

## JOB NARRATIVE

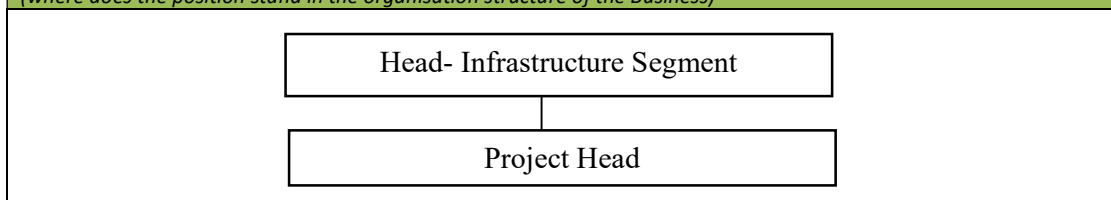
1. Job Purpose and Roles and Responsibilities of the Job
2. Organisation Structure, Outcomes/Value Add, Financials & Work Relations

### Basic Details

Job Title	Project Head
Job Grade/ Level	(M6/M7)
Function	Infrastructure Segment
Business Sector	TAN
Location	PAN India (Multiple locations)

### Organisation Structure

(where does the position stand in the organisation structure of the Business)



### Job Purpose:

- Summarizes the main points of the job description which may include key responsibilities, functions, and duties
- Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder
- Should contain 1 - 3 key points

1. Lead project management teams to deliver projects that span across a number of different business units
2. Ensure all projects are delivered on time within the stipulated scope and budget.
3. Lead the initiation and planning of a project and ensure technical feasibility on the deliverables.
4. Ensure resource availability and allocation over the project period within project budgets.
5. Develop a detailed plan to monitor and track the progress of the project incorporating all the stakeholder's responsibility and tracking.
6. Coordinate with internal and external parties for the flawless execution of projects including the KPIs deliverable in timely manner.
7. Manage relationships between clients and stakeholders to create a win-win situation.
8. Measure project performance using appropriate project management tools and summarize a MIS to keep informed the STL and client management.
9. Perform risk management analysis to reduce project risks not limited to financial, safety, span of the project period.
10. Co-ordinate, Guide and technically support team of Asst. Project Managers engaged at different projects through project management tools.
11. Report and escalate to upper management as and when needed on the decision points. Create and maintain a comprehensive project documentation and get approved from stakeholders of client & STL.
12. Resolve conflict between projects and align the work done by junior project managers and their teams.

Key Accountabilities & Outcomes	
<b>Key Accountability</b>	<b>Major Activities/ Tasks</b>
<ul style="list-style-type: none"> <li>• Main areas of accountability / key goals of the Job.</li> <li>• Should contain five to Seven Key Accountabilities.</li> <li>• Can be derived through Balanced Score Card Perspectives (Financial, Customer, Internal Process &amp; Learning and Growth)</li> </ul>	<ul style="list-style-type: none"> <li>• The tasks under Key Responsibility that the Job holder is supposed to perform to achieve the business goals</li> </ul>
<ul style="list-style-type: none"> <li>• Occupational Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure personal safety and that of every team member/customer member on bench &amp; sites.</li> <li>• Support in continuous upgradation of SOPs/Guidelines for On-bench safety standards of the company</li> <li>• Ensure full compliance in user place in respect to rules and laws of application of ANFO &amp; Class 2 Explosives as per PESO &amp; DGMS rules.</li> </ul>
<ul style="list-style-type: none"> <li>• Technical Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee all the technical aspects of the project through measurement tools &amp; processes.</li> <li>• Identify the technical resources needed for the project and source these materials from third party vendors.</li> <li>• Assign and monitor the work of technical personnel.</li> <li>• Maintain technical alignment with key stakeholders.</li> <li>• Ensure all technical devices or platforms used by the team are always on their top shape.</li> <li>• Obtain actionable permits from the appropriate authorities required for project execution.</li> <li>• Determine all the resources needed (equipment, manpower, materials) with attention to budget constraints.</li> <li>• Hire and allocate responsibilities to contractors, laborers, and other staff.</li> <li>• Evaluate the construction project progress and prepare reports</li> </ul>
<ul style="list-style-type: none"> <li>• Differentiate STL products/services at a quarry site through</li> </ul>	<ul style="list-style-type: none"> <li>• Product Stewardship and technical intervention to customers/ consumers</li> <li>• Lead key solutions delivery projects from ideation to execution to convert &amp; enhance consumer base through new and existing channels/dealer base.</li> <li>• Implement new ideas to implementation and innovation ways to differentiate offerings to sustain and convert NBA users to STL fold.</li> </ul>
<ul style="list-style-type: none"> <li>• External Branding</li> </ul>	<ul style="list-style-type: none"> <li>• Develop case studies/reports jointly with technical services to demonstrate STL's value delivery capability.</li> <li>• Conduct workshops and seminars as a part of building solutions brand</li> </ul>
<ul style="list-style-type: none"> <li>• Partnership &amp; Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Build partnerships with critical solutions partners (drill/excavators/crushers etc)</li> <li>• Build relationships and networking through consultants and market specialists to enable branding &amp; advocacy</li> </ul>
<ul style="list-style-type: none"> <li>• Reports and Market consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• Build customized reports, marketing campaigns &amp; promotional deals through solutions &amp; services</li> </ul>

## ACHIEVEMENT PROFILE

- *What are the capabilities required by the Job Holder at this position?*
- *Specify Knowledge (technical expertise), experience, skills, behavioural competencies, personality required*
- *It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping*

### Education Qualifications / Background

- *State minimum qualification required by the Job Holder to work effectively on this position*
- B.E/B.Tech – Mining Engineering. MBA/Consulting Background desirable but not mandatory
- Any relevant project management related experience handled independently.
- A Project Management Professional (PMP) certification is preferred

### Relevant and Total Years of Experience

- *Mention years of experience required for the job*
- *Elaborate more of the relevance / type of the job experience required by the role*
- Min 8 years of Operation/Sales Experience in Mining/Infrastructure Industry (preferred 10-12 year exp)

### Technical/Functional Expertise

- *State minimum proficiency required on specific technical or functional skills required for the Job Role*
- Knowledge of mining, quarrying value chain/operations in upstream & downstream process
- Knowledge of analysing mining solutions using software (Stayos/JK Sim/Wipfrag/Minimate vibrograph)
- Knowledge of statutory provisions like, Mining Legislation/Regulations, Mines Act, Explosives Act/AN Rules.
- Proficient in MS-Office/CRM solutions/Project Management Tools

### Behavioural Competencies (*List only 3- 5 specific behavioural competencies*)

- *State behavioural competencies required to function effectively at this position*
- A mindset to prioritize Safety.
- Commercial Acumen with strong drive for results
- Strong Analytical Skills
- Strong Communication & Presentation Skills
- Interpersonal & other Social Skills.
- Time management: Must be able to prioritize tasks and manage time effectively to ensure deadlines are met.
- Problem-solving: Must quickly identify and solve problems that may arise during a project.
- Adaptability: Must be adaptable and adjust plans and strategies to keep the project on track.
- Teamwork: Must be able to work collaboratively with their team to achieve project goals.
- Organization: Must be highly organized to manage multiple tasks, timelines, and resources simultaneously.
- Leadership: They need to be able to lead their team to success by providing clear direction, motivation, and support.

### Personality (*List only 3- 5 specific personality characteristics*)

- *Write personal characteristics/ personality type that is suitable to work at this job level.*
- Self-starter
- Works with a “get things done, in time” mindset.
- Ability to handle ambiguity.
- Ability to collaborate in a cross functional environment.
- Travel up to 60%-70% of the time in a month.
- Expertise in networking and relationship management