



# Role Profile

## WASTE OPERATIONS CO-ORDINATOR FRS

Reference No.	G350.01	Type	Generic
Service	Fife Resource Solutions		
Job Family	Para-Professional 5	Grade	FC7

### Purpose

To lead in one of the key budget/service areas of waste/commercial operations, including the efficient and effective use of vehicles, plant, machinery and staff resources.

To ensure an efficient and effective monitoring of performance of staff, including compliance with health and safety, environmental legislation and transport legislation. Manage a number of Operations Supervisors 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:

Managing a number of Operations Supervisors that are responsible for the delivery of a variety of waste management operations, including direct responsibility for work planning, objective setting, performance evaluation, absence management, disciplinary action, induction and training.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - criteria can apply to more than one task or responsibility.

**E**   **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers in a relevant discipline or equivalent.

✓

Ability to provide an efficient and effective service (Deliver Results - see 'How We Work Matters' Framework).

✓

CPC holder.

✓

IOSH Managing Safely.

✓

COTC Level 4 in landfill, waste treatment or transfer of waste.

✓

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Undertaking the lead role in one of the key budget/service areas of waste/commercial operations such as: <ul style="list-style-type: none"> <li>• SEPA or VOSA or Traffic Commissioner Compliance;</li> <li>• accident, insurance claims investigation and reporting;</li> <li>• stock ordering management and supplier control;</li> <li>• contingency planning;</li> <li>• establishment and recruitment;</li> <li>• training co-ordination, creation and delivery, including induction;</li> <li>• HR liaison, disciplinary, grievance and attendance management;</li> <li>• policies, procedures and practice, risk assessments and standard operating procedures for employees;</li> <li>• internal/external information and communication; and</li> <li>• route efficiency and improvement, including re-routing.</li> </ul>	Experience in the delivery of operations within budget and business plans (Focus on Customer).  Experience in the delivery of policies, procedures and processes in relation to operational management.  IT skills (Embrace Technology & Information).  Experience of water/waste/energy or heavy manufacturing/industrial environment.  Experience in the management and reporting of data.	✓          ✓          ✓          ✓	✓
Working with contractors to ensure compliance, as well as confirming maintenance work for plant and machinery.	Organisational skills.  Communication skills.	✓  ✓	
Assisting the management team and other support teams with staffing plans, schedules, compliance, budgets, vehicles issues and performance levels to enable the waste services and the broader Operations Team to deliver the Business Plan.	Experienced in vehicle/plant and machinery cost repair maintenance.		✓
Directing, managing and controlling the operations of project works such as re-routing efficiencies, budget savings or negotiating contracts with suppliers of the commercial waste and associated services, whilst delivering an effective and efficient service offering.	Experience in the delivery of operations projects and changes to services including managing the expectations of customers on large customer accounts.  Knowledge of vehicle, traffic legislation and environmental protection issues.  Experience in logistics, vehicle management or site waste operations.	✓          ✓          ✓	

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Advising, and persuading Team Manager of the need to change, innovate or invest in new technologies, new processes, vehicles, plant and machinery or ways of working.	Initiative taking skills (Take Ownership).  Problem solving skills.  Experience of water/waste/energy or heavy manufacturing/industrial environment.	✓  ✓	   ✓
Liaising with councillors, customers, suppliers and residents regarding the safe use of the operational facilities.	Interpersonal skills.	✓	
Leading, motivating and supporting a team within a time-sensitive and demanding environment.	Experience of managing a multi-skilled team or group of employees.  Team working skills (Work Together).  Leadership skills.	✓  ✓ ✓	
Liaising with external regulatory agencies, including the Health and Safety Executive, the Scottish Environment Protection Agency, Animal Plant Health Agency, VOSA and the Traffic Commissioner to promote the Service, sharing best practice and ensuring compliance with relevant legislation.	Partnership working skills.  Knowledge of health and safety.	✓  ✓	
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>Task or Responsibility</b> - for this role, there is an expectation that all, or a combination, of the following will be undertaken:	<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>

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"/>	

Additional Information - the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• How we work matters</li> </ul>

Expected Behaviours - it is essential that you display the following behaviours as they are expected of all our employees:
<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>