

Form: Job Brief



Date completed:	02/09/2024 4/11/2024	
Role Title:	Senior Coal Chain Coord	
Generic Title in Marketplace:		
Hiring Manager:	Name: Connor Gregory Title: Manager Coal Chain, Bug Improve	
Role reports to:	Name: Title:	
Role Priority (H/M/L)		Targeted Hire Date:
Talent Acquisition Specialist:	John Teat	P&C Advisor: Zoe Painter

Position Details

Internal/external referrals:	
Talent pool employees:	
Organisations to approach:	Anglo & BHP, Coronardo
Role background / reason for vacancy:	someone in the role previously - left a while ago, but didn't replace it
How difficult do you envisage this role will be to recruit and why? Helps position the follow-on questions below in being more flexible with the criteria especially if timeframes are tight etc	the
Work location: Remote or site based (opens up candidate market)	Meandu based
Key technical skills required (deal breakers):	process engineer / geologist - pit to power station - broad spectrum
Systems skills required (deal breakers):	- process eng
Main deliverables (top 1-3):	- establish, implement & maintain - reaching outcomes / delivery to power station
Key challenges (top 1-3):	- local
Selling points for job advert (top 3):	- Kenyasol - work on owned team - growth / development

What's in it for me (growth opportunities, potential career paths, flexibility, salary etc)	see above
What constitutes the WOW factor for you?	- open
Work pattern: E.g. Full time, part time, contract, temp, tenure Suitable for employees seeking flexible work options e.g., school hours.	full time
Travel requirements: FIFO, DIDO, frequency of travel	Kingaroy
Relocation required: Relocation elements on offer: Funded by:	<input checked="" type="checkbox"/> yes <input type="checkbox"/> No
Team Environment: Benchmark employee and why? Diversity makeup of team (attraction strategy)	good; newly established, agile - let people grow on their own
Sourcing strategy: Advertising approach to attracting diverse candidates: <input type="checkbox"/> Internal website <input type="checkbox"/> External website <input type="checkbox"/> Seek <input type="checkbox"/> LinkedIn <input type="checkbox"/> Recruitment agencies <input type="checkbox"/> Talent pooled employees <input type="checkbox"/> Community organisations <input type="checkbox"/> Professional associations <input type="checkbox"/> Educational institutions <input type="checkbox"/> Professional networks <input type="checkbox"/> Forums <input type="checkbox"/> Other	
Industries/competitors candidates can be considered from:	mining
Social Media Posts: Are you comfortable being tagged in LinkedIn adverts posted? Please share the advert with your network and on your LinkedIn?	yes - share on linkedin
Do we need to include anyone else in the process to review and shortlist CV's?	
Who will be on the interview panel? 1 or 2 stages?	bob / newsh

Are you taking any annual leave during the recruitment period – proxy?	
Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No