

POSITION TITLE	Quarry Manager	DATE OF ISSUE	October 2024
BUSINESS GROUP/DIVISION/COMPANY	IML Ball Clays	FLSA STATUS (US ONLY)	
REPORTS TO (position)	Site Manager	LOCATION	Wareham
JOB SUMMARY/PURPOSE			
<p>To manage a mining production site under the Quarries legislation, safely meeting the required tonnage and quality. Lead and continuously improve EHS (Environmental, Health & Safety) standards within mining operations. Deliver the most cost effective mining operations to the business at all times by optimising productivity of mobile plant assets and resources, and adhering to the short term mine plan. Drive the long term strategy of the pit, targeting the optimal balance between volume of reserves, quality and production cost in accordance with internal customers and technical services team.</p>			
JOB SCOPE/DIMENSIONS			
<ul style="list-style-type: none"> • To plan, organise and manage the day-to-day and forward planning of the quarrying operations and to manage contractors within budgeted costs. • To collate information and produce management reports and KPI's. • To manage, develop and promote best practice in Environment, Health and Safety, and welfare within the mining and mobile plant function to achieve compliance with statutory legislation and company policy. • To promote safety standards in line with Imerys Safety Policy, ensuring that the drive towards zero accident culture is targeted as the objectives within the management team, and work force and continuous improvement towards this is sustained. • To lead and manage grievance and disciplinary issues within the quarrying team. • Ensure continuous improvement through considering methods to improve performance by challenging existing practices and implementing change by embracing the ICube philosophy throughout the quarrying operations. • To work with the Geology and Laboratory teams to optimise quarry production and agree blend modifications necessary to maintain quality and continuity of supply. • To notify the Site Manager of any problems that could lead to a delay in supply or of any unbudgeted cost 			
KEY TASKS AND RESPONSIBILITIES			
<p>Health and Safety</p> <p>With support from Mining H & S Officer and Mines Managers, ensure a robust system is in place for training and competence for all operators (Imerys and Contractor) to meet Imerys and national standards/compliance. Actively manage, develop and promote best practice in Environment, Safety, Health and Welfare within mining and mobile plant function to achieve compliance with statutory legislation and company policy. Lead action plans through reporting organisation to continuously improve staff, workforce and contractors commitment toward zero accident culture, in close relation with function and Central HS Officers. Promote safety standards in line with 'Imerys Safety policy', ensuring the drive towards zero accident culture is 'targeted' as the objective within the management team and workforce and continuous improvement towards this is sustained. Letter of appointment - appointed 8(1)(c) under the Quarries Regulations 1999 for the Western Area mines.</p> <p>Environment</p> <p>While maintaining a strong culture of incidents reporting, develop action plans to reduce environmental incidents. To ensure the day to day management of the production operations within the Western Area demarcation in accordance with the requirements of the IML MCERTS (Monitoring Certification Scheme) Management System Manual (Section 5) and engage as a member of the IML MCERTS Management Team.</p> <p>Quality and Environment Certifications</p> <p>Develop and maintain systems for audit, control and reporting for all technical, quality, safety and environmental aspects of the mining and mobile plant operations. Maintain good communication with the internal customers (refiners, aggregates partners).</p> <p>Production</p> <p>On a day to day basis, actively manage and coordinate mining operations, areas of responsibility includes production and mobile plant operations to ensure business production needs are met (at optimum levels). Effectively manage day operatives team based on the prioritised and agreed planned work schedule. Ensure short term production plans are met, effectively optimising all the available resources:</p> <ul style="list-style-type: none"> - Grade, quality and mine balance - Production assets - Drilling & blasting and mobile plant with the support of the Mobile Plant Manager - Manpower <p>Analyse the monthly forecast to react quickly to variations of demand or productivity by flexing the number of hours of production. Ensure a continuous communication with the engineering team, to participate in the prioritisation and planning of maintenance work.</p>			



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Cost and Capex

Budget, Costs and Capital Projects:

Responsible for managing annual production budget (quality, tonnes & costs) and accountable for budgeted capital expenditure. Site Manager in preparations of annual mining budgets and achievement of agreed production targets.

Undertake and manage revenue/capital projects ensuring timely completion within the agreed budgeted costs.

Mine Plans and Designs

Meet quality objectives and targets as per specification and long term mine plans.

In liaison with the Mining Technical Support Team, with support from Geology and Mining Team, direct responsibility for implementation of agreed short, medium and long term mine plans.

Ensure effective team working with Geology and Mining Technical Support Teams to benefit from all the available resources to achieve life of mine plans.

Work with Specialists to ensure geotechnical site meetings are regularly organised with particular focus on continuous improvements. Ensure excavation and tipping rules are followed with implementation of agreed mine designs.

People Management

Recruit, train, counsel, coach and develop employees.

To lead and motivate employees towards permanently safe and maxed productivity operation.

To handle grievance and disciplinary issues.

Ensure effective communication at all levels.

Continuous Improvement

Seek for continuous improvement through the I-Cube program (Imerys Industrial Improvement).

Lead plans to maximise availability, utilisation and throughputs of assets (increase SYR and OEE), propose capital projects to improve productivity or capacity whenever deemed applicable.

OTHER IMPORTANT FUNCTIONS

What other functions are performed in this position that might not be considered essential?

Mobile plant productivity: Support the site manager to continuously improve the mobile plant productivity through frequent reviews and challenge of existing practises.

Liaise and communicate with a wide range of people within the business, members of the community and regulatory bodies.

The procurement of services, to include contractors, landscaping.

JOB SPECIFICATIONS

Education and Experience Requirements

(Educational requirements should be the minimum level acceptable for the position. Experience should describe both type and amount of necessary qualifying experience. Also note any professional licenses required).

ESSENTIAL:

- Practical and proven knowledge and experience of managing open cast mining operations involving heavy earth moving machines and fleets working at multiple sites.
- Educated to relevant degree standard (BSc Mining Engineering, BTEC HND Mining Engineering, Diploma in Quarry Technology or equivalent).
- To hold Health, Safety & Environmental Management in the Extractive & Minerals Processing Industries (NVQ Level 4) or similar.
- Proven knowledge and experience of working under UK quarries legislation 1999.
- Practical and proven knowledge and experience of continuous improvement of EHS standards within mining and processing activities.
- Proven ability to manage financial aspects of the role including budgeting, cost control and capital expenditure.
- Proven experience in optimising production assets and resources.
- Proven experience in leading, managing, developing and motivating employees including within a shift environment.
- Technical understanding of how geology and processes affect quality.
- Ability to identify scope out and manage projects to deadline.
- Full UK driving licence.

DESIRABLE:

- Experience within the industrial mineral extractive industry, preferably in ball clay mining.
- Mineral processing (refining) and good understanding of quality requirements for final products.
- Understanding of simple statistics to include 'statistical process control'.
- Public relations knowledge.



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- Technical understanding of mineral characteristics and qualities.
- Chartered Engineer, member of relevant professional body.
- Knowledge of the markets that our products are used.

Knowledge, skills, abilities and other characteristics (*identify skills/attributes required for this position which may include leadership, problem solving, interpersonal, communications, planning, team participation skills and/or language requirements*).

- Good interpersonal skills.
- Have the ability to train, develop and motivate people.
- Be positive and flexible in approach.
- Team player.
- High level of commitment.
- Tenacity, target achiever.
- To make and justify decisions correctly under pressure.
- Practical and proven knowledge and experience of implementing short, medium and long term mine plans.
- Excellent communication, problem solving, report writing and presentation skills.
- Knowledge of Microsoft office and other IT skills.
- Ability and skills needed to identify, develop and publish relevant KPIs.

