

ABOUT ADRIATIC METALS

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence.

Adriatic Metals BH d.o.o. is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged.

Junior Specialist HS&S Training

Main responsibilities:

Training Material Development and Preparation

- Work with Specialist HS&S Training to assess and prioritise training gaps based on business goals.
- Assist in developing HS&S training materials based on the approved Technical Training Framework and Operating Model, incorporating relevant reference documents such as Local Law requirements, Adriatic Metals Standards, Procedures, and Safe Work Instructions.
- Provide input to external e-Learning service providers to help create relevant and effective training materials.
- Assist in editing and formatting training presentations, handouts and documentation.
- Prepare, update, and maintain appropriate knowledge assessments related to training content.

Training Delivery and Facilitation

- Maintain and update the safety training matrix to ensure it meets business needs and priorities.
- Support in the development and management of the annual safety training plan to address current and future business requirements.
- Plan training sessions in accordance with the annual training plan monthly completing the following activities:
 - Book training participants on planned training courses.
 - Arrange attendance with supervisors and inform participants.
 - Book training venues and arrange food and transport if required.
 - Prepare training materials.

- Follow-up and ensure attendance.
- Deliver training modules (E-Learning or Face-to-Face) in compliance with the Delivery Plan, ensuring high-quality content and adherence to the established framework.
- Incorporate a variety of teaching methods, including hands-on learning, simulations and classroom instruction into training delivery.
- Stimulate active group participation throughout training sessions, creating an engaging and interactive learning environment.
- Implement external service provider training by coordinating the training schedule, ensuring that the necessary resources (training materials, venues, equipment) are available, overseeing logistical support and tracking attendance.
- Collaborate with Heads of Department and Superintendents to manage rosters and coordinate work schedules, ensuring employees attend HS&S training programmes as scheduled.
- Analyse training feedback and programme evaluations to propose improvement actions.
- Work with Health and Safety Head of Department and Specialist HS&S Training to resolve training delays or issues in completion.

Assessment and Competency Verification

- Prepare and conduct Knowledge Assessments for each training module.
- Verify that all permits, licenses, and documentation are current and compliant, and prepare for license renewal and refresher training.
- Execute theoretical and practical knowledge assessment and verification of competency with external trainer support.
- Manage the Rudex certification compliance process.

Learner Management System (LMS) and Record Keeping

- Update and maintain individual training matrixes.
- Keep accurate and updated training records (training records for both internal and external training, attendance sheets, results of learner assessments, and learning programme evaluations) in the LMS.
- Upload quality assured and approved training content and manage training materials in LMS.
- Prepare feedback reports of progress against monthly and annual training plans for areas of responsibility.
- Analyse and report on Talent and Learning data, trends, and metrics, offering actionable insights to support decision-making across the organisation.
- Input assessment results & scan certificates for LMS record-keeping.
- Maintain accurate records of training support equipment and assets.

ABOUT YOU

The most successful candidate will ideally possess the following:

- Bachelor or Master's Degree in Mining Engineering or OHS Faculty.
- Additional industry-specific certifications related to health and safety, mining operations or quality management (desirable).
- 3-5 years' experience in same or similar position.
- Health and Safety Knowledge: Substantial experience in health and safety, including a deep understanding of relevant regulations, standards, and best practices.
- Experience in mining, construction or heavy equipment industry preferred.
- FBiH Mining Regulations General knowledge of federal Mining Law and Mining Rulebooks.
- Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook and Teams).
- Active knowledge of the English language Level B2.
- Driver licence B category.

ABOUT OUR PROCESS

At Adriatic Metals, we are committed to hiring individuals who align with the company's values and meet the requirements of the role. As part of the hiring process, there are various checks that can be conducted to establish the suitability of candidates for a role, including police/criminal checks, medical checks, business partner checks, right-to-work checks, occupational assessments, and/or reference checks.

To apply for this role, please send a copy of your Resume clearly indicating the name of the role, to posao@adriaticmetals.com.

Please note that only shortlisted candidates will be contacted for further consideration. Once again, thank you for your interest in Adriatic Metals. The vacancy is open until we find our best match. We wish you the best of luck in your job search!