

Role and responsibilities

Identity

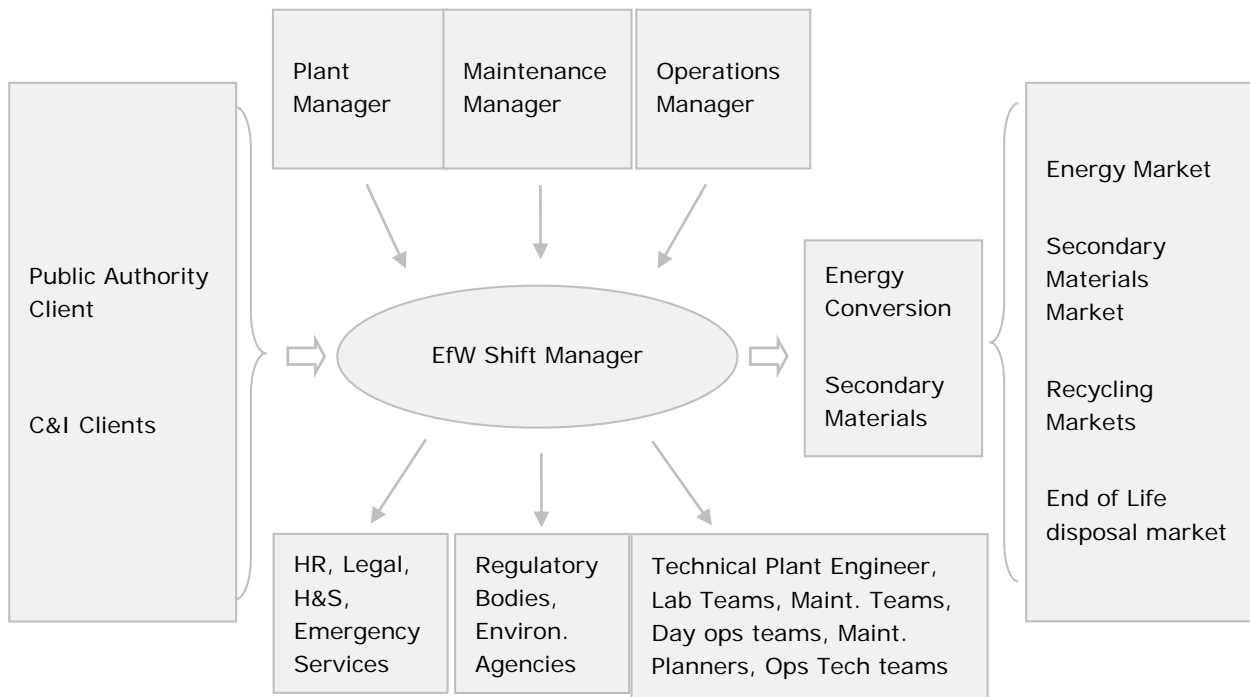
Position title	EfW Shift Manager
Date	January 2016
Line Manager title	EfW Operations Manager
Grade	9

Purpose

(the 'why' of the position, within which limits and according to what objectives)

Why	The role is accountable for the safe, environmentally compliant and efficient operations of an Energy Recovery Facility. Outside of office hours (silent hours), the role is responsible for the safety and welfare of employees and the site as a whole.
Within	To work within the regulatory standards for health, safety and environment.
According to	The plant operational design parameters and safety and operation maintenance procedures

Key stakeholder interaction network



Ideal candidate experience

- HNC or time served in Mechanical/Electrical or Process Engineering.
- 5 years front line operations experience on an EfW or similar process plant
- Experience of safe systems of work
- A Health and Safety qualification is desirable.

Area one

Details	Delivery measure
<ul style="list-style-type: none"> • Demonstrate authority by conveying consistency of knowledge and experience. • Promote good working practice and positive employee relations by administering effective internal relationships. • Embody the Company Values and exhibit through daily interaction with your team. • Effective management of the shift team 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 two - Communication

Details	Delivery measure
<ul style="list-style-type: none"> • 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 C(O)MMS to raise and monitor maintenance orders, and administer the electronic shift log. • Liaise with the Day operations Team to ensure that our customers are given as quick and efficient a turn around in the tipping hall as possible. • Effective communication with support functions and SUEZ internal customers. 	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 three - Best Practice Implementation

Details	Delivery measure
<ul style="list-style-type: none"> • To ensure that the physical asset is operated and maintained in accordance with design. • To ensure that operational planning of daily activities falls in line with the process of daily planning of maintenance and shutdown activities. • Closely monitor process parameters to ensure the facility is operating within its design specification • Ensure that work practice adheres to SOAM (Safe Operations and Maintenance Procedures) • Effective troubleshooting to determine solutions and actions of problems throughout the shift. • Completion of safety tour checks of the facility during the shift. • Managing the operational function of the facility by inspection and prompt reporting of fault conditions. • Implement efficient work practices of the shift team. • Manage, Check, diagnose and advise of 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 operations in the control room and advise on deviations and alarms. 	<p>Operational KPI's</p> <p>Maintenance KPI's and improvement activities</p>
In order to	optimise operational/departmental performance and efficiency

Area four - People

Details	Delivery measure
<ul style="list-style-type: none"> • 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 facility 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 the Workforce system. • Managing sickness and absenteeism. 	<p>PDD's and reviews</p> <p>Monthly HR Reports</p> <p>USay</p>
In order to	engage and develop team and self.

Area five - Legislative Compliance

Details	Delivery measure
<ul style="list-style-type: none"> • Manage and control of performance of the facility to be fully compliant with regulatory standards for safety, health and environment. • Ensure effective control of contractors during shift. • Comply with safety and environmental audit and CAR resolution • Close scrutiny of process parameters to ensure that the facility is operating according to the environmental permit. • 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. • Act as the emergency controller of plant incidents and be the point of call for liaising with emergency services during silent hours. 	<p>CCS Scores and Internal Environmental Health and Safety Audit</p> <p>% of outstanding CAR's</p>
In order to	protect our customers, our employees, the environment and the company reputation

Please note

1. In line with our 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 may revise the content of the role and responsibilities at its discretion.