



## Role Profile

<b>JOB TITLE: Plant and Machinery Services Coordinator</b>			
Reference No.		Type	Generic
Service	Fife Resource Solutions LLP		
Job Family		Grade	FC7

<b>Purpose</b>
<p>Working in partnership with designated teams, effectively manage stock, inventory and high value items (plant). Ensure staff are able to do their role / job by having all equipment appropriately serviced / maintained and purchasing stock when required.</p> <p>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.</p>

<b>Task or Responsibility</b> - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - criteria can apply to more than one task or responsibility.	<b>E</b>	<b>D</b>
<p>Manage stock and inventory control for the organisation, including all high value items, ensure the department has the correct equipment and machinery in order to undertake jobs.</p> <p>Manage a budget to ensure a cost-effective service, ensuring costs / spending is within agreed budget (budget monitoring), making recommendations for savings.</p> <p>Lead and deliver a service that meets contractual demands, including all operational requirements, specifically servicing and purchasing stock in order</p>		<p>Significant experience in a similar role is required.</p> <p>Ability to manage conflicting demands.</p> <p>Organisational skills.</p> <p>Knowledge of health and safety, including the principles of risk assessment and control measures.</p> <p>Ability to provide a regular and effective service.</p> <p>NPORS Qualification.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



## Role Profile

<b>Task or Responsibility</b> - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - criteria can apply to more than one task or responsibility.	<b>E</b>	<b>D</b>
<p>to for the department to deliver services per agreed SLAs and delivery milestones.</p> <p>Manage and deliver a service that meets all regulatory requirements from start to finish including servicing and maintenance of plant and associated machinery.</p> <p>Coordinate with procurement to ensure best value for money is achieved on purchasing.</p> <p>Create business cases to make recommendations for purchasing high value items.</p> <p>Manage PPE stocks and supplies for the organisation, including the contract for PPE to support with safe working and achieve value for money.</p> <p>Coordinate with other managers to ensure PPM is delivered with the right plant and equipment as required by the job.</p> <p>Coordinate with other teams in order to complete jobs and support a co-working environment.</p>		<p>IOSH and a Health and Safety qualification or extensive professional experience.</p> <p>Significant experience in site management.</p> <p>Experience in managing budgets.</p> <p>Demonstrable experience in procurement.</p> <p>Significant experience in plant and machinery management (specifically high value items) and associated maintenance.</p> <p>Strong communication skills, with the ability to engage with a range of stakeholders.</p> <p>Detailed understanding of the waste management industry.</p> <p>IT Skills</p> <p>Resilient, experience in working in a busy developing department and adaptable to change.</p> <p>Goal orientated with the ability to set and achieve challenging targets for themselves and the team they manage.</p>	<p>✓</p>	



## Role Profile

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
Undertaking all other duties as required for the role. Duties will be in line with the grade.				
Additional Tasks or Responsibilities - 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				
<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure Check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	



## Role Profile

<b>Task or Responsibility</b> - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Range %</b>	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - criteria can apply to more than one task or responsibility.	<b>E</b>	
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• How We Work Matters</li> </ul>		<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>		