

## North Midlands Operations – Job Specification

<b>Job Title:</b>	Operations Manager
<b>Reporting to:</b>	Plant Manager (Operational support Manager in their absence)
<b>Responsible For:</b>	Team Leaders/Deputy Team Leaders/Plant Operators/Plant Attendants/ Maintenance Staff (in the absence of the Maintenance Manager). In the absence of the Plant Manager and Maintenance Manager to take Full responsibility for all aspects of the plant.
<b>Salary:</b>	£50k - £55k
<b>Location of Role:</b>	Wolverhampton EFW

### Job Purpose:

To manage the operation of the Waste to Energy Plant and to ensure conformance of all workers in relation to this as well as; legal and regulatory requirements, quality and environment assurance standards, Health and Safety, work in accordance with permit to operate under current regulations, Company policies, and NMOL safe working practices.

### Roles and Responsibilities

#### Operations Activities:

- Manage and control the efficient disposal of waste delivered onsite, while ensuring the reliable and economic generation of steam and electricity.
- Ensure that the operation of the plant is in strict accordance with all relevant legal and regulatory requirements, quality and environment standards, health and safety, PPC permit requirements, Company policies, and all NMOL Safe working practices.
- Monitor and control the quality and quantity of waste coming into the plant with Team Leaders for compliance to procedures and ensure each vehicle (waste, chemical etc) is weighed upon arrival and departure.
- Manage personnel to fulfil the timely execution of recording, daily and ad hoc reporting, tests and tasks and CMMS.
- Planning and performance of all operational activities necessary to conform to statutory requirements. Delegate this responsibility to Team Leaders while having regular input through daily communications with the control room.
- Ensuring that the plant staff correctly monitor all emissions and environmental impacts and are aware of their duties and responsibilities towards health/safety and the environment.
- Thoroughly investigate the cause of any emissions / incidents and implement any corrective or preventative action to prevent re-occurrence
- Proactive review of all responsive and corrective operational activities to identify repetitive issues and propose longer-term measures and solutions where necessary.
- Liaise with contractors as the need arises.
- Ensure that all data reporting on planned and unplanned daily events is recorded correctly, promptly and dealt with by appropriate persons within the required time scales.
- Ensure that the weighbridge is fully functional and is calibrated when required and including producing weighbridge reports as necessary.
- Oversee compliance to ensuring vehicles leaving the facility are free of loose debris and do not to deposit mud, litter or other materials onto the Site access roads or the public highway.
- Organise the removal of by-products from the plant i.e. unacceptable waste, fly ash, bottom ash and other effluents and residues, while overseeing that plant cleaning schedules are fulfilled to a satisfactory standard.
- Updating of Plant Operating Instructions, and Risk Assessments and issue instructions to staff.

### Management:

- To supervise, control, support and motivate staff within the team.
- Participate in the preparation, planning and execution of the annual outage and any unplanned shutdowns.
- Actively participate in yearly forecasting and annual maintenance and lifecycle plans.
- Responsible for ensuring that all staff are trained and competent in the performance of their duties and ensuring attendance to all planned training.
- Regular review of competence of all members of the team and to identify relevant training needs.
- Development of clearly defined procedures for all programmed activities and review where necessary to account of changes in operating systems and equipment.
- Develop and establish clear procedures, instructions and method statements of all operational activities.
- Monitor and analyse all output related data in respect of controls, tests, mishaps and technical reports (including emissions/tonnage/incineration etc).
- Effectively manage all holiday requests and absences within the operations department, and ensure that adequate cover is consistently maintained.
- To carry out annual staff appraisals, in line with Company policy.

### **General**

- Contribute to the overall performance of the Company through co-operation/assistance with other NMOL plants, shared experiences, supporting of initiatives that are approved and supported by the senior management team.
- Keep abreast of, and be conversant with all relevant legislation and to interpret and communicate it to all staff while giving clear guidelines in respect of appropriate action required.

### **Health & Safety and Environmental responsibilities**

- Be responsible for the day to day health and safety on site with a functional link into the company's health and safety manager
- Control the establishment and use of the Permit to Work system.
- Ensure there is a high standard of housekeeping on the plant at all times.
- Act as Safety controller within the Company's Permit to Work (PTW) system. Ensure full compliance and application of the Permit to Work system in relation to associated operations/maintenance activities.
- Report and take action against any contravention of statutory and NMOL Safe working practices, this includes reporting accidents and incidents.
- Highlight any necessary changes required within Safe systems of work and Risk Assessments.
- Build and maintain strong working relationships with all departments.
- Be fully aware of the obligations of the EA operating permit and the ProjectCo agreement. This should be reflected in the monitoring of routines and other plans.
- The above duties are not exhaustive. The job holder will also be required to carry out other ad hoc duties that are necessary.

### **Limits of Authority**

- The OM will have delegated responsibility to take any decision or steps necessary in case of emergency associated with any matters relating to health and safety, the environment, or any issue that may prejudice continuing operations or result in damage to equipment or materials. In such circumstances, any such action shall be reported to the Managing Director as soon as possible.
- Has full authority and responsibility for all operations personnel, subcontractors, and visitors to the plant whilst on the site.

- Is authorised to issue letters, faxes, or orders relating to maintenance activities as required and consistent with operational needs of the plant.

**Qualifications/Experience/Skills/Training:**

- Strong Leadership - Experience of managing a team is essential.
- Commitment - Continually keeping up to date execution plans (including the schedule and the mobilization of personnel and equipment)
- Competency - Ability to demonstrate excellent Health and Safety behaviors at all times, while ensuring and enforcing safety expectations are continually implemented and maintained.
- Competent/good written and verbal communication skills in English for interfacing with the project Commissioning Teams as well Client representatives and the wider staff base.
- Ability to work at height and in confined spaces/restricted entry, supported with relevant training and experience of competency.
- Relevant knowledge and experience in the operation of steam to energy and high pressure boiler systems.
- High voltage authorised person electrical experience and qualifications desirable.

**Application details**

**Please send a cover email and CV to the Group HR department: [hr@cobaltenergy.co.uk](mailto:hr@cobaltenergy.co.uk)**

*We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.*