

Mining Scheduler

ROLE PROFILE

GENERAL CHARACTERISTICS			
Group function/ BU	Anglo American Platinum	Date	March 2017
Department/ Operation	Mining	Job band	C5 - 09014659
Location	Operations		
Discipline/ Sub-discipline	Mining Operations		

CONTEXT

For a business area to be successful in delivering its agreed output targets, at the lowest practical cost, it must complete the Right Work at the Right Time and in the Right Way. This work must also be completed sustainably, i.e. by dealing responsibly with safety, the environment, employees, communities, governments and asset life.

The term scheduling is used to describe the process of defining the start time, sequence of execution and resource allocation (including workplace, labour, equipment etc.) for tasks.

The objectives of scheduling are firstly to ensure that all tasks are completed at the right time, and secondly to make the most efficient use of resources while doing this.

Every task has a distinct window that defines the Right Time for completion. This window is bounded by the earliest date that the all requirements for completion of the work can be assembled, and by the date at which an unacceptable outcome is likely to result if the work has not been completed.

Typically there are many tasks that need to be scheduled and some of these will be competing for resources (i.e. equipment/workplace access, labour or equipment) The scheduling process is where the resourcing requirements, synergies and conflicts of the outstanding tasks are considered and balanced to ensure that work is scheduled for completion at the right time.

In most cases there will be sufficient flexibility in the completion windows and resourcing options to ensure that tasks can be scheduled at the right time. In some instances conflicts in workplace access, labour or equipment demands may require a decision to either alter equipment/workplace operating patterns and times, approve additional labour or equipment, or to accept the cost or risk of stretching the completion window for some Work Packages. In such cases these decisions are escalated to the key stakeholders for decision.

PURPOSE OF THE ROLE

To deliver the requirements for every approved work package to be completed at the scheduled time

WORK OF ROLE (INCLUDING AUTHORITIES AND OUTPUTS)

Work of Role	Output
Health and Safety <ul style="list-style-type: none"> Takes reasonable care to protect his or her health and safety, and that of other persons who may be affected by any act or omission thereof. Takes proper care of Health and Safety facilities and equipment provided for the protection of his or her health and safety, and that of other persons. Reports to his or her immediate supervisor any situation, which he or she believes, presents a risk to his or her health or safety or that of any other person. Co-operates with any person to permit compliance with the duties and 	<ul style="list-style-type: none"> The scheduler needs to ensure that the resourcing requirements, synergies and conflicts of the outstanding tasks are considered and balanced to ensure that work is scheduled for completion at the right time.

responsibilities placed on that person in terms of Anglo American Health and Safety Policies.

- Conducts inspections of Health and Safety conditions and risks in working area, reports and corrects sub-standard item, conditions, risks and unsafe acts to his or her supervisor.
- Ensures own and others compliance to relevant Policies, Procedures and Codes of Practices.

Key Performance Measures

- Key Work Management/ Operating Model Accountabilities
- Compliance / Governance
- Technical Areas
- Continuous Improvement

Key Work Management Accountabilities

- Execute the "Schedule Work" element of the Operating Model
- Comply with quality specifications and authority levels set out in the documentation
- Exhibit effective Team Leadership and Team Membership behaviours
- Review the Work Order Task Status Report on a daily basis: To schedule newly approved work/ To assist in setting the schedule/ To track upcoming work
- Work collaterally across business units, to ensure the proper communication of timing and impact of scheduled work
- Identify and escalate all critical issues that threaten the successful procurement of resources allowing the scheduling of work orders for completion by their Required Date
- Escalate to appropriate authority in the event that scheduling tasks by the Required Date results in a requirement for additional downtime and/or resources
- Work collaterally across business units, to ensure the proper communication of timing and impact of scheduled tasks
- Schedule tasks to minimize the impact on operating performance without exceeding the Required Date for work completion
- Schedule tasks to minimize the demand for resources without exceeding the Required Date for work completion
- Comply with applicable legislation, standards, policies and procedures
- Schedule approved work orders for execution at a scheduled date prior to the Required Date

Technical

- Support the Work Management process by ensuring that all approved work is completed by the Required Date
- Production of period reports (weekly and monthly) detailing scheduled versus actual maintenance activities and resource usage. Development of other reports as necessary.
- Ensure that corporate and statutory financial accounting and asset protection requirements relevant to the position are fulfilled in a timely and accurate manner.
- Keeps management informed and shares information. Provides well thought out, concise and timely oral and written information.
- To actively participate in the process in order to achieve the required outcomes for implementation into the production scheduling and ERP system

<ul style="list-style-type: none"> To produce information for the development of the Routine Operating Schedule. Analyse the results to update risk assessment/ to update the Routine Operating Schedule to enable continuous improvement <p>Continuous Improvement</p> <ul style="list-style-type: none"> Actively review systems and procedures regularly within the area to maximise effectiveness and efficiency within the Company. Provide leadership and supervision for continual improvement of processes and procedures 	
ROLE RELATIONSHIPS	
Managerially accountable to	Mining Planner Asset Management
Direct reports	No direct reports
Key internal role relationships	<ul style="list-style-type: none"> Front Line Managers Production Supervisors Resource Coordinator Supply Chain Material Requirement Planners
External relationships	<ul style="list-style-type: none"> Not Required.
QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS	
QUALIFICATIONS	<ul style="list-style-type: none"> Matric Trade for discipline specific position or equivalent or higher qualification Advantageous
EXPERIENCE	<ul style="list-style-type: none"> 3-5 years Planned Maintenance or Production Experience in Mining Industry
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Experienced in using a computerised planned maintenance system (SAP) Basic artisan Training Module (advantageous) Work Knowledge of client disciplines – Mining Advanced SAP Planned Maintenance Training Module Ability to Schedule maintenance activities Code 8 driver licence
BEHAVIOURS	
<ul style="list-style-type: none"> Safety Behaviour - ZERO HARM approach Customer Driven Behaviour – Right Work, Right Time, Right Way. 	

ORGANISATION CHART

