**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE:** | **Project Manager** |
| **DEPARTMENT:** | **Senior Management** |
| **INCUMBENT:** |  |
| **SUPERVISOR:** | **General Manager** |

**Our purpose, vision and values:**

“**National Group** contributes to the long-term, sustainable growth of the global resources industry by providing state-of-the-art equipment and innovative mining services.

We believe in the power of mining to create opportunities for people across Australia and change lives. We are proud to be part of an industry that builds financial and social wealth for communities, including in the regions.

National Group’s motto of “Unstoppable” reflects our passion to help clients optimise mine performance through all conditions. Our Success is built on our core values of integrity, accountability and inclusion”

**Mark Ackroyd**

**Founder, CEO and Managing Director**

**National Group**

**POSITION OBJECTIVE:**

The Project Manager is responsible to ensure the workforce are meeting and exceeding safety & production targets as set out in the contract of service. Additionally, they must cultivate a relationship with the Mine Operator to ensure the proactive management of the operation and mitigation of potential issues including:

* Ensure site compliance with all relevant pieces of legislation *(safety, environment, workplace relations)*.
* Ensure industrial unrest is kept to a minimum through regular consultation with the workforce.
* Ensure plant and equipment is fit for purpose and capable of meeting project outcomes.
* Leading the preparation, approval and implementation of project objectives and monitoring of same.
* Be responsible for Profit and Loss and the overall performance of the Contract

**KEY RESPONSIBILITIES:**

**Operations**

* Direct operations through consistent interaction with the senior management team to ensure production, safety and other contracted KPIs are met and exceeded where possible on a daily basis.
* Establish, implement and monitor project objectives and strategies in conjunction with the General Manager and General Manager.
* Take personal responsibility for the performance of the Project as a whole and diligently strive to improve it.
* Efficiently use resources as per tender estimate.

**Communication**

* Prepare and submit monthly project reports *within the allocated timeframe* to the General Manager and Managing Director.
* Develop and implement communication plans to manage information and documentation exchange, between CLIENT and subcontractors ensuring acceptance and understanding of all issues at all levels.
* Organise the senior management team to ensure delineated clear lines of communication are maintained and that they are adhering to key responsibilities as set out in their position descriptions.
* Proactively market NRS and the project to CLIENT and the market place in general.
* Participate in and encourage the training and development of staff.

**Financial Management**

* Review the contract of service and establish yearly expenditure budget and cost code breakdown for approval by the General Manager/Managing Director. Formulate a full year budget and forecast for quantities, cost and revenue.
* Coach staff to ensure cost impacts on line decisions are known.
* Approve procurement of subcontractors, consultants and suppliers within allocated budget.
* Work closely with the General Manager to ensure cost drivers are controlled and KPIs are met as stated in the budget.
* Formulate claim and present to Area manager for approval.
* Review Claim
* Work in conjunction with the Employee Services Manager and Production Managers to prepare the manning budget and monitor employee numbers throughout the year to ensure they are maintained.

**Leadership**

* Unite the workforce to ensure project success and alignment with NRS’s culture and values.
* Conduct performance reviews with the Senior Management Team to ensure “Key Technical & Behavioural responsibilities” are being met.
* Drive the implementation of company policies and ensure compliance across the workforce.
* Personally develop competence in planning, leading and organisational control and seek out learning opportunities in relation to same.
* Develop staff

**Safety & Environment**

* Establish, monitor and report on compliance with the Safety and Environmental Plans.
* Actively participate in audit and review programs to ensure system compliance at all levels associated with the Project.
* Ensure all corrective actions identified by the Mine Operator are followed up and implemented.
* Develop a Risk Management Strategy in conjunction with appropriate stakeholders and implement controls to mitigate against identified risks.
* Ensure workforce compliance with the site Safety & Health Management System (S&HMS) through:

1. *Ensuring Senior Managers undertake routine safety audits, inspections and risk assessments.*
2. *Personal involvement with safety briefings with the workforce to promote safety culture.*
3. *Ensuring all incidents are reported in a timely manner and personal participation in accident and incident investigations where required.*
4. *Participation in the review and implementation of the S&HMS where required by CLIENT.*

**REQUIREMENTS OF THE POSITION:**

1. **Skills**

* Highly developed verbal and written communication skills.
* Displays commercial acumen, sound financial management and budgeting skills.
* Highly developed negotiation skills.
* Skilled in motivating a production workforce to achieve set KPIs and contract terms.
* Competent on full range of Microsoft programs.

**(b) Knowledge**

* Thorough understanding of relevant Mining Legislation and how to ensure a contractor workforce are meeting requirements.
* Demonstrated understanding of Project Management as it related to the coal mining environment.

**(c) Experience**

* Previous experience in providing leadership to effect project and operational success in an Open Cut Mining environment.
* Experienced in managing and maintaining personnel rosters in a mining environment.

**(d) Qualifications**

* SSE – Examination in Law.
* RIIRIS601 – Establish the Risk Management System.
* RIIRIS301A – Apply Risk Management Processes.
* RIIOHS301A – Conduct Safety & Health Investigations.
* RIICOM301A – Communicate Information.
* RIIRIS402A – Implement & Maintain Risk Management Processes.
* Senior First Aid Certificate or Higher.

**(e) Personal Attributes**

* Refer Behavioural Responsibilities in the “Employee Development Plan”.

**(f) Training**

* Training will be provided where a need is identified or recommended by the Queensland Area Manager.

**ORGANISATIONAL RELATIONSHIPS:**

**(a) Reports to**

* General Manager

**(b) Supervises**

* Production Managers/Supervisors
* Safety & Training Superintendent
* Maintenance Superintendent

**(c) Internal Liaisons**

* Senior Management Team
* General Manager
* Managing Director

**(d) External Liaisons**

* Mine Operator
* SSE
* Client, Contract Manager

**EXTENT OF AUTHORITY:**

* Freedom to act within defined/established Guidelines and NRS’s Policies & Procedures.
* Delegated with the authority to plan, lead, procure and commit resources for the proper performance of the project works in accordance with the Project Management Plan, CLIENT and state regulatory requirements.

**EMPLOYEE’S CONSENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understood and accepted the responsibilities of the position at NRS and agree to the conditions of employment.

Employee’s signature: ………………………………………… Date: ….…/….…/……

Project Manager’s signature:...……………………………………… Date: ….…/….…/……