



Committed
To Success

PENRICE SODA HOLDINGS

**GENERAL MANAGER
QUARRY AND MINERAL**

JOB & PERSON SPECIFICATION

JANUARY 2010



JOB SPECIFICATION

POSITION: GENERAL MANAGER QUARRY AND MINERAL

REPORTS TO: CHIEF EXECUTIVE OFFICER & MANAGING DIRECTOR

Principal accountabilities

Reporting to the Chief Executive Officer, the General Manager - Quarry & Mineral is accountable for leading the strategic direction and planning of the Quarry & Mineral business unit to meet the safety goals, growth target for financial performance (profit & cash targets), regulatory compliance, community and customer expectations and management of team performance.

Broad scope of the position

- managing and developing the strategic direction, growth and profit performance of the Quarry & Mineral operation. The position will ensure statutory requirements are being met and the performance of KPIs are agreed and met for safety, mine operations, financial targets and community consultation;
- doubling the \$30 million business in the next four years by strategic planned initiatives that are oriented towards cultivating existing and acquiring new business;
- focusing on continued sustained and improved productivity;
- continuing the major mine planning focus to “life of mine” outcomes for 30+ years Osborne stone supply;
- executing negotiations with major client projects and current outsourcing contracts in conjunction with the Commercial Manager;
- identifying potential acquisitions for Penrice to broaden and compliment the business;
- increasing the profile of the Penrice Quarry & Mineral business within the civil and construction market and in particular to land fill projects and into the industrial mineral market;
- increasing the profile, perception and public awareness and understanding of the Penrice Quarry & Mineral business.



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Key elements

- providing leadership and strategic direction to the Q & M business unit to meet financial growth and cash targets;
- providing leadership and strategic direction into the ongoing development of the human capital, building a productivity and performance oriented culture, embedding safety behaviour and optimising the labour investment;
- managing and prioritising major activities of mine operations and sales team – driving the direction of planned market and customer activity and KPI achievement;
- drafting, preparing and collating information for monthly reports, board submissions, budgets and forecasts and marketing/competitor activity;
- liaising with Penrice Human Resources, SHEQ, Logistics and Finance functions to develop strategies and plans, and externally with community consultation group, local residences and council to manage and meet targets and expectations;
- organising sales and operational planning, mine planning and life of mine updates;
- attending industry, government and board meetings as required;
- participation in executive team meetings covering business reviews, off site meetings, cash and profit initiate meetings and site safety team meetings;
- preparing budgets and forecasts;
- updating the business unit plan annually.

Key duties and responsibilities

Performance

- managing overall profit and cost performance of business;
- developing and implementing policies and controls to maintain existing operating results and growth;
- monitoring results and performance of contracts and agreements in preparing plans and strategies and in managing the day-to-day performance of the business.

Strategy & planning

- developing, implementing and reviewing strategies, procedures and controls to achieve profit targets.
- assessing short and long term needs, trends, problems and profit opportunities. Working with team to develop plan and implement.
- contributing to development of the strategic plan evaluating resources and logistical options aligned with the overall direction.



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Key duties and responsibilities (cont.)

General management

- Directing the operations of Penrice sites to ensure current and future plans of the organisation are met;
- overseeing and directing the activities and performance of site supervisors and managers in the achievement of business objectives;
- ensuring that work within Penrice is planned, scheduled, budgeted and delivered so that Key Performance Indicator targets are met or exceeded. This includes ensuring appropriate systems, engineering resources and information technology tools are in place to ensure a successful delivery of work;
- managing customer relationships so that problems are resolved; customers are satisfied; and the reputation of Penrice and industry is enhanced.

Budgets & forecasts

- monitoring review and expenditure to ensure attainment of project objectives;
- preparing business forecasts, budgets and reports on aspects of profitability, capital expenditure and operation performance;
- turning the business to a cash positive outcome through external sales;
- monitoring overall business performance by ensuring appropriate financial and operational indicators are scrutinised, cash flows are managed and monitored and variations to target are managed so that business targets are met with the Business Plan.

Sales & marketing

- developing and organising an appropriate sales company to meet all assigned goals and objectives;
- managing the sales staff to maximise sales and gross profit contribution;
- managing customer relations so that problems are resolved; customers are satisfied and the reputation of the business is enhanced;
- maintaining Penrice competitive position by strategically understanding customer needs in the short and long term and meeting these.



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Key duties and responsibilities (cont.)

Community environment & statutory compliance

- ensuring business complies with all legal, statutory and corporate requirements, including approval of the site MOP/MARP with PIRSA, compliance with Rail Safety Act and EPA licence requirements;
- ensuring business maintains company environment standards and complies with environmental legislation;
- Ongoing strategic development of systems, processes and practises for the safe environment, occupational health and safety of staff, contractors, suppliers and customers;
- ensuring Penrice has risk management accountabilities. Strategies and systems are in place to protect the commercial interests and that ongoing viability of Penrice is protected;
- participating in PCCG meeting and liaise with the community and local residents to understand, communicate and where appropriate to the business meet community expectations.

Human resources

- managing performance of team;
- managing morale and motivating to achieve high levels of performance;
- developing structure to identify, develop and retain quality staff that will provide support and leadership for the future;
- providing all employees with training and skills required to ensure they fulfil their obligations to the company;
- promoting the values & Behaviours strategy of the company;
- assisting in EB negotiations.



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Key duties and responsibilities (cont.)

Safety & insurance risk

- providing leadership on safety within business. Oversee the effective operation of the safety foundation program to all levels of the work force;
- facilitating the reduced risk profile of the site for insurance and business interruption purposes;
- ensuring procedures and business operations are compliance with company and statutory requirements;
- ensuring processes and procedures for managing Work Cover and rehabilitation issues are in place and complied with;
- meeting nil MTI & LTI targets.



PERSON SPECIFICATION

Education

- Marketing or Engineering Degree (MBA is also preferred).

Experience

- demonstrated experience as a business unit manager within the industrial mineral, civil construction or quarry/mining industry.

Knowledge and training

- relevant industry experience within mid to large corporations in ASX listed company.

Attributes and behaviours

The appointee will be able to demonstrate examples that underpin the Penrice Values & Behaviours :-

- Safe & Responsible – an appreciation for the requirements of working in an industrially hazardous site;
- Customer Focus – demonstrated experience of interacting with customers and building relationships;
- Business Ownership – demonstrated understanding of the reporting requirements of a business, cost management initiatives and commercial acumen;
- Honesty & Integrity – an ability to maintain the strictness of confidence, is open, honest and consistent, and has effective listening skills;
- Team Success – demonstrated ability as a team player, build and maintain relationships.



HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed by e-mail 12371@hender.com.au

Telephone enquiries are welcome and may be directed to Gill Manser on (08) 8100 8825.

Please Note

Your emailed application will be automatically acknowledged with a copy of our privacy / collection policy attached.