

TITLE: POSITION DESCRIPTION

Job Title:	Operations & Human Resources Administrator
Current Incumbent:	<i>Vacant</i>
Division / Location:	<i>Daracon Mining, Mt Thorley</i>
Reports To:	<i>Operational Report - Divisional Manager, Hunter Valley Functional Report – Human Resources Manager</i>

POSITION OBJECTIVE:

Provide operational, human resources and administrative support to all Divisions associated with the Mt Thorley Office.

NATURE AND SCOPE:

This is one of several positions reporting to the Divisional Manager, Daracon Mining. There are no positions reporting to the Operations & Human Resources Administrator.

SAFETY RESPONSIBILITIES:

In accordance with OH&S Legislation you are required to:

- *Co-operate with Daracon Group Procedures and Programs to ensure your own health and safety and the health and safety of others in the workplace.*
- *Promote Daracon Group safety objectives and values*
- *Immediately report any unsafe condition, hazard, incidents or injury to the Supervisor*
- *Actively participate in all aspects of OHS.*

PRINCIPAL ACCOUNTABILITIES:

- *Administrates records of competency assessments for all Daracon personnel and prepares letters of Competency.*
- *Collates employee records and entry into the HR database.*
- *Assist Project Engineers / Managers prepare project information and documentation including Project Folders, forms and necessary record systems*
- *Assist project personnel with the preparation of Safe Work Method Statements, Risk Assessment and various Management Plans*
- *Document management of completed project records including hard copies, electronic files and archives.*
- *Collate data and prepare weekly and monthly reports for mining projects and human resources functions*
- *Provide relief and backup for inductions, reception, data entry and filing*
- *Update, maintain and control HR documentation – Records Management*
- *Implement and advise on Human Resources Policies & Procedures including clothing, recruitment, termination, training and development, payroll administration and accommodation.*
- *Assisting the Estimating Administrator with collating and formatting submissions for*

tenders and EOIs

- Archiving project records

QUALIFICATIONS AND EXPERIENCE:Qualification/education required:

Business or Commercial Qualifications (TAFE or equivalent)

Experience required:

3-5 years admin experience (preferably in the mining/construction industry)

Site experience would be an advantage

Knowledge of transport and mining operations

Experience in or significant exposure to HR systems and administration

Intermediate skills with Microsoft Outlook, Excel and Word

Certificates, licences, registrations required:

Class C Drivers Licence

Specialist training required:

- CHEOPS
- Microsoft Access

Aptitude and skills required:

- Sound numeracy and literacy skills
- Good interpersonal skills
- Ability to work with minimal supervision
- Excellent organisational skills
- Ability to use own initiative
- Attention to details
- Typing/Data entry competency
- Problem Solving
- Ability to work as part of a team

<i>This position description is to be reviewed within 12 months from the date listed on this form.</i>			
<i>This position description has been reviewed and agreed</i>			
Managers Signature		Date	
Positions Holder's Signature		Date	