	Senior Project Manager Job Description		
AVALON RARE METALS INC.	Doc# SR-PRJCT-MGR	Issue Date: October 2011	Revision # 001

Position Title: Senior Project Manager

Department: Engineering / Operations

Location: Delta, B.C. with occasional travel to project sites, and corporate office

Reports To: Vice President, Operations

General Accountability:
Reporting to the VP, Operations, the Senior Project Manager will be responsible for managing the overall engineering and planning initiatives for the Thor Lake project. Responsible for commissioning and overseeing and acting as the primary interface liaison for all necessary property project baseline studies, technical studies, socio-economic impact studies and environmental audits; assures all work done is to standard and requirements; receives and interprets for management all studies, baseline and audit results.

Objective:
- Ensure contractors are made aware of their roles and responsibilities with regard to safe working procedures and comply with all company-wide safety sustainability policy and procedures
- Manage the process of developing feasible solutions by using leading indicators
- Manage the engineering process for selected solutions in mine design at various stages
- Manage the planning process for execution of the engineered solution

Primary Responsibilities:
- Lead and manage the operations projects with multiple project engineers and managers' procurement, EPCM, owner's team, and external construction management consultants
- Ensure engineering employees and contractors carry out all work functions as per agreed work methods
- Manage and develop, NI 43-101bankable feasibility study for the Thor Lake project
- Manage all project functions related to project management, site management, project control, engineering management, procurement, construction management to meet the project(s) goals
- Manage and communicate projects group as needed on major projects in the region
- Maintain positive working relationships with operations
- Identify risks and ensure operational impacts are minimized
- Manage QA/QC programs are effectively established
- Monitor and conduct reviews of detailed mine designs and drawing specifications
- Manage engineering progress against budget and forecasted schedule
- Lead and manage and oversee engineering budget, project schedules and project control budgets
- Responsible for producing all engineering management reports and providing on-going status of the project
- Maintain effective and on-going communications with construction and contractor management teams
- Manage and monitor project QA/QC and commissioning systems and documentation
- Manage other project engineering duties as assigned

Education and Experience
- B.S. degree in Engineering
- 10+ years of project management experience.
- 10+ years of mining experience in operations, engineering and project evaluation;
- Strong track record of successfully completed projects in the mining industry;
- Experience in underground mine design and development;
- Experience in capital project management from $10M to $100M a plus;
- Familiar with mine planning software such as Minesight, AutoCAD or other mine development software;
- Strong knowledge of Community Safety and Sustainability Regulations;
- Strong knowledge of NI 43-101 and the ability to sign off on mineral reserves as a qualified person;

Core Competencies:

- Demonstrated commitment to safe sustainability working practices;
- Ability to effectively delegate while maintaining forward motion on key deliverables;
- Proven team player skills with ability to build and maintain internal and external relationships;;
- Strong written and verbal communication skills, excellent business and technical writing;
- Strong organizational, interpersonal, problem solving and analytical skills;
- Ability to work independently with minimal supervision;
- Strong mentoring, training and coaching to junior colleagues.
- Comfortable and Capable of Leading Teams;
- Capable of Managing Cross Functional Teams and Multiple Projects;
- Capable of reading drawings and schematics;
- Proficient in Microsoft Office suite