

Role Profile

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

Purpose
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.
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
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.		Significant experience in a similar role is required.	✓	
Manage a budget to ensure a cost-effective service, ensuring costs / spending is within agreed budget (budget monitoring), making recommendations for savings.		Ability to manage conflicting demands.	✓	
Lead and deliver a service that meets contractual demands, including all operational requirements, specifically servicing and purchasing stock in order		Organisational skills.	✓	
		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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<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> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	



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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:				
JOB TITLE (of Specialist Tasks)				
Drivers licence				
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check Required				
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"/>	



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<ul style="list-style-type: none"> • Skills Framework (if applicable) • How We Work Matters 		<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results 		