other comments

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Position Description

Position title:	**Maintenance Manager**
Position code:	**Aon.PTR.54380.7**
Level:	**7**

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

Previous code: Aon.INF.89111.6

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Position Description

Position title:	**Track Maintenance Supervisor**
Position code:	**Aon.PTR.54582.6**
Level:	**6**

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

Previous code: Aon.INF.89101.5

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Position Description

Position title:	**Senior Maintainer**
Position code:	**Aon.PTR.54380.5**
Level:	**5**

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

Previous code: Aon.INF.89111.4

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Position Description

Position title:	**Maintainer**
Position code:	**Aon.PTR.54380.4**
Level:	**4**

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

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Position Description

Position title:	**Junior Maintainer**
Position code:	**Aon.PTR.54380.3**
Level:	**3**

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

Previous code: Aon.INF.89111.2

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Position Description

Position title:	**Supply Chain Manager**
Position code:	**Aon.PTR.54381.6**
Level:	**6**

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

Previous code: Aon.LOG.65004.5

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Position Description

Position title:	**Warehouse/Distribution Manager**
Position code:	**Aon.PTR.54597.6**
Level:	**6**

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

Previous code: Aon.LOG.65004.4

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Position Description

Position title:	**Logistics Team Leader**
Position code:	**Aon.PTR.54381.5**
Level:	**5**

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 Previous code: Aon.LOG.65304.4

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Position Description

Position title:	**Logistics Analyst (Corp)**
Position code:	**Aon.PTR.54599.4**
Level:	**4**

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

Previous code: Aon.LOG.65404.2

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Position Description

Position title:	**Logistics Analyst (Ops)**
Position code:	**Aon.PTR.54600.4**
Level:	**4**

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

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Position Description

Position title:	**Warehouse/Distribution Team Leader**
Position code:	**Aon.PTR.54381.4**
Level:	**4**

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

Previous code: Aon.LOG.65004.3

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Position Description

Position title:	**Senior Stores/Warehouse Person**
Position code:	**Aon.PTR.54601.3**
Level:	**3**

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

Previous code: Aon.LOG.65204.2

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Position Description

Position title:	**Dispatcher**
Position code:	**Aon.PTR.54598.2**
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. Previous code: Aon.LOG.65104.2

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Position Description

Position title:	**Personnel Logistics Coordinator**
Position code:	**Aon.PSG.54389.3**
Level:	**3**

Responsible for

This role is responsible for the booking and tracking of all flights, roster rotations, mobilisation & demobilisation of work teams, accommodation and car bookings for the project.

Report to

Project Secretary, Senior Administration Co-ordinator or Office Manager.

Supervises

Main activities

- booking all travel including the preparation of itineraries and issue of documentation (including visas and other travel documentation);• being on call 24/7 for emergency after hours bookings;• establishing owners and contractors profile and liaison with the relevant airline to make bookings and reconciliation of monthly invoice;• booking all international travel for staff including flights, accommodation, car hire, arranging medicals and notifying travellers of relevant consular advice;• co-ordinating end of month invoice reconciliations, updating and authorising for payment; and• addressing all costing issues, frequent flyer memberships, charter bookings and invoice reconciliation.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Minimum Year 10 education with a TAFE Certificate in Business (Office Administration) or Business College course equivalent. Proven experience in providing administrative and secretarial support with specific experience in travel bookings and logistics.

Other comments

Alternative Titles: Travel Officer, Travel Co-ordinator, Travel Administrator. Previous code: MCA_00613

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Position Description

Position title:	**Project Secretary**
Position code:	**Aon.PSG.54390.3**
Level:	**3**

Responsible for

The main focus of the position is to provide administration services to the Project.

Report to

Project Services Manager

Supervises

Travel Administrator & other clerical / secretarial functions

Main activities

- providing an administrative service to the Project Services Manager and other senior staff.• preparing letters memos and reports;• ensuring compliance with standards in the areas of accounting, travel, records management, expenses and other administrative documentation;• co-ordinating meetings, conferences and other training requirements for the work group;• maintaining filing systems for confidential and other information; and• planning and co-ordinating business appointments, meetings and social functions.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have post secondary education and secretarial qualifications or a diploma in office administration. A minimum of 10 years' secretarial experience with exposure to engineering/ technical terminology and records management / document control.

Other comments

Alternative Titles: Office Manager, Senior Administration Co-ordinator. Previous code: MCA_00612

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Position Description

Position title:	**Lead Document Controller**
Position code:	**Aon.PSG.54328.6**
Level:	**6**

Responsible for

This role ensures that project requirements for document control are met in accordance with project schedule.

Report to

Manager Document Control and/or Design Manager.

Supervises

Project Document Control Team, including Senior Document Controller, Document Controller and Document Control Clerk.

Main activities

- working with the Design Manager to ensure adequate resources in document control to meet project requirements;• developing, reviewing and maintaining, document control systems and procedures within the general standards of the company and specific project standards;• providing training, supervision and instructing to document control personnel;• monitoring project registers and information systems in respect of correspondence; and• establishing systems to ensure information complies with specified format and standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required.
Seven years extensive experience in supervising, establishing, reviewing and maintaining document control systems.

Other comments

Previous code: MCA_09281

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Position Description

Position title:	**Manager Document Control**
Position code:	**Aon.PSG.54329.6**
Level:	**6**

Responsible for

This position is responsible for developing, implementing & managing document control systems & procedures within the general standards of the company.

Report to

Head of Engineering or Project Services Manager.

Supervises

Senior Document Controller & Document Controller.

Main activities

- developing document control procedures that meet company & specific project standards;• liaison with various stakeholders (e.g. design & project groups) to ensure systems meet user needs;• providing advice on control system improvements & training to project team members on the use of the system;• monitoring all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc; and• establishing systems to ensure that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Extensive experienced in establishing, maintaining & reviewing document control systems. Proven leadership experience.

Other comments

Previous code: MCA_00928

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Position Description

Position title:	**Document Control Clerk**
Position code:	**Aon.PSG.54328.3**
Level:	**3**

Responsible for

This position maintains up-to-date records of all information, correspondence & documentation and ensures it is accessible in accordance with project systems & standards.

Report to

Document Controller or Project Manager.

Supervises

Main activities

- entering & checking information on all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;• issuing & receiving controlled copies of information; and• checking that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Experienced in various software packages for document registration & control & practical experience in document control entry & procedures on engineering & construction projects.

Other comments

Previous code: MCA_00959

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Position Description

Position title:	**Document Controller**
Position code:	**Aon.PSG.54329.3**
Level:	**3**

Responsible for

This position maintains up-to-date records of all information, correspondence and documentation and ensures it is available in a timely and comprehensive manner to the project team.

Report to

Senior Document Controller or Project Manager.

Supervises

Main activities

- maintaining the currency & security of all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;• issuing & receiving controlled copies of information;• checking that all information complies with specified format & standards;• liaison with various stakeholders (e.g. design & project groups) to ensure correct information is available;• providing training to other team members on correct project documentation procedures & standards; and• providing advice on procedures & recommendations for improvement.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Experienced in various software packages for document registration & control & practical experience in document control systems on engineering & construction projects.

Other comments

Previous code: MCA_00949

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Position Description

Position title:	**Senior Document Controller**
Position code:	**Aon.PSG.54422.4**
Level:	**4**

Responsible for

This position is responsible for establishing & maintaining document control systems & procedures within the general standards of the company.

Report to

Manager Document Control or Project Services Manager.

Supervises

Document Controller & Document Control Clerk.

Main activities

- establishing document control procedures that meet company & specific project standards;• liaison with various stakeholders (e.g. design & project groups) to ensure correct information is available in a timely & accurate manner;• providing advice on control system improvements & training to project team members on the use of the system;• administering all project registers & information systems in respect of correspondence, drawings, scope & design variations, quality inspections etc;• issuing & receiving controlled copies of information; and• checking that all information complies with specified format & standards.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Formal qualifications not required. Extensive experienced in establishing, maintaining & reviewing document control systems.

Other comments

Previous code: MCA_00929

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Position Description

Position title:	**Estimating Manager**
Position code:	**Aon.PSG.54333.7**
Level:	**7**

Responsible for

To provide overall management of the Estimating team, including Estimating processes and procedures, and budgetary responsibilities.

Report to

GM Operations & Construction, Operations Manager, State Operations Manager.

Supervises

National Estimating team (Sales, Production, Development).

Main activities

- Accountable for the overall leadership of the Estimating team.• Achieve organisation targets for Sales, Production and Development Estimating.• Maintain accurate pricing in estimating system.• Ensure cost management targets are met.• Continuous improvement of estimating procedures to improve quality.• Conduct performance discussions within Estimating Team.•

Key skills

- Advanced knowledge of Estimating Analysis techniques.• Advanced knowledge of residential construction processes.• Knowledge of legal requirements as they apply to the building industry.•

Internal contacts

Operations Team, Construction Team.

External contacts

Subcontractors, suppliers.

Typical experience

10+ years leadership experience within residential home construction, expert knowledge with all areas of estimating.

Other comments

Previous code: MCA_00970

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Position Description

Position title:	**Manager Quantity Surveying**
Position code:	**Aon.PSG.54443.7**
Level:	**7**

Responsible for

This role is required to conduct the preparation and assessment of tenders and proposals, estimate and monitor construction costs, from project commencement through to the completion of the construction period. After construction they are to be involved with tax depreciation schedules, replacement cost estimation for insurance purposes and, if necessary, mediation and arbitration.

Report to

Senior Project Manager / Chief Executive Officer (depending on the size of the organisation)

Supervises

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

Main activities

- • advising on the most economical way of achieving project requirements;
  - preparing detailed cost plans and estimates as tools for budgetary control;
  - preparing a Bill of Quantities on completion of design and drawings;
  - fairly value progress payments at regular intervals during construction;
  - producing depreciation schedules of the various project components and advising on insurance replacement costs;
  - seeking company approval for changes to scope;
  - ensuring that the highest standards of health, safety & environmental management are implemented; and
  - developing teams & individual competence.
  - 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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Degree in Quantity Surveying / Construction Management or may hold post trade qualifications. Has extensive experience in project engineering with a comprehensive knowledgebase of appropriate costing software & experience in the engineering & construction industry.

Other comments

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Position Description

Position title:	**Lead Estimating Engineer**
Position code:	**Aon.PSG.54333.6**
Level:	**6**

Responsible for

This role is responsible for managing estimates and tenders associated with project opportunities.

Report to

Estimating Manager.

Supervises

Experienced Estimating Engineers or technical officers.

Main activities

- managing and improving policies & systems for the estimating of tenders & proposals;• analysing spreadsheets for costing labour & materials in meeting tender requirements;• preparing tenders & proposals;• research and identification of contract / cost options for profitable and sustainable tenders;• representing the company in contract negotiations as an adviser on contract / cost options;• managing post-submission responses to client for the clarification of matters;• identifying, evaluating and recommending potential contractual opportunities; and• reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist estimating expertise & mastery of software tools for costing inputs.

Other comments

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Position Description

Position title:	**Senior Estimating Engineer**
Position code:	**Aon.PSG.54442.6**
Level:	**6**

Responsible for

This role is responsible for preparing estimates and tenders associated with project opportunities.

Report to

Lead Estimating Engineer or Senior / Project Manager or Project Services Manager.

Supervises

Experienced Estimating Engineers or technical officers.

Main activities

- providing input into improving policies & systems for the estimating of tenders & proposals;• developing spreadsheets for costing labour & materials in meeting tender requirements;• preparing tenders & proposals;• identifying contract / cost options for profitable and sustainable tenders;• participating in contract negotiations as an adviser on contract / cost options;• preparing post-submission responses to client for the clarification of matters;• identifying, evaluating and recommending potential contractual opportunities; and• reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist estimating expertise & mastery of software tools for costing inputs.

Other comments

Previous code: MCA_00971

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Position Description

Position title:	**Experienced Estimating Engineer**
Position code:	**Aon.PSG.54333.5**
Level:	**5**

Responsible for

This role is responsible for preparing estimates and tenders associated with project opportunities.

Report to

Project Manager or Senior Estimating Engineer.

Supervises

Main activities

- costing labour & materials components in meeting tender requirements;• assisting in the preparation of tenders & proposals;• identifying contract / cost options for profitable and sustainable tenders;• preparing post-submission responses to client for the clarification of matters; and• reviewing contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. Has experience in project engineering & management with a working knowledge of appropriate costing software & experience in the engineering & construction industry.

Other comments

Previous code: MCA_00972

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Position Description

Position title:	**Project Surveyor**
Position code:	**Aon.PSG.54439.5**
Level:	**5**

Responsible for

This role is required to provide daily surveying requirements, preparing monthly volume reconciliations, ensuring survey compliance to design drawings and all aspects of the project are set within the design plan.

Report to

Site or Area Superintendent or Survey Manager.

Supervises

Civil Surveyors.

Main activities

- liaison with key stakeholders including, the Lead Surveyor, Survey Manager, Project Manager and Engineers;• checking geometry and dimensions of design;• undertaking the daily surveying requirements including set out, calculations, data processing and management;• following established data management procedures;• accurately maintaining all survey information and records in accordance with project instructions;• maintaining survey calibration and equipment registers;• following survey procedures to ensure an accurate, effective models are produced; and• ensuring measure-ups and the necessary documentation are compiled efficiently

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Diploma or Degree in surveying. 5 years minimum experience in surveying, with three years' minimum experience working on site in the Construction or Resources sector. Experience leading a small team of surveyors, with a broad range of surveying equipment and software, including 12D and or civil 3D technology.

Other comments

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Position Description

Position title:	**Senior Civil Surveyor**
Position code:	**Aon.PSG.54441.5**
Level:	**5**

Responsible for

This role is required to oversee survey systems and processes, management and training of staff ensuring all survey work complies with requirements of relevant legislation and tolerances.

Report to

Site or Area Superintendent.

Supervises

Civil Surveyors.

Main activities

- Normally responsible for:• overseeing the maintenance and calibration of all survey equipment;• liaison with key stakeholders including, Project Manager, Survey Manager, Engineers and other senior professional and operations personnel;• promoting company environmental, health, safety and operational policies and procedures;• undertaking the daily surveying requirements including set out, calculations, data processing and management; and• accurately maintaining all survey information and records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Diploma or Degree in Civil surveying

Five years minimum experience in surveying, with three years' minimum experience working on site in the Construction or Resources sector.

Experience with a broad range of surveying equipment and software, including civil 3D technology.

Other comments

Previous code: MCA_09841

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Position Description

Position title:	**Quantity Surveyor**
Position code:	**Aon.PSG.54440.4**
Level:	**4**

Responsible for

This role is required to estimate and monitor construction costs, from project commencement through to the completion of the construction period. They may also assist in the preparation or assessment of tenders & proposals. After construction they may be involved with tax depreciation schedules, replacement cost estimation for insurance purposes and, if necessary, mediation and arbitration.

Report to

Senior Project Manager or Project Services Manager.

Supervises

Technical officers.

Main activities

- advising on the most economical way of achieving project requirements;• preparing detailed cost plans and estimates as tools for budgetary control;• preparing a Bill of Quantities on completion of design and drawings;• fairly value progress payments at regular intervals during construction;• producing depreciation schedules of the various project components and advising on insurance replacement costs.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Degree in Quantity Surveying / Construction Management or may hold post trade qualifications. Has experience in project engineering with a working knowledge of appropriate costing software & experience in the engineering & construction industry.

Other comments

May be office or site-based. Previous code: MCA_00979

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Position Description

Position title:	**Entry level Estimator**
Position code:	**Aon.PSG.54333.3**
Level:	**3**

Responsible for

This role is responsible for providing support in the preparation of estimates and tenders associated with project opportunities

Report to

Senior Estimating Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Preparation of costing of labour & materials components in meeting tender requirements;• assisting in the preparation of documents for tenders & proposals;• provision of reports and initial identification of contract / cost options for profitable and sustainable tenders;• preparation of initial post-submission responses to client for the clarification of matters; and;• preparation of reports in the preliminary review of contract performance, with a view to identifying more effective contract options.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. May have experience in project engineering with a working knowledge of appropriate costing software This is an entry level position

Other comments

Previous code: MCA_009721

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Position Description

Position title:	**Industrial Relations Manager – Projects**
Position code:	**Aon.PSG.54544.7**
Level:	**7**

Responsible for

The incumbent implements industrial relations strategies, policies & procedures and monitors industrial relations activities in relation to project and contractor activities at company locations.

Report to

Project Services Manager or Head of Human Resources (Corporate).

Supervises

Senior and Experienced Employee Relations staff

Main activities

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

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

The focus of this position is on managing the industrial relations of Company and Contractor employees to minimise disruption to operations and ensure timely progress of construction activities. Previous code: MCA_00993

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Position Description

Position title:	**Project Controls / Scheduling Manager**
Position code:	**Aon.PSG.54355.7**
Level:	**7**

Responsible for

This role is responsible for ensuring that all Project Controls systems, including information systems, are properly & effectively designed, documented & implemented according to company standards.

Report to

Senior / Project Manager or Head of Procurement & Logistics.

Supervises

Lead Planning / Scheduling Engineer, Lead Project Cost Controls Engineer, scheduling or planning engineers or technical officers.

Main activities

- Duties may include:• liaison with operations, engineering, project & service providers' personnel to ensure appropriate project controls systems are established;• sourcing, testing, evaluating & implementing software that provides optimal project controls data;• establishing key performance indicators to benchmark project performance;• identifying opportunities for reductions in overall project cost and schedules including consideration of time, resource implications;• managing & administering project control aspects of major construction contracts;• analysing construction industry demands for impacts on resources & contributing to management strategy;• assessing, reviewing & advising Senior / Project Managers in respect of contractor claims for variations & extensions;• providing the Senior / Project Managers with updates on contractor performance & assisting in the resolution of contract disputes;• preparing all required project reports including forecast cost and schedule, progress and variance to plan in respect of costs, time & resources; and• resolving potential scheduling & planning issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. Has extensive experience in project engineering & management with specialist project controls expertise. Has demonstrated leadership in the area of project controls.

Other comments

Previous code: MCA_00975

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Position Description

Position title:	**Lead Project Planning / Scheduling Engineer**
Position code:	**Aon.PSG.54355.6**
Level:	**6**

Responsible for

This position provides technical expertise and/or leadership and is responsible for the management of Project Planning and Scheduling systems including information systems according to company standards to support individual projects and overall program planning.

Report to

Project Controls / Scheduling Manager or Project Manager.

Supervises

Senior Project Planning / Scheduling Engineer.

Main activities

- managing the planning & scheduling to ensure projects comply with company standards;• managing, testing and implementing proprietary software (e.g. Primavera) to document scheduling & planning of all projects & service providers;• establishing and measuring key performance indicators to benchmark individual & collective project performance;• identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• monitoring variance reports in respect of progress, costs, time & resources against plan and schedule;• resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least ten years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Previous code: MCA_00978

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Position Description

Position title:	**Senior Project Planning / Scheduling Engineer**
Position code:	**Aon.PSG.54588.6**
Level:	**6**

Responsible for

This position is responsible for the development & implementation of planning, scheduling and information systems in supporting individual projects and overall program planning.

Report to

Lead Project Planning / Scheduling Engineer.

Supervises

Project scheduling or planning engineers or technical officers.

Main activities

- Duties may include:• ensuring planning & scheduling for projects comply with company standards;• using proprietary software (e.g. Primavera) to document scheduling & planning of all projects & service providers;• establishing key performance indicators to benchmark individual & collective project performance;• identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• initiating variance reports in respect of progress, costs, time & resources; and• resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00976

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Position Description

Position title:	**Experienced Project Planning /Scheduling Engineer**
Position code:	**Aon.PSG.54355.5**
Level:	**5**

Responsible for

This position is responsible for undertaking planning, scheduling and information systems in supporting individual projects and contributing to overall program planning.

Report to

Lead Project Planning / Scheduling Engineer or Senior Project Planning / Scheduling Engineer.

Supervises

May supervise technical officers.

Main activities

- ensuring planning & scheduling for projects comply with company standards;• using proprietary software (e.g. Primavera) to document scheduling & planning of projects & service providers;• identifying opportunities for improved schedules including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• initiating variance reports in respect of progress, costs, time & resources; and• resolving potential issues or referring them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Previous code: MCA_00977

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Position Description

Position title:	**Entry Level Project Planning / Scheduling Engineer**
Position code:	**Aon.PSG.54355.3**
Level:	**3**

Responsible for

Assist in the administration of planning, scheduling and information systems in supporting individual projects and contributing to overall program planning.

Report to

Lead Project Planning / Scheduling Engineer or Senior Project Planning / Scheduling Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Assist in planning & scheduling for projects comply with company standards;• use proprietary software (e.g. Primavera) to document scheduling & planning of projects & service providers;• provision of reports and initial identification of contract / cost options for profitable and sustainable tenders;• provision of variance reports in respect of progress, costs, time & resources

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent or may hold post-trade qualifications. May have experience in project engineering with a working knowledge of appropriate costing software This is an entry level position

Other comments

Previous code: MCA_009771

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Position Description

Position title:	**Manager Project Cost Controls Engineering**
Position code:	**Aon.PSG.54359.7**
Level:	**7**

Responsible for

This position provides leadership and is responsible for the management of Project Control and Costing systems, including information systems, according to company standards to support individual projects and overall project control

Report to

Project Controls / Scheduling Manager or Head Project Manager

Supervises

Senior/Lead Project Cost Controls Engineer.

Main activities

- • Duties include:
  - managing the controls to ensure projects comply with company standards;
  - managing and implementing project control systems and procedures to ensure cost, progress and scope control on projects;
  - establishing and measuring key performance indicators to benchmark individual & collective project performance;
  - identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;
  - liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;
  - monitoring variance reports in respect of costs, time & resources against plan; and
  - resolving potential issues

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least ten years' professional experience in project engineering & management with specialist project controls exposure

Other comments

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Position Description

Position title:	**Lead Project Cost Controls Engineer**
Position code:	**Aon.PSG.54359.6**
Level:	**6**

Responsible for

This position provides leadership and is responsible for the management of Project Control and Costing systems, including information systems, according to company standards to support individual projects and overall project control

Report to

Project Controls / Scheduling Manager or Project Manager

Supervises

Senior Project Cost Controls Engineer.

Main activities

- Duties include:• managing the controls to ensure projects comply with company standards;• managing and implementing project control systems and procedures to ensure cost, progress and scope control on projects;• establishing and measuring key performance indicators to benchmark individual & collective project performance;• identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• monitoring variance reports in respect of costs, time & resources against plan; and• resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering degree or equivalent. At least ten years' professional experience in project engineering & management with specialist project controls exposure.

Other comments

Alternative Titles: Senior Costing or Senior Cost Control Engineer. Previous code: MCA_00078

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Position Description

Position title:	**Senior Project Cost Controls Engineer**
Position code:	**Aon.PSG.54595.6**
Level:	**6**

Responsible for

This position is responsible for the development & implementation of Project Control and Costing systems, including information systems, according to company standards to support individual projects, overall project and project control.

Report to

Lead Project Cost Controls Engineer

Supervises

Project scheduling or planning engineers or technical officers.

Main activities

- ensuring controls for projects comply with company standards;• using project control systems and procedures to ensure cost, progress and scope control on projects;• establishing key performance indicators to benchmark individual & collective project performance;• identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• initiating variance reports in respect of costs, time & resources; and• resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Senior Costing or Senior Cost Control Engineer Previous code: MCA_00076

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Position Description

Position title:	**Experienced Project Cost Controls Engineer**
Position code:	**Aon.PSG.54596.5**
Level:	**5**

Responsible for

This position is responsible for undertaking project control and costing, supporting individual projects and contributing to the overall project control.

Report to

Lead Project Cost Control Engineer or Senior Project Cost Control Engineer

Supervises

May supervise technical officers.

Main activities

- ensuring controls for projects comply with company standards;• using project control systems and procedures to ensure cost, progress and scope control on projects;• identifying opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;• liaison with the Project Manager, design team, operations, EPCM service providers & other contractors on an ongoing basis;• initiating variance reports in respect of costs, time & resources; and• resolving potential issues or refer them to the Project Manager.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

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

Other comments

Alternative Titles: Cost or Cost Control Engineer. Previous code: MCA_00077

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Position Description

Position title:	**Cost Controller**
Position code:	**Aon.PSG.54359.4**
Level:	**4**

Responsible for

To plan, monitor and report the status of man-hours, indirect costs and capital costs by applying the Company's cost management methodology, procedures and systems. To assist in the day to day support of Project Management systems.

Report to

Project Controls / Scheduling Manager.

Supervises

Main activities

- maintaining the Project Management System applications including timesheet entry, weekly reports and general client requirements;• developing work / cost breakdown structure for minor projects and studies;• entering and maintaining budgets and forecasts for projects and studies;• implementing change control process for studies and projects;• preparing up to date cost reports showing approved budgets, commitments, expenditures; forecasts, paid to date and amount outstanding;• assisting project / study managers in preparing monthly reports with various costs reports;• assisting with man-hours and expenditure reports, invoices, profit and margin reports;• liaise with procurement and contracts and providing budget allocations for packages of work; and• reconcile progress invoices, data entry, preparation of progress payment certificate and carry out changes to commitments as required.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Desirable but not essential Commercial / Finance or Quantity Surveying Qualification. Minimum of three years' experience in cost control of projects / studies.

Other comments

Previous code: MCA_09921

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Position Description

Position title:	**Entry Level Cost Controls Engineer**
Position code:	**Aon.PSG.54359.3**
Level:	**3**

Responsible for

Administration of project control and costing, supporting individual projects and contributing to the overall project control.

Report to

Lead Project Cost Control Engineer or Senior Project Cost Control Engineer

Supervises

No supervisory responsibilities.

Main activities

- Assist in implementation of standards and regulatory codes as appropriate to meet the project's needs;• assist in using project control systems and procedures to ensure cost progress and scope control on projects;• run reports to identify opportunities for reductions in project cost including analysis of design changes, time, resource & cost implications;• provision of variance reports in respect of costs, time & resources;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary Engineering degree or equivalent. This is an entry level position

Other comments

Previous code: MCA_00079

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Position Description

Position title:	**Project Services Manager**
Position code:	**Aon.PSG.54363.7**
Level:	**7**

Responsible for

To manage commercial services to ensure projects are undertaken in a commercially responsible & cost-effective manner and that compliance & other areas of risk are identified & managed.

Report to

Construction Manager or Head of Operations (Corporate) or Project Director.

Supervises

On large projects, the incumbent is responsible for managing the project commercial team including procurement, logistics, contracts, project controls, estimating and HR / ER functions.

Main activities

- implementing & monitoring systems & policies to ensure that projects are undertaken cost-effectively & in compliance with company policies & statutory obligations;• developing & maintaining productive relationships with key suppliers of materials & services and with key customer groups;• developing, appraising & deploying appropriately skilled personnel to provide technical support to the project team(s);• supervising the processes for letting tenders to sub-contractors that ensure materials & services are provided cost-effectively & on-time;• supervising the processes for planning projects & identifying costs, time & quality issues so that they can be addressed, if necessary; and• ongoing liaison with other members of the project team, suppliers & clients to identify opportunities for developing & implementing more effective systems & policies.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to have tertiary qualifications in an appropriate business or engineering discipline.
Substantial experience at a senior level in project planning & controls, estimating, purchasing, supply, logistics & contract administration. Proven negotiation skills.

Other comments

Depending on project size, incumbents may be allocated to provide services to one or more projects. Previous code: MCA_00973

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Position Description

Position title:	**Senior Technical Writer**
Position code:	**Aon.PSG.54365.5**
Level:	**5**

Responsible for

Writing and revising information about company products using software tools and system components. Typically including such items as manuals, help systems, on-line tutorials, installation guides and quick reference guides presented in any media.

Report to

Quality Manager, Software Project Manager.

Supervises

No supervisory responsibilities.

Main activities

- Editing contributions provided by product specialists to produce unified and consistent support documents.• Analysing program outlines and computer codes and liaising with product specialists to produce support manuals.• Ensuring that any contractual requirements for support or documentation are met.• Working on tasks of large scope and technical complexity.

Key skills

- Specialist knowledge of technical area.• An ability to write in an easily understandable manner.• Ability to deal with Specialist Computing Development staff.• PC/Desktop publishing skills.

Internal contacts

Members of project teams.

External contacts

Exchanging information with specialists/Users in sites.

Typical experience

Engineering/technical qualifications and/or a working knowledge of systems being developed, at least 3-4 years of relevant work experience.

Other comments

Previous code: MCA_00989

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Position Description

Position title:	**Technical Writer**
Position code:	**Aon.PSG.54363.5**
Level:	**5**

Responsible for

Writing and revising information about company products (e.g. manuals, help systems, on-line tutorials, installation guides and quick reference guides) using software tools and system components.

Report to

Project Manager.

Supervises

No supervisory responsibilities.

Main activities

- Editing contributions of Subject Matter Experts to produce unified, consistent support documents.• Analysing program outlines and computer codes and liaising with Subject Matter Experts to produce support manuals.• Ensuring that any contractual requirements for support or documentation are met.• Working on tasks of moderate scope and technical complexity.

Key skills

- Sound Desktop Publishing skills.• Specialist knowledge of technical area.• Strong written communications skills - ability to write in an easily understandable manner.

Internal contacts

Users, Applications Programmers.

External contacts

Limited external contacts.

Typical experience

At least 3-5 years of commercial technical writing experience coupled with relevant tertiary qualifications and/or a working knowledge of systems.

Other comments

Previous code: MCA_09891

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Position Description

Position title:	**Quality Assurance Manager**
Position code:	**Aon.PSG.54364.7**
Level:	**7**

Responsible for

To establish, maintain & improve quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Senior Project Manager.

Supervises

Senior QA Advisers & other specialists as required.

Main activities

- developing & implementing formal standards & regulatory codes appropriate to the project's needs;• maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;• liaison with third party certification bodies to ensure audits & corrective actions are implemented;• ensuring that quality performance indicators are identified & reported to the project team;• liaison with suppliers to ensure quality of goods & services provided;• liaison with customers to identify & monitor quality requirements & perceptions;• identifying & implementing appropriate statistical methodologies and quality tools to monitor & improve business performance; and• ensuring the development & implementation of training related to quality assurance and business improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

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Position Description

Position title:	**Senior Quality Assurance Adviser**
Position code:	**Aon.PSG.54364.6**
Level:	**6**

Responsible for

To develop & implement quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Project Manager.

Supervises

Experienced QA Advisers & other specialists as required.

Main activities

- developing & implementing formal standards & regulatory codes appropriate to the project's needs;• maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;• liaison with third party certification bodies to ensure audits & corrective actions are implemented;• ensuring that quality performance indicators are identified & reported to the project team;• liaison with suppliers to ensure quality of goods & services provided;• liaison with customers to identify & monitor quality requirements & perceptions;• identifying & implementing appropriate quality tools to monitor & improve project performance; and• ensuring the development & implementation of training related to quality assurance & project improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

Incumbents may be employed at a state or branch level to provide support to field or project-based Quality Assurance Advisers, or allocated to a major project. Previous code: MCA_00954

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Position Description

Position title:	**Experienced Quality Assurance Adviser**
Position code:	**Aon.PSG.54364.5**
Level:	**5**

Responsible for

To implement quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental). To facilitate a continuous improvement environment in order to achieve best practice and to meet internal & external customer requirements.

Report to

Project Manager.

Supervises

Main activities

- implementing formal standards & regulatory codes appropriate to the project's needs;• maintaining quality assurance & environmental management systems across the project(s) to meet appropriate standards;• liaison with third party certification bodies to ensure audits & corrective actions are implemented;• ensuring that quality performance indicators are identified & reported to the project team;• liaison with suppliers to ensure quality of goods & services provided;• liaison with customers to identify & monitor quality requirements & perceptions;• identifying & implementing appropriate quality tools to monitor & improve project performance; and• ensuring the implementation of training related to quality assurance & project improvement initiatives & programs for project team members.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies.

Other comments

Incumbents may be employed on major project or support smaller projects. Previous code: MCA_00964

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Position Description

Position title:	**Entry level Quality Advisor**
Position code:	**Aon.PSG.54364.3**
Level:	**3**

Responsible for

Administer quality assurance / environmental management systems & processes on a project or projects to meet appropriate standards. (e.g. ISO 9001 for Quality Assurance, ISO 14001 for Environmental)

Report to

Senior Quality Assurance Advisers.

Supervises

No supervisory responsibilities.

Main activities

- Assist in the implementation of formal standards & regulatory codes appropriate to the project's needs;• maintaining quality assurance & environmental management systems and registers across the project(s) to meet appropriate standards;• liaison with third party certification bodies to organise audits & follow-up of corrective actions;• provision of reports identifying quality performance indicators are identified & reported to the project team;• liaison with suppliers to ensure quality of goods & services provided;• co-ordination of training related to quality assurance & project improvement initiatives & programs for project team members;

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a tertiary degree in the physical sciences & have additional formal training in quality assurance, business improvement and continuous improvement methodologies. This is an entry level position

Other comments

Previous code: MCA_009641

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Position Description

Position title:	**Expediter Manager**
Position code:	**Aon.PSG.54791.6**
Level:	**6**

Responsible for

Managing team/s of Purchasing/Procurement Officers to ensure that goods and services are procured according to specified quantity, quality and cost requirements, and delivered within given time frames to fit the parameters of a project

Report to

Purchasing/Procurement Director or Corporate Logistics Manager/Director.

Supervises

Purchasing/Procurement Team Leaders, Purchasing/Procurement Officers.

Main activities

- • Contributing to and implementing the organisation's strategic Purchasing/Procurement plan in line with overall business performance goals.
  • Selecting reliable sources of supply, engaging complimentary suppliers and working with key suppliers to improve value delivered to the organisation.
  • Overseeing the preparation of tenders, proposals and the negotiation of contracts.
  • Maintaining programs for vendor analysis and cost reduction thereby improving the efficiency and effectiveness of the procurement process.
  • Monitoring suppliers and overseeing inventory control activities to ensure that accurate quantities of stock are purchased at the correct price within specified timeframes.
  • Conducting technical, business and process analysis, identifying areas for process improvement and providing advice to senior management.
  • Developing, piloting, testing and implementing procurement tools.
  • Managing team/s of Purchasing/Procurement Officers.
  • Ensuring logistic and transportation of materials ordered to site within specified time frames.
  • Inspection and receipting of goods upon delivery to ensure the level of quality and quantity, and to ensure adherence to specifications.
  • Liaison with vendors directly to make sure accurate and on time delivery of goods to appropriate locations.
  • Manage inventory levels
  • Supply management
  • Subcontractor coordination

Key skills

- • Specialist knowledge of procurement concepts, processes, activities and trends.
  • Negotiation skills.
  • Advanced analytical interpretation and problem-solving skills.
  • Ability to provide technical leadership, coupled with people and project management skills.
  • Business, communication, change management and customer service skills.

Internal contacts

All Departments.

External contacts

Major suppliers and major customers.

Typical experience

8 - 10 years of experience in Purchasing/Procurement, coupled with relevant Purchasing/Procurement qualifications.

Other comments

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Position Description

Position title:	**Expediter**
Position code:	**Aon.PSG.54786.4**
Level:	**4**

Responsible for

This role is responsible for expediting delivery and flow of equipment & materials to site ensuring all procedures are undertaken according to company policy.

Report to

Senior / Project Manager or Senior Purchasing Officer.

Supervises

Main activities

- Ensuring logistic and transportation of materials ordered to site within specified time frames.• Inspection and receipting of goods upon delivery to ensure the level of quality and quantity, and to ensure adherence to specifications. • Liaison with vendors directly to make sure accurate and on time delivery of goods to appropriate locations.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may hold post-secondary qualifications in supply management however skills will generally result from substantial experience in the engineering & construction industry.

Other comments

Previous code: MCA_09871

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