



## KOKATHA ABORIGINAL CORPORATION RNTBC (ICN 8093)

### POSITION DESCRIPTION

<b>Position Title:</b> Carrapateena Site Supervisor	<b>Business Unit:</b> Kokatha Mining Services (KMS)
<b>Reports To:</b> Kokatha Enterprises Manager	<b>Direct Reports:</b> Team Leader – Road Maintenance, Courier Driver Lab Sample Service (x2)
<b>Primary Objective:</b>	
<p>The Kokatha People are the Traditional Owners of a large section of land in the north of South Australia. This area stretches from Lake Torrens in the East to the Gawler Ranges in the West. The Kokatha Traditional Owners' Native Title area encompasses significant mineral deposits which are subject to current mining operations and future potential mining activities. The Native Title area also includes the townships of Woomera, Roxby Downs and Andamooka which are major service centres for this part of regional South Australia.</p> <p>This position is responsible for managing scopes of works associated with road maintenance, earthworks and other KMS contract works on site.</p> <p>Key objectives include:</p> <ol style="list-style-type: none"><li>i. Provide technical expertise in terms of road maintenance and minor civil construction;</li><li>ii. Supervise and lead work crews in daily operations to satisfy contract requirements;</li><li>iii. Liaise with stakeholders, site contractors and Kokatha Aboriginal Employment &amp; Training Advisor;</li><li>iv. Manage all associated risk with site operations including maintenance, administration, human resources and WH&amp;S.</li></ol>	

Position Dimension & Decision-Making Authority:		Key Communication Contacts:	
<b>Without referral to Board but in consultation with managers/others –</b> <ul style="list-style-type: none"> <li>Operational expenditure within delegated limits</li> <li>Budget management within approved budgets</li> </ul> <b>Referred to Manager –</b> <ul style="list-style-type: none"> <li>Capital expenditure</li> <li>Strategic direction</li> <li>Budget setting</li> <li>Expenditure above delegated limits (if any)</li> </ul>		<b>Contact/Organisation</b> Kokatha Enterprises Manager Direct Reports Joint Venture Partners Kokatha Aboriginal & Training Advisor All staff	<b>Purpose/Frequency of Contact</b> Daily – Direction and leadership Daily – Provide supervision and leadership As required As required – Sourcing labour and training As needed – Support where appropriate
Key Accountabilities			
Key Result Area	Major Activities	Performance Measures:	
<b>1. Operational Management</b>	<ul style="list-style-type: none"> <li>Ensure operational work is carried out in accordance with the Scope of Works.</li> <li>Ensure all administration including invoices and project KPI report deadlines are met.</li> <li>Monitor, review and report on contract work progress and performance to the Kokatha Enterprise Manager (<b>KEM</b>).</li> <li>Develop and maintain work schedules and plans, ensuring sufficient human resources, plant equipment and assets to meet operational obligations.</li> <li>Implement and monitor equipment maintenance schedules for plant, equipment and assets utilised in contracted works.</li> <li>Proactively manage all operational risks and develop and implement mitigation strategies.</li> <li>Support, promote, develop and adhere to all Work Health and Safety (WH&amp;S) requirements on site.</li> </ul>	<ul style="list-style-type: none"> <li>Achievement of operational plans and performance targets as per the contract of works.</li> <li>Achievement of incentive payment as per contract of works.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assist with the formulation of tender submissions by providing job costings and general support.</li> <li>• Assist in the recruitment and selection of staff as required.</li> <li>• Actively assist Kokatha to develop a “brand” that leads to future recognition of Kokatha Mining Services as a key contractor in the region.</li> <li>• Implement a system of continual improvement and quality assurance.</li> <li>• Explore and recommend new projects onsite.</li> </ul>	
<b>2. Leadership and People Management</b>	<ul style="list-style-type: none"> <li>• Provide leadership, direction and guidance across the team.</li> <li>• Ensure that staff capability is developed to each team member’s full potential.</li> <li>• Ensure Kokatha people are trained for all positions not held by Kokatha people.</li> <li>• Ensure that all employees are complying with relevant WH&amp;S legislation and that any issues are identified and resolved appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• HR metrics data, such as retention, unexplained absences are within KPI limits.</li> <li>• Performance plans and learning and development plans are in place for all team members.</li> <li>• Training plans milestones are met</li> </ul>
<b>3. Budgetary and Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure expenditure is line with identified budget.</li> <li>• Prepare and submit information for invoicing in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of budgetary requirements</li> </ul>
<b>4. Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Maintain positive relationships with OZ Minerals project representatives and relevant personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Positive relationships with OZ Minerals</li> </ul>
<b>5. Compliance</b>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Complete all critical risk assessments and other required documentation in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil compliance issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all site practices are professional, ethical, and comply with relevant legislative requirements and professional standards.</li> </ul>	
<b>6. Reports and Statistics</b>	<ul style="list-style-type: none"> <li>• Prepare reports and recommendations for resources (human, plant, equipment and assets) considered necessary for efficient operations</li> <li>• Ensure that management, statistical and other reports are provided to relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> </ul>

<b>Key Challenges:</b>	<b>Person Specification:</b>
<ul style="list-style-type: none"> <li>• Ensuring all works are completed in a timely manner and to a high standard in line with the relevant Scope of Works</li> <li>• Managing maintenance and all risks associated with site operations</li> <li>• Ensure training and progression of the workforce in a challenging work environment.</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <ul style="list-style-type: none"> <li>• Licences/Tickets to operate heavy machinery - Grader - Loader - Excavator</li> <li>• Tertiary qualification in Construction or similar discipline</li> <li>• Significant experience in road construction and maintenance, particularly in arid areas</li> <li>• Understand of civil construction and experience in technical design and construction</li> <li>• Ability to create and manage a plant maintenance regime including a sound working knowledge of plant operation and maintenance</li> <li>• Skills and ability to cost civil jobs</li> <li>• Strong communication skills and the ability to engage with all stakeholders.</li> <li>• Demonstrated ability to lead and develop a team</li> <li>• Sound level of computer literacy; sound working knowledge of</li> </ul>

	<p>Microsoft Office software</p> <ul style="list-style-type: none"><li>• Ability to hold all relevant security clearances such as National Police Check.</li><li>• Current valid Driver's licence, HC Class or equivalent</li></ul>
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I confirm that I have read this job description and acknowledge and understand my roles and responsibilities.

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Employee Signature

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Date

.....  
Print Name