

## 2012 - Graduate - Human Resources - Diamonds & Minerals - United Kingdom - LON000EE

Rio Tinto is a world leader in the discovery, mining and processing of mineral resources. We supply an extensive range of essential minerals and metals, as well as helping to meet global requirements and contributing to improvements in living standards.

The Rio Tinto group has introduced a Graduate Programme, aimed at recruiting young graduates in order to develop its future management and technical leaders.

The Graduate Programme offers young engineering graduates a two-year programme to start their careers in the company. Right from the start, you will have a proper role to play and will move at least once during the two-year period. We will work with you to help build your knowledge of the company, its vision and values, and creating your annual development plan which will include training in safety, technical training and Lean Manufacturing, and projects in the field. From your second year, you will have an experienced mentor to help you to realise your potential. You will also have the opportunity to develop a strong network of contacts within Rio Tinto, one of the world's biggest mining groups.

### **RT D&M wants a young "HR Graduate" to work in London**

The Rio Tinto Diamonds and Minerals group (D&M) comprises diamonds, minerals (borates) and Rio Tinto iron & titanium (titanium dioxide feedstock, high purity iron, metal powders, zircon and rutile mining and refining operations). The business is headquartered in London with operations and sales offices located worldwide. Diamonds and Minerals has developed a strategy to Improve, Build and Grow the Product Group and deliver \$1B of earnings by 2015. A key part of this increase in earnings will come from improvements in the operations, through areas including increased throughput, improved efficiency, manufacture of products commanding increased margins and reduced costs.

The D & M HR group provides a HR strategic and project lead and coordination for product-group-wide initiatives to the individual D&M business units as well as general HR support to the D& M corporate groups. We recognise that we support both geographically and culturally diverse businesses and need to build a people strategy to support this. We have a great opportunity to build on our employee value proposition as a business that offers broad roles that provide accelerated development and a strong leadership roadmap.

#### **Description:**

The Graduate HR role is an entry-level role. The incumbent will participate in a two-year development program in which he/she will perform in several different areas of interest that may include generalist HR work compensation & benefits, training, recruitment, talent management and workforce planning. The Graduate will support the HR Partner in ensuring that day to day HR transactional work is processed via the correct channels according to Rio Tinto's 3D model -via people Organization & Support and acting as a conduit for a globally delivered seamless HR delivery model. There will be some requirements to understand the data sets, systems and processes in support these processes.

#### **Accountabilities:**

##### *Operational Delivery*

- Participates in annual cyclical, such as the talent cycle and the REM cycle and project activities, for the Diamonds & Minerals Product group by supporting the HR Business Partner with transactional and circular tasks.
- Actively look for improvements in processes and practices and impart this knowledge across the business units
- Manage day to day transactional activities in respect to mobility, promotions, and other items as they arise

##### *Business Focused Collaboration*

- Contributing to the D & M Group HR team by sharing HR expertise; building skills and HR capability in order to increase the effectiveness and efficiency of HR support.
- Engaging with colleagues within D & M to identify and understand business requirements.
- Build and maintain networks with D & M business unit representatives
- Collaborating with equivalents in other regions for knowledge and information sharing and to build a good understanding of regional and global requirements
- Communicating with equivalents in other Business Units to share information and business processes.

## *People Focus*

- Managing own career by being accountable for one's behavior, performance and development.
- Supporting the application of HR process, practices and systems to achieve individual and organisation results through collaboration and Living the Values.
- Managing individual performance to achieve individual and organisation results.

## **Desired Profile:**

- Bachelor's degree preferably in Business, Human Resources Management
- Fluency in Serbian is mandatory
- Microsoft Office suite (in particular Microsoft Excel) would be desirable, but not essential - can be taught on the job - will be used daily
- Experience with SAP would be desirable, but not essential - can be taught on the job - will be used daily
- Strong communication skills - both written and verbal
- Flexibility and adaptability
- Strong attention to detail
- Team player
- Demonstration of analytical thought and independent learning

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