

## Tyseley Operations Limited – Job Specification

<b>Job Title:</b>	Technical Administrator
<b>Reporting to:</b>	Plant Manager
<b>Salary:</b>	£28,134.00
<b>Location of Role:</b>	Tyseley Operations Limited, Hay Mills, Birmingham, B25 8HT

### The key aims of this role are to:

- Support delivery of a common EH&S culture at Tyseley and across all the operating companies within Cobalt Energy Operational Services Ltd (CEOSL), in close co-ordination with the CEL QEHS team, Senior Line Managers including continuous improvement in performance and reporting.
- Promotion of an open, transparent, positive, and winning culture throughout the business.
- The key aim of this role is to provide administrative services and technical support to both the Plant Manager and Operations Manager.
- Provision of proactive, accurate and efficient administrative support to the Management Team and other staff at Tyseley Operations Limited

### Role & Responsibilities

- Liaise with CEL/CEOSL procurement, accounting, payroll, etc. service departments as required, including other plants or group administrators.
- Administration support for the Site Management Team in accordance with contract reporting and internal CEOSL reporting requirements
- Administration support for the Plant Manager with monthly cashflow and annual budget preparation, using standardized CEOSL formats.
- Undertake the administration of procurement activities to the prescribed procedures as instructed
- Provide general administration support to the site management team
- Obtaining quotes for goods and/or services as requested
- Raising Purchase Orders through Sage
- Management of delivery paperwork (2-way match, receipting on Sage)
- Chasing outstanding deliveries and dealing with delivery issues
- Daily Management of Service Contracts
- Dealing with invoice queries
- Monitoring the Permits/Licences ensuring all are valid
- Co-ordinating with Environmental Team on Duty of Care
- Monitoring/tracking of waste collected from site (WTN's)
- Provision of documentation required for the Environmental Agency on a monthly/quarterly basis (Residue 1, Quarterly Waste Returns)
- Provision of Monthly Ofgem Spreadsheet (FMS)
- Contribution to the monthly management report
- Management of PPE Issue/Cupboard and stationary
- Documental control & tracking of all documents on SharePoint
- Filing of all site documentation
- To understand and comply with all health, safety and environmental policies and legislation
- Contribution to the ISO process of certification

### Key Accountabilities

- Invoice queries

- Raising Purchase Orders
- Reporting of all monthly quarterly and yearly KPI's to OFGEM
- Reporting of all compliance related requirements to the Environment Agency in the timeframes required

### **Systems and Processes**

Experience of the following is desirable, but not essential;

- Pirana CMMS
- Sage accounting
- SharePoint (IBMS)
- MS Office

### **Application details**

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