

Ioneer USA Corp. - Rhyolite Ridge Project Role Profile

Title:	HR Generalist - Programs, Transactions, Processes and Systems (PTPS)
Reports To:	HR Vice President
Location:	Reno, Nevada
Direct Reports:	N/A
Key Relationships:	<ul style="list-style-type: none"> • Senior Line Managers • Ioneer colleagues • External HR Vendors • HR Manager (future)

Core Accountabilities: (how the role adds value)

It is expected that Ioneer's HR programs and transactions will be designed and executed with clear objectives and run with a high-level of discipline, accuracy and process orientation that leverages systems capabilities. It is expected that the HR-PTPS Generalist will play a hands-on leadership role in delivering this objective.

General Responsibilities

- Primary responsibilities of the HR-PTPS Generalist will include:
- Compensation programs, coordinates the annual competitive base salary, annual incentive bonus and long-term incentive programs. Work in this area will work closely with the HRVP and will span executive compensation to annual base pay administration for staff and employees in hourly positions. Activities will span planning, forecasting and implementing compensation decisions.
- Benefits programs, will coordinate competitive benefit reviews (envisioned to take place biennially) and annual reenrollment for employee insurance programs and unique programs such as non-qualified plans as well as vacation eligibility reviews.
- Performance management, coordinates the company's performance management processes and ensures that performance management guidelines are adhered to.
- Immigration monitoring and administration. The HR-PPS Generalist will monitor employee immigration status and will work with legal support to ensure employee work permissions are current.
- Other programs such as; service/birthday recognition, recruiting referral, ad hoc recognition, semiannual HR ESG reporting, D&A routine testing admin, etc. will be administered by the HR-PTPS Generalist.
- HR Transactions (payroll, monthly benefits, etc.)
 - Execute the administration of payroll-related procedures for all employees (exempt/non-exempt and non-union), including the processing, recording, and reporting of all compensation-related actions. (Note: when Ioneer moves into operations, timekeeping and payroll entries for employees at site will be conducted by HR and HR Admin anticipated to be at site).
 - Payroll includes, but is not limited to; semimonthly base pay processing, annual bonus processing, annual incentive stock processing and off-cycle payments.

Ioneer USA Corp. - Rhyolite Ridge Project Role Profile

- Ensure accuracy and timeliness of computations, statutory withholdings, voluntary deductions, garnishments, and overall employee payroll accuracy to achieve auditable documentation and compliance requirements (in year-end W2 activities).
- Conducts monthly employee benefit assurance/reconciliation reviews (as well as semimonthly 401k assurance monitoring and year-end 401k)
- Work with accounting and line managers on any payroll matters.
- Act as a liaison to external HR Transactions service providers (Paylocity, HUB international, ABG, etc.)
- Develop and design ad hoc reports utilizing Paylocity.
- On occasion analyzes and reconciles payroll and insurance premium balances.
- Process orientation
 - It's expected that Ioneer HR programs be run with a strong process orientation, where objectives and steps are clear and as efficient as possible.
- HR Systems
 - It's expected that the HR Generalist - PTPS coordinator will understand the capabilities of the various HR system applications and leverage these capabilities to their greatest extent.
- Overall, the HR Generalist - PTPS Generalist will work closely with the HRVP to ensure that the annual and quarterly HR calendar of activities is reviewed, and upcoming activities recognized for effective coordination.
- Public Affairs Support
 - Daily monitoring and reporting of social media comments/reports about Ioneer.
 - Preparing creative posters, etc. for public/industry engagements (with support from consultants).
 - Support the coordination of community engagements in/near Dyer NV.
- Administrative duties, this role will also be responsible for managing housing requests, preform as office receptionist, ensure office supplies are maintained, arrange events, assist with travel arrangements, and other duties as assigned.

Behavioural & Leadership Attributes

- Visible passion for the Human Resources Function
- Understands purpose and objective of own role and how it contributes within the team.
- Proven analytical, logical reasoning, and problem-solving abilities.
- Identifies elements (patterns, themes, technical challenges) of complex problems/issues.
- Generates and evaluates alternative solutions (perhaps from external/new sources).
- Can distil complex problems, circumstances, solutions, etc. into simple understandable terms.
- Planning, organization, and prioritisation skills.
- Highly motivated self-starter with technical and personal initiative.
- Ability to work within unclear objectives being able to establish priorities and objectives that need to be flexible and can shift.
- Day to day dependability in attendance and productivity.
- Demonstrates a willingness to take on responsibility and accountability for results.
- Develops clear annual and shorter-term goals.
- Develops plans to deliver milestones/results and track progress against plans.
- Demonstrates and commitment and persistence to delivers results, even when challenges arise.
- Upbeat, positive attitude (glass half full).
- Ability to develop constructive/cooperative working relationships internally.
- Works with others in an open manner, accepting of others' diverse approaches and views.

Ioneer USA Corp. - Rhyolite Ridge Project Role Profile

- Communicates clearly and credibly, with respect for the audience.
- Exceptional team player, enjoyable to work with.
- Demonstrates behaviours of respect and caring toward; safety, environment, employees, contractors/vendors, community, and shareholders.

Qualifications & Experience Competencies

- Solid understanding of HR programs and transactions
- Recent college grad with some practical HR experience as well as college grads with up to 3 years of post-degree experience in HR, payroll, etc.
- Strong analytical/critical thinking capability and process orientation, including proven math skills, strong utilization of Excel and ability to create HR related reports.
- Solid capability of other MS Office applications such as Word, PowerPoint, and MS Outlook
- Highly developed written & oral communication and customer service skills.
- Quickly learns new systems software and HR vendor applications (payroll critical) and has desire to investigate systems and understands how systems can be leveraged to support processes and improve efficiencies.
- Must maintain highly confidential data, as a condition of employment.