

### 5.02.H JOB DESCRIPTION

#### **Senior Mining Tenement Manager**

Accountable to: **Chief Executive Officer**

#### Responsible for these duties:

- (a) Tenement application preparation and lodgement
- (b) Technical documentation preparation and lodgement, including variation to condition requests
- (c) Arranging transfers and other tenement dealings
- (d) Liaising with relevant government mining departments to effectively manage tenement issues
  - Perth : Western Australia
  - Brisbane: Queensland, New South Wales, and the NT
  - Moorabbin: Victoria, Tasmania and South Australia
- (e) Provide advice to clients regarding legislative and policy requirements for their tenement holdings
- (f) Support for clients to ensure their tenements are soundly and efficiently managed
- (g) Authority for duties as outlined in Procedures
- (h) Other duties as directed.

For the Organisation Chart, please refer to **Section 3.01** of the Quality Manual.