



Role Profile

Plant and Machinery Services Coordinator

Reference No:	A5510		
Service:	Fife Resource Solutions LLP		
Job Family:	Transportation/Roads/Waste	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:	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.	✓	
	NPORS Qualification.	✓	
	IOSH and a Health and Safety qualification or extensive professional experience.	✓	

E = Essential Criteria D = Desirable Criteria

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Manage a 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, specifically servicing and purchasing stock in order to for the department to deliver services per agreed SLAs and delivery milestones.	Significant experience in plant and machinery management (specifically high value items) and associated maintenance. Organisational skills. Ability to manage conflicting demands.	✓ ✓ ✓	
Manage and deliver a service that meets all regulatory requirements from start to finish including servicing and maintenance of plant and associated machinery.	Significant experience in site management. Knowledge of health and safety, including the principles of risk assessment and control measures.	✓ ✓	
Coordinate with procurement to ensure best value for money is achieved on purchasing. Create business cases to make recommendations for purchasing high value items.	Demonstrable experience in procurement. IT Skills	✓ ✓	
Manage PPE stocks and supplies for the organisation, including the contract for PPE to support with safe working and achieve value for money.	Detailed understanding of the waste management industry. Resilient, experience in working in a busy developing department and adaptable to change.	✓ ✓	
Coordinate with other managers to ensure PPM is delivered with the right plant and equipment as required by the job.	Goal orientated with the ability to set and achieve challenging targets for themselves and the team they manage.	✓	
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. Ability to provide a regular and effective service.	✓ ✓	

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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:			
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Job Title (Specialists Tasks)			
Drivers licence		✓	

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 	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.		

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