

**BATCHFIRE CALLIDE MANAGEMENT PTY LTD
ROLE DESCRIPTION**

Position Title		Mining Supervisor (Relief)		
Name of Position Holder				
Final Approval Date				
<i>For the purposes of RD development only</i>				
Date	Revision Description <i>(e.g., Draft; Review; Amend; Endorsed; Approved)</i>	By	Scheduled revision completion date	Actual submission date
APPROVALS				
Direct Manager Name				
Signature			Date	
Employee Name				
Signature			Date	

JOB OVERVIEW	
Position Title	Mining Supervisor (Relief)
Location	Callide
Reports to	Senior Mining Supervisor
Supervises	Production Technicians
Internal/External Relationships	Mining Supervisors, Dispatch Supervisors, Technical Services Team, Maintenance Supervisors
PURPOSE OF THE ROLE	
<p>An Employee who relieves a Mining Supervisor, will be appointed and has accepted the increased responsibility associated with the role of Supervisor. This role includes the coordination of personnel, equipment and resources to ensure that overburden stripping and coal mining activities are undertaken in a safe, and efficient manner in line with agreed operational standards.</p>	

CAPABILITIES & COMPETENCIES	QUALIFICATIONS & EDUCATION		
	Year 12: Completion of Year 12 of secondary school would be an advantage but is not essential.		
	EXPERIENCE		
	It is essential for the incumbent to demonstrate experience and/or knowledge in the following (provide an indicative number of years where appropriate): <ul style="list-style-type: none"> ▪ Experience in mining operations ▪ Effective application of safe systems of work 		
OTHER REQUIREMENTS			
Essential: <ul style="list-style-type: none"> ▪ Minimum 2 years mining experience ▪ Supervisory Competencies S1, S2, S3 ▪ Letter of Statutory Appointment ▪ Suitable industry experience relevant to the role 		Desired: <ul style="list-style-type: none"> ▪ Senior First Aid (<i>within 6 months</i>) ▪ G2- Facilitating Risk Management ▪ Trainer Assessor competency 	
KEY RESULT AREAS, RESULTS TO BE ACHIEVED			
Key Result Areas		Results to be Achieved	
Role Effectiveness		<ol style="list-style-type: none"> 1. Effectively coordinate personnel, equipment and resources to achieve agreed production targets. 2. Ensure team work within all operational management standards, systems and procedures. 3. Provide effective communication to operational personnel on a shift basis. 4. Monitor allocated teams to ensure works standards are maintained, including crib times and equipment rates. 5. Encourage communication, teamwork and problem solving. 6. Provide direction to employees to ensure employees understand the safe performance objectives. 7. Actively seek opportunities to improve the mining process, particularly with regard to better use of personnel; equipment and resources. 8. Any additional duties as required. 	
Safety & Health		<ol style="list-style-type: none"> 1. Active participation as COVID-19 RMT team member ensuring risk to business is successfully mitigated. 2. SHMS Compliance 3. SHMS Development and Effectiveness 	
Environment		1. Environmental Management Systems: Compliance	
SIGNATURES			
Name	Position	Signature	Date

This role profile acts as a guide to the role only and additional work outcomes may be required to performed by the incumbent.

