

# Role Profile

JOB TITLE: FRS Civils and Mobile Plant Operations Coordinator			
Reference No.		Type	Generic
Service	Fife Resource Solutions LLP		
Job Family		Grade	FC7

Working in partnership with designated teams, manage the effective deployment of resources (both staff and physical resources). Ensure staff are allocated jobs with appropriate machinery.
To ensure an efficient and effective monitoring of performance of staff, including compliance with health and safety, operational regulations and legislation. Manage a team to ensure the development and application of the necessary policies, procedures and actions.

Task or Responsibility - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - criteria can apply to more than one task or responsibility.	E	D
Lead and manage your team to ensure that machinery and plant are correctly allocated and utilised to complete a range of jobs and allocations.	35	Significant experience in a management role in a similar environment.	✓	
Manage a devolved budget to ensure a cost-effective service, ensuring costs / spending is within agreed budget (budget monitoring), making recommendations for savings.	10	Ability to manage conflicting demands.	✓	
Lead and deliver a service that meets contractual demands, including all operational requirements (movements of plant and machinery) per agreed SLAs and delivery milestones.	7.5	Organisational skills.	✓	
Manage and deliver a service that meets all regulatory requirements from start to finish, including safe opening and safe close down of the site.	7.5	Knowledge of health and safety, including the principles of risk assessment and control measures.	✓	
		Ability to provide a regular and effective service.	✓	
		NPORS Qualification.	✓	

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Manage the on-site Health and Safety requirements, manage the team to remain safety consciousness and aware throughout delivery.	10	IOSH and a Health and Safety qualification or extensive professional experience.	✓	
Manage and set the team's quality work standards, per contract and best practice.	5	Significant experience in site management, plant operations and civil engineering.	✓	
Manage and deliver Risk Assessments both prior, during and undertake post-project evaluation to support a culture of continuous improvement.	5	Experience in managing budgets.	✓	
Support senior staff by creating operational standards and procedural documentation to support with best practice.	5	Experience in plant and machinery management (specifically high value items) and associated maintenance.	✓	
Organise and coordinate training for drivers and use of safe equipment.	5	Strong communication skills, with the ability to engage with a range of stakeholders	✓	
Deliver training to staff in how to operate and manage a site.	5	Detailed understanding of the waste management industry	✓	
Coordinate with other teams in order to complete jobs and support a co-working environment.	5	IT Skills	✓	
		Resilient, experience in working in a busy developing department and adaptable to change.	✓	
		Goal orientated with the ability to set and achieve challenging targets for themselves and the team they manage.	✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.				

<b>Additional Tasks or Responsibilities</b> - this is a generic role, however, this particular job may also require you to undertake the following:				
<b>JOB TITLE (of Specialist Tasks)</b>				
Drivers licence and ability to operate heavy machinery				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li>How We Work Matters</li> </ul>	<p><b>Expected Behaviours</b> - it is essential that you display the following behaviours as they are expected of all our employees:</p> <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>