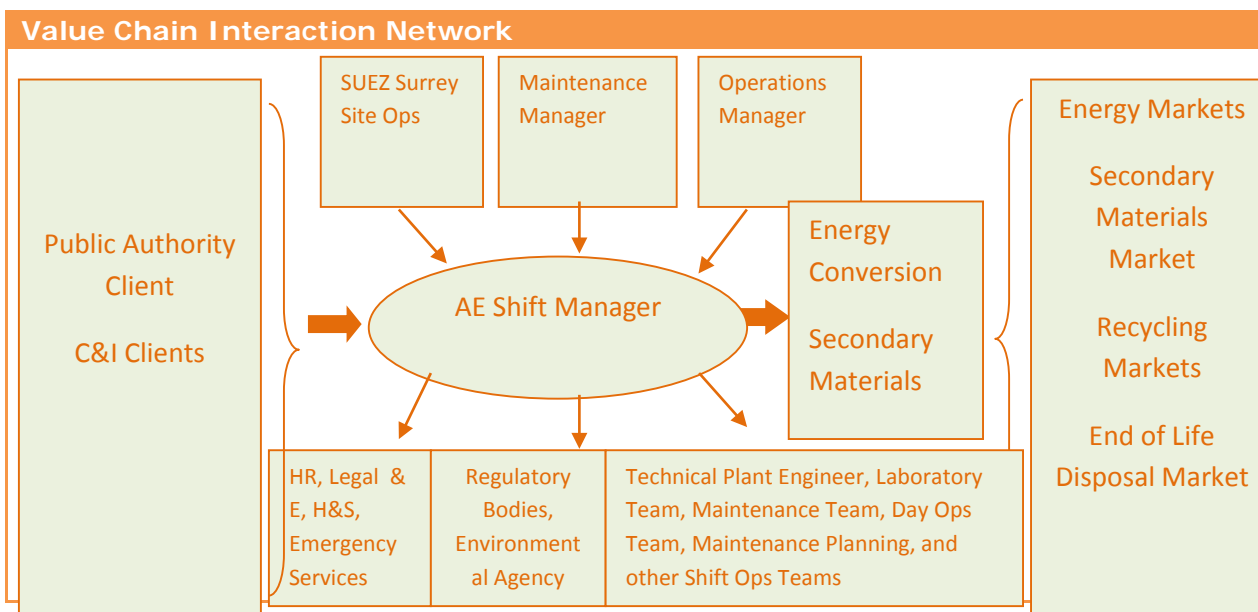


Role and Responsibilities

Identity		
Position Title:	Person:	Date:
Alternative Energy Shift Manager		February 2016
Line Manager - Title	Line Manager - Name	
Alternative Energy Operations Manager		

Purpose (the Why of the position, within which limits and according to what objectives)
<p>Why: The role is accountable for the safe, environmentally compliant and efficient operations of an Energy Recovery Facility, comprising of a Gasification plant, RDF processing plant and Anaerobic Digestion plant. Outside of office hours (silent hours), the role is responsible for the safety and welfare of employees and the site as a whole.</p> <p>Within: To work within the regulatory standards for health, safety, environment and Animal Health.</p> <p>According to: The operational design parameters of the plants and safe operations & maintenance procedures.</p>

Dimensions			
Financial		Non Financial	
Revenue	None	Employees	Up to 7
Capex	None	H&S Responsibility	Full
Operating Profit	Up to £5 million	Communication	Comprehensive, all stakeholders
EBITDA (ex central Overhead)	None	Training & Development	Shift/Day Operational Employees and self



Ideal Candidate Experience

HNC and 5 years front line operations experience on an EfW or similar process plant, or equivalent.
Significant Supervisory experience in a similar role.
Experience of safe systems of work
A Health and Safety qualification is desirable.

Area 1: Leadership

Delivery Measure

Demonstrate authority by conveying consistency of knowledge and experience.
Promote good working practice and positive employee relations by administering effective internal and external relationships.
Embody the Company Values and exhibit through daily interaction with your team.
Effective management of the shift and day team (in Day Ops Manager's absence) through task and monitoring of work activities.
Promote a safety conscious attitude towards work.

USay,
% of CAR's overdue

In order to influence direct team and peers to achieve goals

Area 2: Communication

Delivery Measure

Ensure effective internal communication of the Operation and Maintenance situation throughout the shift by producing a succinct and correct shift log that identifies all health, safety, environmental, operational and maintenance issues.
Ensure an effective shift hand over meeting at the start and end of each shift.
Chair the daily morning operations meeting.
Promote a safety conscious attitude towards operational activities through sound use of safe systems of work, accurate and timely reporting of incidents and events.
Effective use of the CMMS to raise and monitor maintenance orders, and administer the electronic shift log.
Liaise with the Day operations Team and SUEZ Surrey site Ops (Weighbridge Operators) to ensure that our customers are given as quick and efficient a turnaround in both tipping halls as possible.
Effective communication with support functions and SITA UK internal customers.
Liaise with external customer representatives to ensure timely and efficient collections of secondary materials such as Digestate.

CCS Scores
Customer satisfaction surveys
Timely delivery of shift logs
Attendance at meetings
H&S incident reporting

In order to ensure effective dialogue with all stakeholders

Area 3: Best Practice Implementation

Delivery Measure

To ensure that the physical assets are operated and maintained in accordance with their design.
To ensure that operational planning of daily activities falls in line with the process of daily planning of maintenance and shutdown activities.

Operational KPI's
Maintenance KPI's and improvement activities

Closely monitor process parameters to ensure the 3 facilities are operating within their design specifications
 Ensure that work practice adheres to SOAM (Safe Operations and Maintenance Procedures)
 Work with Maintenance and Day Ops Teams to ensure both pre-treatment systems are efficiently utilised and maintained.
 Manage effective waste and process streams through all 3 processes to meet the requirements of the process and any planning/permit requirements. i.e. All food waste is processed within 24hrs.
 Effective troubleshooting to determine solutions and actions of problems throughout the shift.
 Completion of safety tour checks of the facilities during the shift.
 Managing the operational function of the facilities by inspection and prompt reporting of fault conditions.
 Implement efficient work practices of the shift team.
 Manage, check, diagnose and advise on environmental parameters, analyse and make corrections in accordance with procedures and licence.
 Monitor water quality and advise on steam and condensate quality variances and act accordingly.
 Monitor conditions of the Liquor Treatment Plant to ensure full compliance with the Trade Effluent Consent.
 Monitor operations for the 3 facilities in the control room and advise on deviations and alarms.
 Maintain responsibility for SUEZ Surrey site areas outside of SUEZ Surrey operational hours, i.e. site security, fire and incident control etc.
 Ensure full compliance with the requirements of the Animal By Products Regulations on the AD facility during operation.
 Implement best practice in operation of plant contaminated by un treated wastes.

In order to optimise operational/departmental performance and efficiency

Area 4: People

Delivery Measure

Training and development of shift employees to their full potential, to include development discussions and PDD's.
 Ensure adequate and appropriate resource for effective and safe operation of the 3 facilities during the shift.
 Conformance of Company Policy and Procedures in line with employment legislation.
 Roles and responsibilities conveyed in a clear and consistent manner for members of the shift team.
 Manage operational activities and first line maintenance, across 3 facilities.
 Manage the Workforce system.
 Managing sickness and absenteeism with the aim of ensuring safe operation with optimal requirement for overtime

PDD's and reviews
 Monthly HR Reports
 USay

In order to engage and develop team and self.

Area 5: Legislative Compliance	Delivery Measure
<p>Manage and control of performance of the facilities to be fully compliant with regulatory standards for safety, health, environment and the APHA (Animal & Plant Health Agency). Ensure effective control of contractors during shift. Comply with safety and environmental audit and CAR resolution</p> <p>Ensure sampling regimes for RDF, Ash & APCR are strictly adhered to in order to fully comply with OFGEMs requirements for ROCs.</p> <p>Close scrutiny of process parameters to ensure that the facilities are all operating according to the environmental permit.</p> <p>Implement safe systems of Work (SSOW) and compliance of contractors and staff with site rules and working standards. Act as senior authorised person for issue and control of permits during shift. To include issue of permit to work for HV operations under the authority of a SAP for HV switching and isolation.</p> <p>Act as the emergency controller of plant incidents and be the point of call for liaising with emergency services during silent hours.</p>	<p>CCS Scores and Internal Environmental Health and Safety Audit</p> <p>% of outstanding CAR's</p>
<p>In order to protect our customers, our employees, the environment and the company reputation</p>	

1. In line with SUEZ recycling and recovery UK's Values and Ethics Charter, the job holder is expected to:

 - Act in an honest, responsible and respectful manner to others;
 - Be responsible for their own professional conduct;
 - Comply everywhere and in all circumstances with the laws and regulations connected with their activities;
 - Comply with our obligations to other parties such as shareholders, associates, clients, suppliers and the community;
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times.
2. The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ UK may revise the content of these roles and responsibilities at its discretion.