



JOB TITLE	Assistant Operations Manager
LOCATION	Glasgow
EMPLOYMENT	Permanent
REPORTS TO	Plant Manager

DESCRIPTION OF FUNCTION

To provide direction to the Operations team whilst managing the day-to-day activities in your designated area of responsibility at the workplace.

Collaborate with the site leadership team of Plant Manager, H&S Manager and Engineering Manager to deliver best in class performance.

To provide operational leadership and management of WP&AD Plant operations, in support of the Plant Manager to deliver the site objectives, within the financial guidelines set out in the annual budget, complying with all quality, environmental, health & safety specifications, standards and policies which are in place.

To be responsible for the development and consistent delivery and application of operational procedures, safety systems, ERF Safety Rules and safe systems of work within the workplace and to optimise plant availability and reliability. Continually review the plants capability and make proposals to improve where necessary.

JOB RESPONSIBILITIES & DUTIES

- Accountable to - Plant Manager
 - Responsible for - operational staff allocated to the WP&AD Plant.
- Key internal and external relationships -**
- Site leadership team – Plant Manager, Operations team, H&S Manager, Engineering Manager, Process and compliance team.
 - Maintenance Engineers, Shift Team Leaders, Process Engineering team.
 - Cost Controller and HR Manager.
- Responsibilities –**
- To provide leadership and support to the operations team to deliver a best-in-class operational facility in line with the Company’s behaviours and values.
 - To lead by example in delivering a safety-first culture at site.
 - Development and consistent delivery and application of site procedures and systems, including discharge of permit and planning conditions relating to the role.
 - Manage the operation of WP&AD Plant activities providing strategic direction and guidance to the operational shift teams to ensure focused and consistent operational routines are implemented and followed in alignment with Health and Safety and Environmental legislation.
 - Collaborate with the Process Engineering Team and Engineering Team to deliver a robust plant capable of achieving the associated KPIs.
 - Ensure routine sampling, testing, and trending of data is completed by Lab Technicians and Plant Operatives and utilised to conduct analysis of plant performance to provide an

operational strategy that minimises unplanned downtime and maximises generation and throughput.

- Budget responsibility for operational costs required to operate the plant including associated running costs e.g. water, gas, electricity, consumables chemicals and staffing costs to ensure effective use of resources in line with the site budget.
- Develop and implement a pro-active approach to maximise site productivity, minimise downtime and prevent interruptions in generation of the CHP Plant.
- Identify CAPEX proposals through a process improvement initiative in your responsibility, that complies with Company strategic objectives. Monitor progress the Plan, report variances and recommend corrective actions as required.
- Support the development of the ERF Fleet's business under direction from the Plant Manager and by interfacing with other Company departments e.g. Engineering and Maintenance, Environmental and H&S.
- To support the develop all operational employees to maximise their potential to themselves and the business, and to provide strong leadership regarding employee engagement.
- Liaise with Operations team to provide a consistent approach to the management of the site operations department, ensuring alignment of vision and values across the teams.
- To carry out Performance Annual Reviews (PARs) and provide mentoring and support of your direct reports.
- To keep yourself informed of industry developments, technological advances and operational practices and use these where appropriate to maximise the efficiency and effectiveness of the ERF.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

KNOWLEDGE

Essential

KE1: Extensive and proven knowledge of the Anaerobic Digestion processes.

KE2: Legislative knowledge within the waste industry.

KE3: Strong process knowledge in either waste processing, technical project management or equivalent experience.

Desirable

KD1: Knowledge of process improvement applications.

KD2: Operational knowledge of biogas / anaerobic digestion / gas to grid plants.

SKILLS

Essential

SE1: Critical and logical thinking skills and problem-solving skills.

SE2: Strong negotiator and influencing skills at all levels.

SE3: Proven motivator with strong leadership skills.

SE4: Implementation of new systems and procedures.

SE5: High level communicator, written and verbal.

Desirable

SD1: understanding of process engineering software and systems to enhance operational performance.

EXPERIENCE

Essential

EE1: Strong people management experience.

EE2: Practical Implementation of a Corporate Management System.

EE3: Demonstratable experience of driving change in an organisation in both people and process.

Desirable

ED1: Experience working in process engineering, chemical engineering, biochemical engineering, mechanical engineering or a related field.

QUALIFICATIONS

Essential

QE1: Educated to at least ONC/HNC/HND level, or equivalent, in a relevant technical discipline and/or a formal business qualification.

QE2: Full driving licence.

Desirable

QD1: Member of the Chartered Institute of Waste Management or equivalent

QD2: Relevant COTC