



Position Description

This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain company objectives.

Title and reporting relationships			
Position title:	General Manager		
Reports to:	Director		
Business unit:	Constructions/ Crushing		
Location:	Victoria		
Author:	Director		
Approver:	Director	Approval Date	12/10/2020

Role purpose
<p>Mansfield Crushing is a privately-owned Australia business who has built a strong reputation in the Quarry industry for having a highly reliable and motivated team of trained operators and well-maintained machinery.</p> <p>The purpose of this role is to lead and positively influence the improvement of the business processes, to establish strong workplace health, streamline efficiencies, reduce wastage and ultimately accomplish our set business goals. That purpose will be achieved by maintaining and applying a contemporary knowledge of all aspects of the business, the development and implementation and continuous monitoring in practice of the right policies and procedures for the business supported by effective training of all staff and contractors and coaching of line managers and team leaders. Due regard will always be had to client policies, procedures and service requirements as well as to the physical, mental and social wellbeing of our people.</p>

Values
<p>This role is expected to uphold the company's Vision & Values</p> <p><i>Mansfield Crushing has three values that provide the foundation of our company. They reflect the Mansfield Crushing way of doing things and enhance our ability to achieve our Vision of being “The Business of Choice”. These values provide a basis for our decision-making and define how we prioritise our actions and behaviours.</i></p> <p>VALUES</p> <ul style="list-style-type: none">• Pride – We take pride in what we do• Respect – We show respect and demonstrate honesty• Accountability – Accountable for all of my actions and outcomes



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Role Responsibilities

Key Responsibilities

- Obtains profit contribution by managing staff and establishing and accomplishing business objectives.
- Maintains quality service by establishing and enforcing organization standards.
- Contributes to team effort by accomplishing related results as needed
- Ensure that all statutory and non-statutory industry HSEQ requirements are implemented and complied with on all Mansfield Constructions sites.
- Increases management's effectiveness by recruiting, selecting, training, coaching, counselling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; cultivating a climate for offering information and opinions and providing educational opportunities.
- Develops strategic plan by studying technological and financial opportunities, presenting analysis, and recommending objectives.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; and participating in professional societies.
- Builds company image by collaborating with customers, government, community organizations, and employees; and enforcing ethical business practices.
- Accomplishes subsidiary objectives by establishing plans, budgets, and results measurements; allocating resources; reviewing progress; and making mid-course corrections.
- Implement and monitor, measures to ensure the business is improving system efficiencies.
- Reduce unnecessary wastage and costs.
- Ensure business Integrated Management System is compliant with the relevant certification standards, our people are trained in our IMS and it is being used as per the IMS manual.
- Work positively, collaboratively and influentially with managers and team leaders by providing effective guidance, coaching and instruction and partnering them in assuring that all employees are properly trained, engaged with and compliant with policies and procedures in practice.
- Monitor HSEQ system compliance on all sites and provide feedback to Directors.
- Ensure all operators are trained and competent in the tasks performed.
- Ensure internal IMS system compliance audits are being performed, identifying strengths and areas for improvement and recommending and implementing corrective actions.
- Perform site and plant Risk Assessments so as to ensure that any risks are identified and appropriate control measures are developed and applied in practice.
- Lead education and consultation with all employees and foster a working environment which promotes and encourages safe, healthy and environmentally friendly work practices.
- Ensure compliance registers are maintained and fit for work testing is carried out in accordance with the company's Drug and Alcohol Policy.
- Assist in managing employee performance.
- Perform other duties as directed within the skills of the incumbent and ancillary to main responsibilities.

Health, Safety & Environmental accountabilities

- Leading the Implementation and compliance of HSEQ system across the business.
- Ensure compliance with internal systems and ISO standards
- Hazards and incidents are reported.
- Ensure employees are trained and actively demonstrate compliance and competence in the tasks which they perform.
- Ensure all tasks are carried out in accordance with the company's safety and environmental policies and procedures.



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- Ensure all plant & equipment is operated in a safe and competent manner that minimises risks, wear and tear, monitor and report maintenance requirements where applicable.
- Ensure PPE is available and worn as required for the site and the task being performed
- Promote hazard identification and risk assessment processes in line with Company procedures and processes.

Qualification, Competencies and experience	
Competencies	<p>Thorough understanding of legislative requirements and relevant standards and the ability to interpret and apply them in the context of the business setting, industry and culture</p> <p>Excellent communication, influence, listening and training skills</p> <p>Competency in writing clear and adequate policies and procedures</p> <p>Strong investigative, analytical and report writing skills</p> <p>The capacity to proactively and positively manage relationships with all stakeholders and at all levels of the business.</p> <p>A demonstrated commitment to consultation, collaboration and teamwork with the ability to lead people in identifying and implementing improvement opportunities.</p> <p>A proven ability to manage the difficult conversations in a firm but respectful way eg when dealing with serious incidents, with wellbeing matters or where people need to be held accountable for performance or conduct.</p> <p>A willingness and capability to contribute to management decision-making in a practical and positive way and to provide support to other managers as appropriate and necessary.</p> <p>Ability to maintain composure and make well thought out decisions when under pressure.</p> <p>Competency in financial planning and managing budgets.</p> <p>A willingness to improve all operational processes.</p> <p>Committed to ongoing learning and personal development.</p>
Experience	5 years plus in a similar role, civil, mining / quarrying industry experience preferable

Performance objectives



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Productivity	<ul style="list-style-type: none">• System compliance ensuring KPI's are met.• Reduction in injury rates.• Monitoring and reviewing operational compliance on site.• Ensure employees are trained and competent in their tasks.
Customer Satisfaction	<ul style="list-style-type: none">• Compliance and adherence to customer system requirements
Leadership	<ul style="list-style-type: none">• Site system compliance.• Employee development and building healthy relationships.• Build a positive culture.• Open, clear and positive communication.
Other	<ul style="list-style-type: none">• Adhering to company Vision & Values.• Developing others communication and leadership skills.• Trained and competent plant operators.

I acknowledge and understand the above.

Name:

Signed:

Date: