A Guide to Jobs Within the Mining Industry
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Hume Coal is pleased to present ‘A Guide to Jobs within the Mining Industry’. This guide has been created through research of various sources within the Mining Industry.

Regardless of whether you are an unskilled, semi-skilled or skilled Job Seeker looking for opportunities within the mining industry, this guide will provide you with important information that you need to know about engaging in both training and employment pathways.

We hope this guide provides you with direction to achieve your career goals within our industry.

Things you need to know

“What does the Mining Industry offer?”

• Exciting new challenges
• Opportunities for advancement
• Career pathways and access to job development and training
• Working with highly driven and motivated teams
• Portability of skills and experience within the industry
• Excellent income potential
• Possible rewards and incentives for work performance

Employer Expectations

“What do I need?”

• Car drivers licence – preferably open manual
• Other licences such as truck licences - Medium Rigid (MR) or Heavy Rigid (HR)
• First Aid certificate
• Work Health and Safety Induction
• National Police Check
• Industry experience or part of a training program
• Pre-employment medical
• Pass regular drug and alcohol tests
• Other industry related training
Conditions of Work

“It is typically hard work and not for everyone.”

Depending on the role and position, you could be based in an office, on-site or have a mixture of office and site-based work. While on-site, employees typically work for 10-12 hours per day, however this depends on individual projects and organisational deadlines.

Family and Relationships

- Some individuals and families find it difficult to adjust to a role that requires an employee to work fixed and/or rotating rosters.
- Working rotational rosters of up over the 7 days of the week means that you may miss anniversaries, birthdays and other special occasions.
- You also need to consider family and friends that rely on you for support.
- Social commitments such as being part of a sporting team may also be affected.
- Hume Coal understands that the mental and physical wellbeing of their employees is vital and will not be engaging a ‘drive-in-drive-out’ and ‘fly-in-fly-out’ workforce. All operational employees will be required to live within the Southern Highlands region and immediate surrounding areas (within a 45 minute commute of the mine). This will assist in managing fatigue, safety and the wellbeing of employees but will also ensure greater socio-economic benefits flow directly to the local community.

Age, Health and Fitness

- The minimum age (for apprentices) is 16 years. There is no maximum age limit.
- The experience and knowledge offered by mature aged workers is valued in the mining industry. People of all ages are encouraged to seek employment.
- Employers will conduct medical checks during recruitment and throughout your employment to ensure your health and fitness meets all the organisational and site requirements.
- Make sure that you are honest about any medical conditions which may impact your ability to perform a role.

Tip: Employees within will conduct random drug and alcohol tests regularly prior to commencement, also you must maintain a negative reading during your shift.
Hours of Work

“Our project will operate all year round.”

• The type of work you will need to undertake depends on the job requirements. Rosters can be anywhere from 5 days on and 2 days off to 7 days on and 4 days off. Rosters will ultimately be structured to suite the mine’s needs.
• Your company may not automatically give you time off for public holidays such as Christmas and New Year, you may be able to take annual leave during this period. However, this is not guaranteed due to the 24hr nature of the mine.

Travel

“Most mines operate all year round.”

• All operational employees will be required to live within the Southern Highlands region and immediate surrounding areas (within a 45 minute commute of the mine). This will assist in managing fatigue, safety and the wellbeing of employees but will also ensure greater socio-economic benefits flow directly to the local community.

Diversity

Women

Women currently comprise around 15% of the resource industry workforce. Although many roles continue to be male dominated, resource employers recognise the value of a diverse workforce and are working hard to increase the number of women at all job levels. Hume Coal have gender diversity policies and career development programs to encourage more women to apply for vacancies and ensure they are supported in their career. The Australian Government encourages resources sector employers to engage with female job seekers.

People from non-English speaking backgrounds

As long as you have the qualifications, skill and experience to perform the role and are able to communicate and follow instructions accurately, your cultural background will not be a barrier to employment with Hume Coal. In fact, we value candidates with culturally diverse backgrounds and skills.

Aboriginals and Torres Strait Islander candidates

Hume Coal prides ourselves on employing people from Aboriginal and Torres Strait Islander backgrounds and run specific Aboriginal and Torres Strait Islander training, development and recruitment programs. Check company websites for information on specific programs.
People with disabilities

As long as you are able to perform the requirements of your role, having a disability should not hinder you from securing employment with us. Please ensure that you disclose your disability and any assistance you may need, during your pre-employment medical tests.

Working in Australia

As long as you hold a valid permit/visa to work in Australia, you are able to apply for work in the mining industry. However, some organisations may require employees to be an Australian Permanent Resident or an Australian Citizen.

To obtain a valid visa to live and work in Australia, the Australian Department of Immigration and Citizenship also requires applicants to have a specific IELTS (International English Language Testing System) score.

IELTS is the system which tests the English proficiency of applicants worldwide. IELTS is accepted by many organisations internationally including universities, immigration and citizenship departments, government agencies, multinational organisations and professional bodies.

For further information on valid permits/visas to work in Australia please visit www.immi.gov.au
For further information on IELTS examinations please visit www.ielts.org

Achieving your Employment Goals

Keep your feet on the ground

Have a realistic understanding of your current skills, knowledge, experience, goals, the industry demands and expectations.

Make your job search a research project

Find out as much as possible about how to achieve your career goals, where the opportunities are and who to contact for guidance and information.

Think about your current employment

Your career goals could involve staying with your current employer and growing within our organisation to face new challenges and gain new responsibilities. If a career change to working in the resources, related construction and allied services industries is not going to suit your current circumstances, there may be further training you could undertake with Hume Coal which would add to your transferrable skills.

Plan your steps

Look at who you are today and the person you will be in your dream career. Then map out the steps that take you from where you are to where you want to be.
START LOOKING FOR A JOB

Where to Start

“Be proactive and maintain a positive attitude.”

- Keep your resume and cover letter up-to-date at all times. Ensure you include information on your transferable skills, qualification and licenses.
- Include your career objective statement in your cover letter.
- Practice mock interview questions with someone to build your confidence and ability to communicate concisely.
- Go straight to the source by researching resource company websites or calling human resources departments. Use major job posting websites such as www.miningoilandgasjobs.com, www.seek.com.au or www.jobsearch.gov.au find roles that interest you.
- The Bureau of Resources and Energy Economics (BREE) biannual report Resources and Energy Major Projects contains useful information about major resources and related construction projects in Australia, including location, size and workforce requirements.
- Often companies run information sessions and participate in open days on-site and at public jobs expos. This will give you a feel for the culture of the industry and on-site lifestyle, and allow you to talk to people who have experienced it first-hand.
- You may have existing contacts within the industry through family and friends. Ensure that you inform these contacts of your career aspirations as they may be able to connect you with a vital contact.
- Hume Coal prefer a candidate with previous site experience. If you have never been employed in the industry, this can be difficult to obtain.

“Be prepared to start at the bottom.”

- Be realistic about the positions you are qualified for (experienced or inexperienced).
- Be ready to start as a trainee or an apprentice and to earn a wage that reflects that role.
- The Australian Apprenticeships website is developed and maintained by the Australian Government. This website provides information for Job Seekers interested in finding employment as an apprentice or a trainee.

“What attributes do employers expect?”

There are a number of attributes employers will expect you to satisfy in order to work in the mining industry, including:

- Ability to work as a part of a team and independently when required
- Willing to contribute and adhere to the safety requirements of the mine
- Ability to maintain negative drug and alcohol tests
- Ability to pass industry specific pre-employment medicals
- Ability to work in an underground mine
- Ability to undertake shift work, both days and nights
- Ability to work on rotating rosters. Rosters can vary depending on contractual arrangements e.g. 5 days on 2 days off, rotating shifts and 7 days on up to 4 days off rotating shifts
Online Presence and Social Media

New technology, online presence and social media are vital tools in today’s job search. Many organisations in the resources, related construction and allied service industries use these tools and technology to find their ideal candidates.

Here are a few things to know about social media.

Social media for job hunters – Is your privacy at risk?

Hume Coal can conduct discreet background checks when a job applicant’s social media profile gives insight into their reputation, professional history, personality, social behaviour and recent activity.

Although job seekers can strategically use social media to find employment, there is an obvious downside to this: your personal privacy risks. It is always important to keep this in mind when creating an online presence.

Always remember, before people meet you, they may know you by reputation and form a perception of you. Consider how your online presence can affect your personal reputation.

Be aware of privacy risks

Negligence or limited understanding of social media can lead to simple mistakes that could leave you open to the risk of:

1. Mixing business with your personal life
2. Cyber crime

Protecting your social media privacy

Consider the below tips to build a social media presence without endangering your privacy:

1. Tighten your privacy settings
2. Clean your history
3. Protect your contacts
4. Use separate channels/profiles for your private and work life
5. Connect with caution
6. Conduct regular privacy checks
7. Consider everything you say online
Safe job hunting

Recruiters use social media to:

1. Verify that an applicant’s internet profile supports claims made in their resume
2. Compare similar applicants to identify the most suitable candidates
3. Check for signs that may eliminate an applicant
4. Assess an applicant’s professional image, experience and circle of influence

The good news is you have the opportunity to be discovered online. However, you must be prepared to invest time and effort into building an impressive, professional image that stands out from the rest.

Here are some tips to help you successfully secure employment through social media:

1. Ensure that your profile is complete
2. Build a strong network
3. Maintain a good balance of personal and professional status updates
4. Be active in your online professional community
5. Recommend and link with connections (when using LinkedIn)
6. Link to interesting information and respected industry websites and groups
7. Seek recommendations from your connections (when using LinkedIn)
8. Demonstrate your skills and experience
9. List your involvement in community projects such as volunteer activities
10. Avoid applying for every new position and focus your job hunting efforts through some tried and tested social media platforms such as LinkedIn, Facebook business pages, Twitter and Google+
11. Take time to create an in-depth profile with relevant, solid and persuasive information

Tip: Used correctly, social media is an effective job hunting and recruitment tool. The key to your success is to create an impressive and professional image that captures the attention of potential employers and recruiters.

With the right combination of social media profiles and related activity, you can gain an edge over the competition and build your professional brand within the mining industry.

Transferrable Skills

Transferrable skills are acquired through activities undertaken throughout your life such as jobs, education, projects, family, hobbies and sports. These skills may be transferrable and applicable to many career paths you take.

In order to demonstrate your ability to perform a particular job, it is important that you understand the nature of the work. Review all your prior experience to collate the transferrable skills you can apply to a new role.

Tip: Used correctly, social media is an effective job hunting and recruitment tool. The key to your success is to create an impressive and professional image that captures the attention of potential employers and recruiters.
“How can I identify my transferrable skills?”

• Make a list of every job you have ever held (casual, internship, contract, part-time, full-time, volunteer) as well as your sporting and other affiliations. Also list the key activities that you were responsible for. Ensure you include information on any leadership roles.
• If you have undertaken training or education, use your study transcript to list the classes in your major field of study along with foundation courses and electives related to your employment interests in the resources, related construction and allied services industries.
  - For each role, activity and class you listed, write a sentence and underline your skills as a verifiable qualification. E.g. Instead of - while working for John Doe Architecture, I gained experience in AutoCAD, while working for John Doe Architecture, I performed AutoCAD.
• Summarise and make a list of the skills and experience that you have identified to assist with your job search.
• Review your list of transferrable skills with someone in your field(s) of preference in the resources and construction industries to identify additional skills that you may want to include.
• Use a major job posting website such as www.miningoilandgasjobs.com, www.seek.com.au or www.jobsearch.gov.au to print role descriptions that interest you. Identify the skills required and use the same terminology in your resume and cover letter.
• Attend career expos and company information sessions to learn about the skills valued and desired by specific organisations in the resources and construction industries.

Once you have identified your transferrable skills, you may be eligible to receive a qualification through:-

**Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is an assessment where the knowledge and experience of an employee or a Job Seeker is compared against what they need to know to receive formal qualifications.

For further information please visit: -

If you are seeking employment in Australia for the first time, you might need to undergo **international skills assessment and migrant skills gap Training.**

International Skills Assessment is where the credentials of overseas workers seeking employment in Australia are assessed in their country of origin against the required competencies to match Australian Framework. If it is identified that the candidate has gaps in their competency to meet the Framework standard, they then continue down the path of Migrant Gap Training to ensure that they meet the required standards.

How can I inform a potential employer about my transferrable skills and secure a job in the mining industry?

- Identify and collate all your transferrable skills;
- Read the position description and desirable skills of the job advertised and tailor your resume to showcase your transferrable skills to the potential employer;
- Write a career objective which shows your confidence and passion to work in the industry and how you can use your transferrable skills to perform the role to the benefit of the organisation; and
- BE POSITIVE!

The next section of this guide includes factsheets detailing the job descriptions, training and development opportunities and salary estimations for the top list of 25 skills shortage occupations.
Boilermakers, welders and engineering tradespeople build or repair metal products by joining parts using a variety of welding methods either manually or by machine. These parts are then used to manufacture structures and equipment. These craftsmen may also 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.

**Duties**

- Study blueprint or specifications and decide which welding methods to use;
- Clean and prepare metal surfaces for welding, cutting, gouging, beveling, grinding or filing;
- Cut metal shapes using flame cutting torches;
- Pre-heat thick metals to required temperate;
- Fit attachments;
- Adjust welding machine variables;
- Inspect and check welds; and
- Clean and smooth welds.

**Desired Skills**

- Experience in a similar industry e.g. manufacturing, agriculture
- Enjoy undertaking hands on, technical tasks
- Team player with the ability to work independently if required
- Interest in computer programmable machinery
- Patience, good eye for detail and accuracy to perform high quality work
- Ability to work in confined spaces and at heights
- Ability to pass pre-employment medical tests
- Physically fit and safety conscious
- Ability to maintain negative drug and alcohol tests
- Ability to undertake shift work, both days, nights and weekends

**Education, Licences or Training Required:**

To become a welder/boilermaker, you are required to have a Certificate III in Engineering (Fabrication) (tuition fee of $626 per semester + any other related fees) preferably through an apprenticeship.

A Certificate I in Metals and Engineering (tuition fee of $626 per semester + any other related fees) is also highly considered. If you have existing skills, experience or qualifications, this may be recognised towards your qualification through Recognition of Prior Learning (RPL). Please visit www.training.gov.au for further information.
Career Pathways

Apprentice Welder ➔ 2nd Class Welder ➔ 1st Class Welder ➔ Welding Inspector

What can this industry offer me?

• Excellent income potential
• Possible rewards and incentives for work performance
• Exciting new challenges
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Estimated Salary: $78,000 - $107,000 (base) per annum as at May 2016
Job Description

A professional engineering discipline that deals with the planning, design, construction and maintenance of the physical and naturally built environment, including transport systems, buildings, mine sites, water supplies and sewerage systems. It is the responsibility of the civil engineer to produce safe, economical and environmentally sound structures.

Duties

• Examine sites and locations to determine suitable foundations;
• Research, consult and advise of best engineering solutions for construction and maintenance purposes;
• Create detailed designs and documentations for construction of projects;
• Organise delivery of materials, plant and equipment to job sites;
• Establish detailed programs for the coordination of site activities to meet deadlines;
• Prepare engineering calculations and forecasts required for project design;
• Supervise the testing and commissioning of completed projects;
• Analyse and interpret various project reports;
• Analyse risks associated with natural hazards and identify solutions; and
• Arrange for geological and geophysical investigations.

Desired Skills

• Ability to identify, analyse and solve problems quickly
• Good oral and written communication skills
• Aptitude for computing, consulting and design
• Practical with an innovative flair
• Ability to work with minimal or no supervision
• Ability to work as a part of a team and independently when required
• Responsible and accountable
• Willing to contribute and adhere to the safety requirements of the projects
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both days, nights and weekends

Education, Licences or Training Required:

In order to secure a position as a civil engineer, you require the following qualifications;

• Bachelor of Engineering (Civil)
  Entry requirements vary according to the university. Please visit university websites for admission requirements
• Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
• Both Chemistry and Physics, and Mathematics C are recommended
Estimated cost is around $8,363 per year. Again this varies according to each university. There are a number of universities Australia-wide that offer this degree.

To learn more about different universities and the courses, please visit www.australianuniversities.com.au

Career Pathways

What can this industry offer me?

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
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Estimated Salary: $84,000 - $170,000 (base) per annum as at May 2016
Job Description

Test, diagnose, repair and maintain diesel motors and the mechanical parts of heavy vehicles such as trucks, buses, plant equipment, tractors, as well as generators, pumps and drilling rigs. The engines and systems repaired could have issues with a variety of areas including electrical, transmission, fuel injection, suspension, steering and brakes. The position requires the ability to work with a range of welding and processing tools.

Duties

• Diagnose, overhaul, repair, tune, maintain and test diesel, petrol and gas powered vehicles;
• Detect mechanical and electrical faults using various technical instruments;
• Repair and maintain the hydraulic components of diesel, petrol and gas engines that are used to power attachments such as hoists, booms, scrapers, buckets and augers; and
• Use oxy, electric, TIG and MIG welding, hand fitting or machining processes to replace or repair faulty parts.

Desired Skills

• Enjoy manual and practical tasks
• Ability to complete precise and detailed work of high quality
• Mechanical aptitude
• Excellent numeracy skills
• Good hand-eye coordination and eye for detail
• Ability to pass pre-employment medical tests
• Physically fit
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both day, nights and weekends

Education, Licences or Training Required:

• In order to be considered for a heavy vehicle motor mechanic role you are required to complete an Automotive Mechanical Technology (Heavy Vehicle) or an Engineering Mechanical Trade (Heavy Plant Mechanic) apprenticeship of around four years.

Please visit www.australianapprenticeships.gov.au for further information.

• To boost your chances of securing an apprenticeship, you are encouraged to acquire some basic skills; and knowledge commonly used in the trade through a pre-apprenticeship program such as a mechanical plant mechanic pre-apprenticeship.
• If you are still at school and interested in becoming a diesel motor mechanic, you also have the option to start a school-based apprenticeship arranged by your school.
There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses or can provide further information on apprenticeship programs available.

Please visit www.training.gov.au for further information.

**Career Pathways**

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Apprentice Diesel Mechanic → Diesel Mechanic → Foreman → Manager
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**“What can this industry offer me?”**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
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**Estimated Salary: $40,000 - $94,000 (base) per annum as at May 2016**
Earthmoving Plant Operator

Job Description

Operate plant to excavate earth, ore and rock; break up pavement, road, rock and obstructions; move and load earth, rock and debris; and level, smooth and compact surfaces in construction and other projects. Often work in conjunction with other physical and construction labourers to run machinery and to carry out designated tasks and duties. Also known as: backhoe, bulldozer, excavator, grader or loader operators.

Duties

- Adjust and operate controls of machinery to match project specifications;
- Select, fit and remove attachments such as buckets, winches, loading scoops and more;
- Choose attachments to fit the task at hand;
- Follow verbal or written instructions to carry out tasks;
- Maintain and repair complex machinery;
- Manipulate controls to break up pavement or excavate earth;
- Monitor operation of plant and adjust controls to regulate pressure, speed and flow of operation;
- Follow exact procedures to ensure safety of other workers;
- Raise, lower and manipulate attachments using manual and hydraulic controls;
- Work from drawings, markers and verbal instructions; and
- Servicing, lubricating, cleaning and refueling plant and performing minor adjustments and repairs.

Desired Skills

- Ability to listen and follow instructions accurately
- Basic mechanical skills to maintain and repair machinery if required
- Good communication skills to work with others to complete the required tasks
- Good concentration and focus on the task at hand
- Smooth hand-eye coordination for operation of machinery
- Ability to maintain negative drug and alcohol tests
- Ability to undertake shift work, both day, nights and weekends

Education, Licences or Training Required:

One or some of the following qualifications and/or assessments could assist you to secure a position as an earth moving plant operator, along with a current driver’s licence.
Earth Moving Plant Operator

- Certificate II - Bituminous Surfacing (estimated cost of around $1,200 for 0.5 year course)
- Certificate II - Civil Construction
- Certificate III - Local Government (Operational Works) (estimated cost of around $1689-$3,995)
- Skills Set Surface Coal Mine Safety- Statement of Attainment (Estimated cost of around $1,030)
- Skill Set Underground Coal Mine Safety- Statement of Attainment (Estimated cost of around $1,030)
- Certificate II- Surface Extraction Operations (Estimated cost of around $3,638)
- Certificate II- Underground Coal Mining (Estimated cost of around $800)
- Certificate II- Underground Metalliferous Mining

Bulldozer Operator

- Civil Construction Dozer Operations- Statement of Attainment (Estimated cost of around $1,070)
- Skills Set for A Crawler Dozer Operator- Statement of Attainment (Estimated cost of around $1,070)

Grader Operator

- Civil Construction Grader Operations- Statement of Attainment (Estimated cost of around $375 for assessment of experienced Grader Operators)

Loader Operator

- Civil Construction Skid Steer Loader Operations- Statement of Attainment (Estimated cost of $2,160)
- Civil Construction Wheeled Front End Loader (Operations) Statement of Attainment (Estimated cost of $2,160)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses.

Please visit www.training.gov.au for further information.
Career Pathways

Earth Moving Plant Operator

- Plant Coordinator
- Plant & Equipment Sales
- Contractor
- Site Supervisor
- Construction Management Opportunities
- Estimator
- Lift Planning and Supervision

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
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Estimated Salary: $77,000 - $116,000 (base) per annum as at May 2016
**Job Description**

Application of scientific and engineering principles in the research, design, manufacturing, operation and maintenance of electrical and electronic equipment, machine and building systems as well as various components.

**Duties**

- Discuss with engineers, customers, and others stakeholders regarding existing or potential projects and products;
- Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products and systems;
- Operate computer-assisted engineering and design software (CAD) and other equipment;
- Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and project requirements;
- Perform detailed calculations to determine and establish manufacturing, construction, and installation standards and specifications;
- Inspect completed installations and observe operations, to ensure conformance to design specifications and compliance with operational and safety standards;
- Plan and implement research methodology and procedures to apply principles of electrical theory to projects;
- Organise specifications for purchase of materials and equipment;
- Supervise and train project team members;
- Research and test vendors’ and competitors’ products;
- Oversee project production to assure projects are completed satisfactorily, on time and within budget;
- Create and study technical drawings, specifications of systems and maps to ensure that installation and operations comply with the standards and customer requirements;
- Investigate complaints, determine nature and extent of problem, and recommend corrective measures;
- Plan layout of power generating plants, distribution lines and stations;
- Participating in the development of capital project programs for new equipment and repairs;
- Developing budgets, estimating labour, material and construction costs of the projects;
- Collate data and write reports regarding existing, upcoming and potential engineering studies and projects;
- Collect data relating to property development, population and power system interconnection to determine efficiency of electrical systems; and
- Conduct field surveys and study maps, graphs and diagrams to identify and correct power system problems.
Desired Skills

- Excellent listening, consulting and communication skills
- Critical thinking skills with the ability to resolve problems
- Aptitude for design and technology
- Ability to collate, analyse and interpret data
- Excellent coordination and decision making skills
- Excellent literacy and numeracy skills
- Ability to lead, motivate and supervise
- Team player with the ability to work independently when required
- Excellent project management skills
- Good knowledge of electrical and electronic systems and equipment or willingness to learn
- Ability to maintain negative Drug and Alcohol tests
- Ability to undertake 12 hour shift work, day, nights and weekends

Education, Licences or Training Required:

In order to secure a position as an electrical engineer, you require the following qualifications:

- Bachelor of Engineering (Electrical and Electronic Engineering)
- Entry requirements vary according to the university. Please visit university websites for admission requirements
- Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
- Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit www.australianuniversities.com.au
Career Pathways

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $75,000 - $107,000 (base) per annum as at May 2016
Job Description

Electrical instrumentation workers undertake work related to the design, fabrication, installation, maintenance, operation, inspection and testing of a variety of control systems and equipment in various areas such as electrical, electronic, pneumatic and computers as well as other duties as required.

Duties

• Install electronic instruments and control systems;
• Examine and test faulty electronic instruments and control systems to identify faults;
• Undertake calibration and make sure there is correction operation of instrumentation equipment; and
• Repair and maintain electronic instruments and control systems.

Desired Skills

• Enjoy technical and engineering work
• Able to analyse and solve problems
• Able to perform intricate work
• An aptitude for mechanics and electronics
• Physically fit
• Good eyesight and normal colour vision
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both day and night shifts over 7 days

Education, Licences or Training Required:

To become an instrumentation tradesperson, you usually have to complete an apprenticeship in instrumentation and control.

The entry requirements to the program may vary, however, employers usually require completion of Year 10.

Once you are employed, you may be able to develop and have recognised, additional skills under the Electro-technology Training Package that will expand your career opportunities within this industry.

Extra Qualifications which will assist you with your career include:

• Certificate III in Instrumentation and Control (estimated cost of around $4,700)
• Certificate IV in Instrumentation and Control (estimate Cost of around $2,400-$3,950)

Please visit www.training.gov.au for further information.
Career Pathways

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
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- Opportunities for advancement
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- Portability of skills and experience within the industry

Estimated Salary: $60,000 - $165,000 (base) per annum as at May 2016
Job Description

Electricians install, maintain, repair, test and commission electrical and electronic equipment and systems for commercial, industrial and domestic uses. They may also undertake work on electrical transmission and distribution equipment. Electricians are also required to interpret drawings to determine the wiring layout of properties and are responsible for establishing and ensuring ongoing supply of power from generators to plant and accommodation units in mines.

Duties

- Locate and repair faults;
- Maintain lighting, switches and electrical equipment in safe working order;
- Install wiring and circuits for extensions and additions to work sites;
- Ensure safe practices are followed near electrical outlets;
- Read and interpret electrical, architectural and mechanical diagrams, drawings or specifications to determine project requirements;
- Plan the layout of wiring systems;
- Test, locate and repair electrical malfunctions;
- Install electrical and electronic control systems and insulated cables and various electrical equipment such as storage heaters, electrical signs, water heaters, motors, switchboards;
- Assemble and fabricate electrical and electronic components and appliances;
- Connect electrical equipment to power supplies;
- Connect switches, outlets and other fittings, circuit breakers; and
- Maintain automated production processes;

Desired Skills

- Enjoy mathematical and technical activities
- Problem solving skills with the ability to think logically and diagnose issues
- Aptitude for mechanics and electronics
- Able to perform precise and detailed work
- Excellent team player with the ability to work independently
- Excellent communication skills
- Excellent hand-eye coordination and good quality of work
- Physically fit
- Good literacy and numeracy skills at a minimum of Year 10 level
- Experienced in a similar industry such as manufacturing
- Ability to maintain negative drug and alcohol tests
- Ability to pass pre-employment medical tests
Education, Licences or Training Required:

A school-based pre-apprenticeship course, an electrical apprenticeship or some initial work experience could assist you to become an electrician.

Some extra qualifications could increase your chances of career development.

- Certificate II in Electro-technology (estimated cost of around $2,400-$3,950) is a first step to becoming an electrician
- Certificate III in Electro-technology (Electrician) (estimated cost of around $2,400-$3,950) will give you the opportunity to become a qualified electrician
- Overseas-qualified people need to complete an assessment and additional training prior to being granted a licence to carry out electrical work in Australia

Please visit www.training.gov.au for further information.

Career Pathways

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
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- Portability of skills and experience within the industry

Estimated Salary: $90,000 - $180,000 (base) per annum as at May 2016
Job Description

Geologists are involved in the discovery, exploration and development of natural resources such as gas, oil and water. They interpret geophysical, geochemical and geological data to develop models of the earth’s surface with the aim of discovering commercially viable and exploitable reserves of natural resources. Geoscientist provides the foundation for the exploration and production of natural resources. They are also involved in the production of reserves and may provide specialist advice for engineering projects.

Duties

• Collect information in the field, from seismic and well data and other data sources;
• Monitor the acquisition of data to ensure accuracy and consistent quality;
• Interpret data using technical software to determine subsurface geology and the economic importance of natural resources;
• Develop geological models of the earth’s subsurfaces to understand the geological structures, rock characteristics and the likely distribution of oil, gas, mineral-bearing sections;
• Interpret the results in collaboration with other earth science professionals;
• Assess the potential quality of mineral and hydrocarbon resources;
• Work with drilling engineers to determine drilling locations based on data and models developed;
• Produce and presenting geological maps and reports;
• Perform detailed geological risk analysis of proposed exploration targets;
• Plan and undertake exploration drilling programs, after interpreting the data;
• Plan the location and trajectory of development wells and create proposals in conjunction with the project team;
• Research and create new opportunities to access remaining reserves;
• Implement new technologies in the various processes;
• Advise engineers and senior management on geological factors affecting exploration.

Desired Skills

• Practical skills for using instruments and technical equipment
• Good communication skills, both written and verbal
• Be able to work both independently and as a part of a team
• Good observation skills and eye for detail
• Have a methodical and systematic approach to problem solving
• Ability to maintain negative drug and alcohol tests
• Ability to take responsibility for important decisions
• Be aware of and adhere to the health and safety issues and standards
• Ability to work independently and as a part of a team
• Ability to prepare accurate records and reports
• Physically fit and prepared to work outdoors in a variety of different work environments
• Ability to pass pre-employment medical tests
• Ability to undertake shift work, both days and nights

**Education, Licences or Training Required:**

• Degree in Science or Applied Science, majoring in Geology, Geological Science, Applied Geology and Earth Science. Entry Requirements, vary according the University. Please visit university websites for admission requirements

• Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics

To learn more about the different universities and the courses on offer, please visit www.australianuniversities.com.au

**Career Pathways**

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Graduate Junior Geologist ➔ Geologist ➔ Senior Geologist ➔ Principal Geologist
                       ➔ Managing Director ➔ Explorer Manager / Geological Manager
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**“What can this industry offer me?”**

• Excellent income potential
• Possible rewards and incentives for work performance
• Exciting new challenges
• Opportunities for advancement
• Career pathways and access to job development and training
• Working with highly driven and motivated teams
• Portability of skills and experience within the industry

**Estimated Salary:** $83,000 - $169,000 (base) per annum as at May 2016
Mechanical Engineer

Job Description

This profession focuses on the design, development, research, evaluation, manufacturing, installation, testing, operation, maintenance and management of machines, mechanical and mechatronic systems, automated and robotic systems and devices, thermodynamic and combustion systems and processes, fluid and thermal energy systems, materials and materials handling systems, manufacturing equipment and process plants.

Duties

• Design and construct resource development projects;
• Design new machines, equipment and systems considering costs, material, suitability and life;
• Undertake project research in various areas such as use and application of different fuels, energy, materials, heating, handling, storage and pumping of liquids;
• Use Computer Aided Design (CAD) software to design plants;
• Supervise and manage the working of production plants e.g. coal handling, power stations; and
• Set up work control systems.

Desired Skills

• Enjoy technical and engineering tasks and project management
• Willingness to adhere to safety requirements and procedures
• Ability to identify, analyse and solve problems
• Good communication skills both written and verbal
• Enjoy computing and technical design
• Practical with an innovative talent
• Team player with the ability to work independently when required
• Responsible and accountable
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both day and night shifts over 7 days

Education, Licences or Training Required:

In order to secure a position as a mechanical engineer, you require the following qualification:

• Bachelor of Engineering (Mechanical)
  Entry requirements vary according to the university. Please visit university websites for admission requirements
• Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
• Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit www.australianuniversities.com.au
Career Pathways

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $84,000 - $175,000 (base) per annum as at May 2016
Mine Site Security Officer

Job Description

The mine site security officer provides security, site access control services and assistance to the assigned project and jobsite activities. They assist in the implementation of security programs which are incorporated into the project construction activities, develop an effective working relationship with allocated project personnel and advise their supervisors regarding their progress, any issues and actions required.

Duties

- All security operations;
- Gatehouse walk around of the village/site;
- Work autonomously to ensure the health and safety of all; and
- Enforce security procedures.

Desired Skills

- Security licence
- Crown control licence
- First aid certificate
- Safety conscious
- Ability to work day and night shifts over 7 days
- Ability to work on a rotating roster
- Ability to pass pre-employment medical tests
- Ability to maintain negative drug and alcohol tests
- Ability to undertake a National Police Check

Education, Licences or Training Required:

- Security licence (specific to the state)
- Crowd Control licence (estimated cost of around $280+ per annum, based on the licence category you choose and the state you live in)
- First aid certificate (estimated cost of around $175)

There are a number of Registered Training Organisations, TAFE Institutions and other educational institutions that provide the above training courses above.

Please visit www.training.gov.au for further information.
Career Pathways

Mine Site Security Officer ➔ Operations Manager

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $75,000 - $90,000 (base) per annum as at May 2016
Job Description

This is an in-demand position within the Australian minerals sector. Mining engineers design potential mine sites, undertake feasibility studies and provide consultancy services. They plan and supervise the processes and various aspects involved in extracting minerals from mines. This position involves heavy involvement in developing new mines, including assessing whether mineral deposits can be profitably mined, and also research new techniques and processes to improve the efficiency and safety of mines.

Duties

• Conduct investigations and evaluations of mineral deposits to determine mining profitability;
• Determine the most suitable method of mining for the site;
• Design and prepare plans and layouts for the mines, mining operations and development using Computer Aided Design (CAD);
• Plan and coordinate the deployment of staff and equipment;
• Consult and negotiate with geologists and other engineers on design, selection and provisions of machines, facilities, infrastructure and systems for the mines;
• Ensure mining regulations are observed and followed and coordinate with the operations supervisor to make sure there is proper implementation of plans;
• Conduct investigations of mineral deposits and undertake evaluation in collaboration with geologists, other earth scientists and economists to determine whether the mineral deposits can be mined profitably as well as determine the most suitable method of mining;
• Assist with calculations, prepare estimates on the cost of the operation and control expenditure when mines begin production;
• Oversee the construction of the mine and the installation of the plant machinery and equipment;
• Conduct research aimed at improving efficiency and safety in mines; and
• Establish first aid and emergency services facilities at the mines.

Desired Skills

• Enjoy technical and engineering work
• Willingness to adhere to strict safety requirements
• Ability to identify, analyse and solve problems quickly
• Good communication skills both written and oral
• Aptitude for computing, technology and design
• Practical with an innovative flare
• Team player with the ability to work independently when required
• Responsible and accountable
• Ability to think outside the box and act decisively
• Previously worked in a technical or supervisory role on a mine site
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both days and nights over 7 days
Education, Licences or Training Required:

**Bachelor of Science**
Entry requirements vary according to the university. Please visit university websites for admission requirements.
- Year 12 or equivalent English, Mathematics B plus one of Chemistry or Physics

**Bachelor of Engineering (Mining Engineering)**
Entry requirements vary according to the university. Please visit university websites for admission requirements.
- Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
- Both Chemistry and Physics, and Mathematics C are recommended

**Bachelor of Engineering (Mining Systems)**
Entry requirements vary according to the university. Please visit university websites for admission requirements.
- Year 12 or equivalent English, Mathematics B, plus one of Physics or Chemistry
- Both Chemistry and Physics, and Mathematics C are recommended

To learn more about the different universities and the courses on offer, please visit www.australianuniversities.com.au

Career Pathways

- Mining Engineer
- Mineral Process Engineer
- Mine Shift Manager

**What can this industry offer me?**

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

**Estimated Salary:** $84,000 - $167,000 (base) per annum as at May 2016
Job Description

Coordinate health and safety systems in an organisation. Identify hazards, assess risks to health and safety, and implement appropriate safety controls and advice on accident prevention and occupational health to staff.

Duties

• Promote occupational health and safety within the organisation and develop safer and healthier ways of working;
• Inspect machinery and equipment to ensure they meet the safety regulations;
• Work with engineers and other staff to ensure the safety of worksites;
• Ensure that personal protective equipment (PPE) is being used in workplaces according to specific regulations;
• Ensure that dangerous goods and materials are stored appropriately;
• Identify and test work areas for potential hazards and apply control measures;
• Ensure that the organisation is aware of and complies with all workplace legislations and regulations and the use of its plant, equipment and substances;
• Assist with supervising the investigation of accidents and unsafe working conditions, study possible causes and recommend corrective action;
• Run training sessions for staff on health and safety practices and legislation;
• Assist with the rehabilitation of workers after accidents or injuries and make sure they experience a satisfactory return to work;
• Coordinate emergency procedures, mine rescues, firefighting and first aid crews;
• Liaise with management to report on the status of the occupational health and safety program within the projects and the organisation itself; and
• Develop occupational health and safety systems - policies, procedures and manuals.

Desired Skills

• Tact and diplomacy
• Team player with the ability to work independently when required
• Excellent communication skills
• Excellent interpersonal skills
• Integrity and honesty
• High regard for workplace safety
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both days and nights over 7 days
Education, Licences or Training Required:

To become an occupational health and safety officer, it is required that you obtain one or more of the following qualifications:

- Certificate III in Occupational Health and Safety (estimated cost of around $1,600)
- Certificate IV in Occupational Health and Safety (estimated cost of around $1,950)
- Diploma in Occupational Health and Safety (estimated cost of around $4,450)
- Diploma in Enrolled Nursing (estimated cost of around $15,000 per year)

Please visit www.training.gov.au for further information.

Career Pathways

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $90,000 - $122,000 (base) per annum as at May 2016
Process Plant Operator

Job Description

Process plant operators assist with the operation of machinery and equipment to produce various materials. The process plant operator controls, monitors and maintains the machine and equipment used to product, refine and pumps chemicals, oil, gas and petroleum.

Duties

• Set the controls and observe gauges and other instrumentation to monitor progress of process;
• Check for malfunctions, leaks and other faults and adjust pressure, temperature, tension and other controls;
• Prepare and measure the raw materials to be used in manufacturing and refining processes (weight, measure and mix ingredients);
• Clean, maintain and disinfect machines;
• Operate machines to combine and process ingredients or finish products;
• Place products on drying trays to cool them down;
• Apply coatings to flavour, colour, preserve or add medication to products;
• Measure and test finished products; and
• Weight and package finished products.

Desired Skills

• Interest in practical and manual work
• Able to work as a part of a team and independently when required
• Able to carry out tasks quickly and methodically and follow instructions both written and verbal
• Safety conscious
• Good problem solving and analytical skills
• Good hand-eye coordination with good eye for detail
• Physically fit
• Ability to maintain negative drug and alcohol tests
• Ability to undertake shift work, both days and nights over 7 days

Education, Licences or Training Required:

There are several education and training options to become a process plant operator:

• Certificate II in Process Plant Operations (estimated cost of around $2,400- $3,950)
• Certificate III in Process Plant Operations (estimated cost of around $2,400- $3,950)
• Traineeship in Process Plant Operations (level 2 or level 3)
• School-based traineeship

Career Pathways

"What can this industry offer me?"

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $42,000 - $76,000 (base) per annum as at May 2016
Job Description

At Hume Coal, the role of a Community Liaison Officer (CLO) is to support the work of project and to provide a point of liaison primarily between landholders and Hume Coal. Under the direction of the External Relations Coordinator the CLO will be responsible for effectively managing relationships with stakeholders; this includes the community, residents, affected landholders, organisations and local businesses. A key aspect of this role will involve proactively calling and contacting landholders to provide updates on the project and this will include arranging meetings for either the CLOs’ or wider project staff to ensure that the facts about the project are disseminated to the community. An important aspect of the role will be to listen, understand, and document landholder concerns. Where possible providing re-assurance regarding the project’s future plans and activities.

This role is required to work closely with the wider site team to help deliver the community engagement and stakeholder relations program of work in the community, consistent with the wider messaging strategy.

Duties

- Lead a safety aware culture and undertake work activities in a safe manner
- Strict adherence to Expense Authority Matrix
- Develop meaningful respectful relationships with Landholders within the Hume Coal Lease area.
- Assist in delivering workable relations with community and other stakeholders
- Assist in the delivery against all milestones of the Communications Strategy
- Document all engagement.
- Support the EIS program
- Constructive participation in team dynamic
- Avoid, minimise and/or mitigate environmental impacts
- Comply with all environmental requirements
- Maintain a constructive relationship with all project personnel
- Build mutually beneficial partnerships with all stakeholders, through honest and open relationships
- Established working relationships with colleagues
- Reporting on stakeholder engagement
- Land Access Arrangements
- Assist in delivering workable relations with community and other stakeholders

Desired Skills

- Strong interpersonal skills
- Time Management skills
- Computer literate
- Is interested in working at mine sites
- Teamwork
- Versatile
- Practical
- Moral standards, honesty and integrity
- Always presentable
Education, Licences or Training Required:

- Relevant tertiary qualification in communications, environmental science or similar
- Previous experience in a community liaison role is desirable, as is coal experience
- Experience in dealing with rural industries (e.g. grazing, agribusiness)
- Knowledge of or exposure to legal or commercial documentation

Career Pathways

Community Liaison Officer → External Affairs Coordinator → Manager - External Affairs

“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $55,000 - $95,000 (base) per annum as at May 2016
Job Description

The role of a personal assistant at Hume Coal can be varied, such as answering phone calls, taking notes, scheduling meetings, etc. In business or personal contexts, you will provide services that relieve his or her employer from tasks that are associated with managing one’s personal and/or business life.

You will be required to keep calm under pressure and capable of thinking on your feet in a crisis. You will typically support senior managers, executives and teams.

As a PA with Hume Coal, you should be capable of competently dealing with situations in their boss’s absence and should be confident enough to delegate upwards on their boss’s behalf. Maintaining confidentiality is a fundamental requirement of the PA role. And building a strategic partnership with the boss is only possible if PAs keep abreast of the organisations goals and their boss's strategic objectives.

Duties

- Reading, monitoring and responding to your boss’s emails
- Answering calls and liaising with clients and stakeholders competently
- Preparing correspondence on your boss’s behalf
- Delegating work in your boss’s absence
- Assisting your team
- Manage your boss’s electronic diary
- Planning and organizing meetings
- Organising travel and preparing complex travel itineraries
- Attending meetings on your boss’s behalf
- Taking action points and writing minutes
- Preparing papers for meetings
- Taking Dictation
- Planning, organising and managing events
- Conducting research
- Drafting communications on your boss’s behalf
- Preparing presentations
- Managing and reviewing filing and office systems
- Preparing updates for the website and intranet
- Typing documents
- Sourcing and ordering stationery and office equipment
- Managing projects
- Managing an Assistant

Desired Skills

- Exceptional written and oral communication skills
- Excellent word processing and IT skills, including knowledge of a range of software packages
- Ability to work under pressure and to tight deadlines
- Good organizational and time management skills
• Ability to research, digest, analyse and present material clearly and concisely
• Excellent interpersonal skills
• Ability to work on your own initiative
• Honesty and reliability
• Attention to detail
• Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines
• Discretion and understanding of confidentiality issues

**Education, Licences or Training Required:**

A degree in business or management may increase your chances. Some subjects are more relevant for certain industries, e.g. English literature for publishing; law for legal work.

The following subjects may increase your chances:

• secretarial studies
• business
• administration
• management

Personal qualities, experience and general office skills are generally considered more important.

GCSE English and mathematics (or equivalent) are standard entry requirements for many positions. A qualification in IT may also be required.

**Career Pathways**

![Career Pathway Diagram]

**“What can this industry offer me?”**

• Excellent income potential
• Possible rewards and incentives for work performance
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**Estimated Salary: $55,000 - $100,000 (base) per annum as at May 2016**
Job Description

The role of accounts payable/receivable is to provide financial, clerical and administrative services to ensure efficient, affective and accurate completion of work.

To succeed in this role you will need to have a strong attention to detail, excellent communication skills as well as great time management skills and prioritisation of work.

Duties

- Processing invoices
- Allocation of payments
- Preparing weekly EFT payments
- Processing staff travel and expense claims
- Cashing cheques
- Reconciliation of accounts
- Bank deposits
- Communication with clients
- Staff leave payments
- Maintaining financial information, files and records
- Monitoring account balances and related financial activity
- Participating in meetings
- General ledgers
- Data entry
- Updating spreadsheets
- Maintaining files

Desired Skills

- High level of accuracy
- Keen eye for detail
- Able to meet deadlines
- Affective organisational skills
- Excellent interpersonal skills
- Ability to work under pressure
- Impressive verbal and written communication skills
- Analytical and problem solving skills
- MYOB experience
- Strong MS knowledge
- Honesty, reliability and flexibility
- Ability to adapt quickly
- Administrative skills
- Discretion and understanding of confidentiality issues
**Education, Licenses or Training Required:**

Study through TAFE or University to obtain a certificate or degree in some of the following:

- Business Administration
- General Accounting
- Financial Services
- Bookkeeping
- Business Management
- Professional Computing Skills

**Career Pathways**

![Career Pathways Diagram]

**“What can this industry offer me?”**

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

**Estimated Salary:** $50,000 - $80,000 (base) per annum as at May 2016
Job Description

The role of contracts administrator is to negotiate, draft and manage the portfolio of contracts with third parties to manage legal risks and ensure company’s commercial position is protected. The contracts administrator will need the acumen to understand when external lawyers will need to be engaged to deal with complex or high risk matters.

To succeed in this role you will need to have a highly rationale and questioning mind, some legal skills and knowledge, strong attention to detail, excellent negotiation skills and writing skills.

Duties

• Negotiate contract terms
• Draft contracts in accordance with guidelines and templates
• Manage portfolio of contracts to ensure that the company and the counterparties complies with the terms of the contract, such as managing correct renewal deadlines
• Manage external contractors and external lawyers
• Keep up to date with latest development on contract jurisprudence and commercial laws

 Desired Skills

• A logical mind
• A questioning mind, not taking things at face value
• Negotiation skills
• Legal skills such as contract drafting skills preferred
• Analytical and problem solving skills
• Administrative skills
• Discretion and understanding of confidentiality issues
• Strong leadership skills to manage portfolio of external contractors

Education, Licenses or Training Required:

Study through TAFE or University to obtain a certificate or degree in some of the following:

• Bachelor or master of law or business law highly valued
• Business administration
• Contract administration/Management
Career Pathways

Contracts Administrator ➔ In-house counsel/Contracts Manager/Commercial Services Manager ➔ General Counsel/General Manager

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $45,000 - $90,000 (base) per annum as at May 2016
Job Description

The maintenance supervisor is responsible for the overall coordination, allocation and supervision of the tradesmen on shift in the installation, commissioning, maintenance and repair of electrical/mechanical plant at the mine to achieve the reliability and safety needed to meet production requirements.

To succeed in this role you will need to have a strong commitment in leading workplace safety, the ability to coordinate a team and the experience to offer technical solutions to daily maintenance problems.

Duties

- 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)
- ensuring maintenance coverage for breakdowns
- ensuring required materials, including safety equipment, are available to team members
- ensuring a safe & healthy work environment
- resolving on the job work issues
- relieving team members in the workplace as required and,
- referring unresolved issues and problems

Required Skills

- Excellent organisational and communication skills
- Ability to work under pressure
- Analytical and problem solving skills
- Ability to adapt quickly
- Honesty, reliability and flexibility
- Reading comprehension and writing skills

Education, Licenses or Training Required:

Study through TAFE or University to obtain a certificate or degree in some of the following:

- Mechanical trades certificate III or higher (essential), or
- Have a supervisor certificate that authorises the doing of electrical wiring work (essential), or
- Have a proficiency certificate (issued by State Training Services) in an electrical trade (essential)
- Leadership courses
Career Pathways

Maintenance Supervisor ➔ Engineer ➔ Engineering Manager

“What can this industry offer me?”

• Excellent income potential
• Exciting new challenges
• Opportunities for advancement
• Career pathways and access to job development and training
• Working with highly driven and motivated teams
• Portability of skills and experience within the industry

Estimated Salary: $130,000 - $150,000 (base) per annum as at May 2016
Job Description

As part of the maintenance team, the mechanical tradesman will supervise the installation, commissioning, maintenance and repair of mechanical plant at the mine to achieve the reliability and safety needed to meet production requirements.

To succeed in this role you will need to have a strong commitment to workplace safety, the ability to work with minimum supervision, in a team environment and work diligently ensuring high standards.

Duties

• inspecting work area and plant for hazards, damage and defects
• undertaking repairs or component change outs as required
• supervise installation and commissioning of plant
• 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
• cleaning and maintenance of tools and work area
• ensuring a safe & healthy work environment and,
• training of other personnel or apprentices (if required)

Required Skills

• Ability to work under pressure
• Analytical and problem solving skills
• Honesty, reliability and flexibility
• Ability to adapt quickly
• Reading comprehension and writing skills

Education, Licenses or Training:

• Mechanical trade certificate III or higher (essential)
• Explosion-Protected Diesel Engine Systems Maintenance Qualification (DES)
• MDG25 Certificate
• Underground Lifting/Slinging/Dogman Qualification
Career Pathways

Mechanical Tradesman ➔ Maintenance Supervisor ➔ Engineer

“What can this industry offer me?”

• Excellent income potential
• Exciting new challenges
• Opportunities for advancement
• Career pathways and access to job development and training
• Working with highly driven and motivated teams
• Portability of skills and experience within the industry

Estimated Salary: $78,000 - $108,000 (base) per annum as at May 2016
**Job Description**

As part of the maintenance team, the electrical tradesman will supervise the installation, commissioning, maintenance and repair of electrical plant at the mine to achieve the reliability and safety needed to meet production requirements.

To succeed in this role you will need to have a strong commitment to workplace safety, the ability to work with minimum supervision, in a team environment and work diligently ensuring high standards.

**Duties**

- inspecting work area and plant for hazards, damage and defects
- undertaking repairs or component change outs as required
- supervise installation and commissioning of plant
- examining drawings or specifications to determine work methods and sequence of activities
- diagnosing faults or breakdowns
- estimating time & materials required to complete jobs
- cleaning and maintenance of tools and work area
- ensuring a safe & healthy work environment and,
- training of other personnel or apprentices (if required)

**Required Skills**

- Ability to work under pressure
- Analytical and problem solving skills
- Honesty, reliability and flexibility
- Ability to adapt quickly
- Reading comprehension and writing skills

**Education, Licenses or Training:**

- Have a supervisor certificate that authorises the doing of electrical wiring work (essential), or
- Have a proficiency certificate (issued by State Training Services) in an electrical trade (essential)
Career Pathways

Electrical Tradesman ➔ Maintenance Supervisor ➔ Engineer

“What can this industry offer me?”

• Excellent income potential
• Exciting new challenges
• Opportunities for advancement
• Career pathways and access to job development and training
• Working with highly driven and motivated teams
• Portability of skills and experience within the industry

Estimated Salary: $75,000 - $108,000 (base) per annum as at May 2016
Job Description

To work as an effective member of the mining crew to assist the operating crew in production activities and support breakdown response. Operate heavy mining machinery.

Duties

- Support site health and safety policies and procedures
- Participate in risk assessments on new or high risk tasks
- Follow safe work procedures as set out for the work process
- Follow isolation procedure whenever undertaking tasks
- Report and non-conformances of defects or hazards to the attention of the Supervisor or Maintenance Supervisor
- Participate under the direction of the crew supervisor in all operational tasks in the process area
- Attend the crew briefings and positively participate in the process
- Work collaboratively with your crew members, assisting where required and be a positive influence in high performance behavior in the workplace
- Conduct pre shift checks of the equipment before operation
- Follow the correct operating procedure whenever undertaking assigned tasks in the workplace
- Report and non-conformances of defects or hazards to the attention of the Supervisor or Maintenance Supervisor
- Identify to the Supervisor any areas of the process that could be improved, and with approval trial improvement suggestions
- Follow the guidelines of the workplace agreement should any disagreement or dispute happen to arise during the course of the day
- Review the planned maintenance or shiftilly requirements with the Maintenance Supervisor and what duties are required to assist effect the maintenance programs
- Maintain equipment in area in a “fit for purpose state” complying with relevant site and statutory standards
- Undertake and direct maintenance activities on shift as needed

Desired Skills

- Reading comprehension and writing skills are essential
- Good hand-eye coordination
- Ability to work under pressure
- Honesty, reliability and flexibility
- Ability to adapt quickly

Education, Licenses or Training Required:

Year 10 or equivalent
Career Pathways

Underground Operator → Crew leader → Coordinator

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $72,000 - $114,000 (base) per annum as at May 2016

*Adapted from a role description originally developed by Palaris Australia*
Job Description

The role of the mining coordinator is to plan the mining and mining-related activities for one or more production panels.

Duties

• Show visible leadership in relation to the mine’s health and safety policies and procedures
• Provide annual input into mine budgeting process, in production, maintenance, output and costs
• Obtain final budget targets from Technical Services, as approved by Department Manager for your area of work, and undertake 3 monthly reviews
• Develop budget plans for the specific plan elements, e.g. health and safety, tonnes, metres, services etc.
• Develop plans (24hr, weekly and 3 monthly) necessary to meet or exceed performance targets
• Capital expenditure to be planned and justified
• Planning in your area to have due regard for mine wide needs and working with your peers
• Communicate work expectations to Crew Leaders (deputies)
• Review daily performance, work with team to identify “root causes of delays” and implement permanent fixes
• Performance reports on a weekly and monthly basis prepared- output, costs, safety, communications etc.
• Weekly meetings are conducted to review performance
• Undertake regular cost reviews (minimum monthly) and take required action to keep costs within budget
• Be responsible for all overtime worked in your area
• Foster effective planning and communications at the mine, by being punctual, prepared and sticking to the agenda at all meetings
• Maintain equipment in area in a “fit for purpose state” complying with relevant site and statutory standards
• Participate in the development of the health and safety targets, Implement plans and communicate to team members
• Ensure that any potential or actual health and safety issue is reported to your Manager
• Undertake risk assessments in accordance with site risk management policy and instruct team members on the use of JSAs
• Conduct regular audits in your area of responsibility (including task observation etc.)
• Carry out accident/incident and near miss investigations in accordance with the standard and complete follow up actions
• Work with Crew Leaders/Supervisors (Deputies) to develop and implement training plans for all team members
• Regularly review isolation practices in your area and take appropriate action
• Implement the Mine Safety Management System within your area
• Implement actions in your area consistent with good environmental practices and site management plan- i.e. waste management, housekeeping etc.
• Maintain statutory compliance within your jurisdiction
Desired Skills

- Certificate of competence to be an undermanager
- Reading comprehension and writing skills are essential
- Ability to drive a vehicle and undertake physically demanding activities is essential
- Excellent communication skills
- Computer literacy essential
- Ability to work under pressure
- Honesty, reliability and flexibility
- Ability to adapt quickly

Education, Licenses or Training Required:

Year 12 or equivalent
3-5 years’ experience in coal mining

Career Pathways

Co-ordinator → Manager of Mining Engineering → General Manager

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary Package: $138,000 - $170,000 (base) per annum as at May 2016
Job Description

To prepare and certify the mine survey plan, and provide professional, timely, targeted surveying services and support to line superintendents and managers.

Work as an effective member of the mine team to ensure that activities in your area of responsibility are in the overall best interests of the mine.

Duties

• Follow the requirements of the survey management plan
• Provide technical services and support to management, superintendents and supervisors
• Attend underground as required to erect survey sights and other information as requested by the production, conveyors and engineering superintendents
• Attend formal weekly communications meetings with technical services team members to review all aspects of performance of the risk management plans and mine approvals
• Update and file the statutory mine plans to the frequency and standard as required by the relevant legislation
• Undertake subsidence checks and measurements as required by either legislative or the mine’s subsidence management plan
• Report findings to the Mine Surveyor
• Maintain other survey records as required by the mine, whether they are recorded field books, or mine plans
• Prepare a plan register for the filing of the mine plans
• Undertaken monthly reconciliations on tonnes mined versus forecasted and provide a monthly reconciliation report
• Maintain the mine’s underground survey model and layers, and provide an easy to access index system
• Support visible and proactive leadership in relation to the mine’s health and safety policies and procedures
• Participate in any failure event incidents investigations in accordance with the standard and complete follow up actions
• Participate in the development of work procedures for surveying in the mining areas
• Follow isolation procedure whenever undertaking tasks
• Follow statutory requirements within your jurisdiction
• Support the technical team develop “Hazard Management Plans” for the mine and update plans as needed
• Ensure that any potential or actual HSEC issues are reported to the undermanager and superintendent
• Participate in risk assessments in accordance with site risk management policy and instruct team members on the use of JSAs
Desired Skills

- Reading comprehension and writing skills are essential
- Ability to drive a vehicle and undertake physically demanding activities is essential
- Excellent numeracy skills
- Computer aided drafting
- Excellent communication skills
- Organisation and filing
- Ability to work under pressure
- Honesty, reliability and flexibility
- Ability to adapt quickly

Education, Licenses or Training Required:

- Year 12 or equivalent
- Registered mining surveyor within the meaning of the Surveying and Spatial Information Act 2002

Career Pathways

Mine Surveyor → Technical Services Manager → Manager of Mining Engineering

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $110,000 - $135,000 (base) per annum as at May 2016

*Adapted from a role description originally developed by Palaris Australia
Job Description

The role of Mine Deputy is to lead the crew in achieving performance targets in a safe and efficient manner and to supervise workers and inspect work areas in a part of the mine.

Duties

- Show visible leadership in relation to the mine’s health and safety policies and procedures
- Risk rank activities in work area in accordance with site risk management policies and use JSAs to manage risks as required
- Conduct regular inspections in your area of responsibility Take appropriate action to make area safe
- Carry out accident investigations in accordance with the standard
- Liaise with Superintendent to develop and implement training plans for all crew members
- Develop the crew competencies to use isolation procedures (power, air water etc.) for the panel. Work with crew to see that proper isolation is used
- Complete statutory inspections as required in your area
- Implement the Mine Safety Management System within your area
- Comply with statutory requirements in your area and bring matters of non-compliance to the attention of the Undermanager
- Implement actions in your area consistent with good environmental practices and site environmental management plan- i.e. waste management, housekeeping etc.
- Review previous shift reports; communicate with previous Crew Leader to determine the general state of safety of your work area
- Familiarise yourself with “Hazard Management Plans” for your area and take actions as recommended/ needed and update plans as needed
- Communicate general state of safety to oncoming Crew Leader
- Deliver “Tool Box Talks” at start of shift as needed
- Present ready for work no later than 30 minutes prior to shift start
- Read Statutory Reports, production reports and shift status reports and countersign
- Communicate with on-shift Crew Leader prior to start of shift regarding panel status
- Review requirements of the 24hr plan in your area & plan your shift accordingly
- Collect Work Orders, general work instructions and deployment sheets from the work order board and review
- Review previous shifts reports and observe any issues impacting on production
- Attend start of shift meeting with Undermanager and other Crew Leaders & present your shift plan
- Personally account for your crew at the start of shift and place allocation sheet in control before going UG
- Conduct start of shift briefing with your team on all matters of production, risk, task allocation and other mine wide issues
- Arrange for the required statutory inspections to be carried out on plant and equipment on your shift
- Maintain equipment in area in a “fit for purpose” state complying with relevant site and statutory standards
• Follow up and accurately record process downtime occurring in your area. Work with Superintendent to identify "root causes" of downtime
• Production report to be accurately and comprehensively completed before leaving the mine
• Lead the crew to safely and efficiently meet (or exceed) target expectations
• Telephone oncoming Crew Leaders 30 minutes prior to start of the next shift and provide a detailed update
• Formal debrief to be undertaken at the end of shift with the shift undermanager
• Telephone call oncoming Crew Leaders 30 minutes prior to start of the next shift and provide a detailed update
• In the event of a production delay, contact relevant personnel in accordance with "escalation reporting procedures"
• Liaise with Superintendent and communicate role expectations with crew members
• Assist Superintendent complete performance reviews for crew
• Hold people accountable for performance in your area
• Undertake “Start of shift briefing” prior to commencing work
• Follow up on unplanned absences with crew members
• Provide necessary support to Superintendent and crew during monthly team meetings
• Liaise with Superintendent to see that corporate policies to be complied with by the crew support good performance
• Review and recommend all leave for crew members
• Recommend overtime worked in your area

**Desired Skills**

• Reading comprehension and writing skills are essential
• Ability to drive a vehicle and undertake physically demanding activities is essential
• Excellent communication skills
• Ability to work under pressure
• Honesty, reliability and flexibility
• Ability to adapt quickly

**Education, Licenses or Training Required:**

At least one of the following certificates is mandatory:

• Certificate of competence to be a mining engineering manager for an underground coal mine
• Certificate of competence to be an undermanager
• Certificate of competence to be a deputy
• Practising certificate to be a deputy
• Certificate of competence to be a manager of a mine (underground)
Career Pathways

Deputy → Undermanager → Manager of Mining Engineering

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $98,000 - $165,000 (base) per annum as at May 2016

*Adapted from a role description originally developed by Palaris Australia
Job Description

This position undertakes environmental investigations under general professional supervision and is expected to make technical contributions to a range of projects.

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.

Duties

Supervision of 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;
• 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;
• Ensure that field teams operate in a safe & healthy manner;
• Investigating environmental incidents and advising on remedial actions.

Desired Skills

• Proven report writing skills
• High level of accuracy
• Keen eye for detail
• Able to meet deadlines
• Effective organisational skills
• Excellent interpersonal skills
• Ability to work under pressure
• Impressive verbal and written communication skills
• Analytical and problem solving skills

Education, Licenses or Training Required:

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

Environmental Planner/Coordinator → Senior Environmental Advisor → Environmental Manager

“What can this industry offer me?”

- Onsite industrial experience
- Industry best safety culture and awareness
- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $92,000 - $115,000 (base) per annum as at May 2016
Job Description

This is a manager level position whose duties may include:

The development & application of environmental policy on site, advice & services to line management in respect of compliance with statutory obligations & corporate environmental policy. This role also delivers the 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.

Duties

• Develop Company Policies
• Strategies and programs for Environmental issues
• Prepare a range of impact assessments
• Prepare Environmental Management Plans
• Prepare Environmental approvals
• managing the implementation environment initiatives and policies
• monitoring of legislative standards to ensure legal compliance at all times;
• developing procedures for monitoring, rehabilitation and the provision of advice to management;
• co-ordination of studies and research into environmental programs or other projects;
• Management of external consultant’s representation of the company in environmental approval matters development of company policies, strategies, and programs for environmental issues;
• 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;
• developing company emergency response to environmental incidents and may manage emergency response to environmental incidents;
• Ensuring personnel are competent in their roles by overseeing training and mentoring programs.
• representation of the company in environmental matters; reporting to executive on environmental performance and incidents;

Desired Skills

• Impressive verbal and written communication skills
• Analytical and problem solving skills
• Conflict resolution
• Excellent interpersonal skills
• Ability to work under pressure
• Able to meet deadlines
• Effective organisational skills
• High level of accuracy
• Keen eye for detail
Education, Licenses or Training Required:

- Environmental 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

Career Pathways

Environmental Manager ➔ Manager of Environment and Sustainability (Corporate) ➔ Head of Environmental Affairs

“What can this industry offer me?”

- Excellent income potential
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $140,000 - $160,000 (base) per annum as at May 2016


Job Description

This is a broad role and Human Resources (HR) Manager develop, advise and implement policies relating to the effective use of people within an organisation. In the mining industry, this may include temporary staff, contractors and consultants on short-term contracts. Their aim is to ensure that the organisation employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve business objectives.

Duties

• Working with senior management to build and implement human resources solutions in line with business strategy
• Managing the delivery of recommendations and solutions covering multiple areas of human resources, including employment/education training, employee development, communications, compensation, benefits, record administration, affirmative action, employee or labour relations, organisational or resource planning, organisational change management or other services
• Identifying areas of long-term strategic development within the human resources environment
• Providing interpretation and counsel to senior management regarding policies, programs and practices
• Researching issues and developing solutions to resolve strategic business issues
• Developing and implementing new policies, practices and programs to meet organisational and Executive Management needs
• Leading teams of specialist staff providing recruiting, training and development, payroll and other HR services
• 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

Desired Skills

• Management, leadership, team building, consulting, negotiation and facilitation skills
• Expert knowledge of human resource organisational policies and practices
• Expert knowledge of generalist human resources 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 level

Human Resources Managers have good planning, organisational, analytical and decision-making skills; good oral and written communication skills; and confidentiality, tact and discretion when dealing with people.
Education, Licences or Training Required:

- 8+ years of experience in human resources, coupled with a relevant tertiary qualification
- Hold a degree in HR Management, commerce, behavioural sciences or economics and have extensive professional experience in a range of HR or ER matters

Career Pathways

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Human Resources Manager  →  Head of Human Resources
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“What can this industry offer me?”

- Excellent income potential
- Possible rewards and incentives for work performance
- Exciting new challenges
- Opportunities for advancement
- Career pathways and access to job development and training
- Working with highly driven and motivated teams
- Portability of skills and experience within the industry

Estimated Salary: $178,000 - $230,000 (base) per annum as at March 2016