



Role Profile

Civils and Mobile Plant Operations Coordinator

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| Reference No: | A5511 | | |
| Service: | Fife Resource Solutions LLP | | |
| Job Family: | Transportation/Roads/Waste | Grade: | FC7 |

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Lead and manage your team to ensure that machinery and plant are correctly allocated and utilised to complete a range of jobs and allocations.

Purpose

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.

| Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
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| Significant experience in a management role in a similar environment. | ✓ | |
| NPORS Qualification. | ✓ | |
| IOSH and a Health and Safety qualification or extensive professional experience. | ✓ | |

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| Manage a devolved budget to ensure a cost-effective service, ensuring costs / spending is within agreed budget (budget monitoring), making recommendations for savings. | Experience in managing budgets. | ✓ | |
| Lead and deliver a service that meets contractual demands, including all operational requirements (movements of plant and machinery) per agreed SLAs and delivery milestones. | IT 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. | Ability to manage conflicting demands. | ✓ | |
| Manage the on-site Health and Safety requirements, manage the team to remain safety consciousness and aware throughout delivery. | Organisational skills. | ✓ | |
| Manage and set the team's quality work standards, per contract and best practice. | Knowledge of health and safety, including the principles of risk assessment and control measures. | ✓ | |
| Manage and deliver Risk Assessments both prior, during and undertake post-project evaluation to support a culture of continuous improvement. | Ability to provide a regular and effective service. | ✓ | |
| Support senior staff by creating operational standards and procedural documentation to support with best practice. | Significant experience in site management, plant operations and civil engineering | ✓ | |
| Organise and coordinate training for drivers and use of safe equipment. | Goal orientated with the ability to set and achieve challenging targets for themselves and the team they manage. | ✓ | |
| Deliver training to staff in how to operate and manage a site. | Experience in plant and machinery management (specifically high value items) and associated maintenance. | ✓ | |
| Coordinate with other teams in order to complete jobs and support a co-working environment. | Strong communication skills, with the ability to engage with a range of stakeholders | ✓ | |
| | Detailed understanding of the waste management industry | ✓ | |
| | Resilient, experience in working in a busy developing department and adaptable to change | ✓ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | | | |
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| E | D | | | | |
| Job Title (Specialists Tasks) | | | | | |
| Drivers licence and ability to operate heavy machinery | | | <table border="1"> <tr> <td>✓</td> <td></td> </tr> </table> | ✓ | |
| ✓ | | | | | |

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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required | |
| Before confirming appointment: 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. | |
| Additional Information – the following information is available: | Expected Behaviours |
| <ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters | <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> |

Version: 1.4

Issue date: October 2023

E = Essential Criteria D = Desirable Criteria