



JOB TITLE: Assistant Site Manager – Aggregate Manufacture

LOCATION: Brandon / Wretham

REPORTS TO: Site Manager

RESPONSIBLE FOR: Aggregate Manufacturing Site

INTERACTS WITH: GMO, Site Manager, Production Staff, QCSO's, Administration staff, Plant Contractors, APCr Customers, Aggregate sales team and Customers, O.C.O Directors, Suppliers, and the Public.

HOURS OF WORK: Typically, 8 am to 4:30 pm Monday to Friday (40 hrs/wk), with a half hour unpaid break. Additional hours may be required according to business needs.

DATE OF ISSUE: June 2022

JOB PURPOSE

A hands-on role, working closely with the Site Manager, Shift Supervisors, Team Leaders, Site Operatives, Maintenance engineers and Lab/Admin staff, the job holder will support the Site Manager by operating a safe and efficient site, optimising the production quality and capacity of the O.C.O Aggregate Manufacturing Site (recycling APCr and capturing carbon dioxide).

By developing a detailed understanding to the facility, the job holder will establish, review, and continuously improve systems, to ensure they work properly and that they comply with Health, Safety, Environment and Quality regulations. It is expected that the job holder will analyse the operational processes and when identified, propose, and implement improvements.

The job holder will be required to currently maximise two production lines over a 16/5 week delivering a reliable and consistent production capacity approaching 40,000 tonnes of APCr per year, manufacturing in excess of 100,000 tonnes of valuable aggregate, meeting or exceeding the prescribed quality standard. The expansion of the business to a future local new site will require the job holder to maximise up to 4 production lines over a possible 24/5 or 24/7 week with a production capacity approaching over 100,000 tonnes of APCr per annum.

Reporting to the Site Manager, the job holder is responsible for the development of the site staff to ensure a safe and efficient Aggregate Manufacturing Site, including training, coaching the team, optimising the shift systems and HR management of the Site employees, whilst continually improving Quality, Environment and Safety processes, in accordance with the current and future accredited management systems.

By developing relationships and communicating at a range of levels with appropriate individuals, the job holder will manage the people resource to ensure production capabilities and plant operations are optimised within the Integrated Management System (IMS) whilst meeting the production demands, including staff reviews and monthly reports.



ISO 9001
ISO 14001
OHSAS 18001

Certificate Number 11259

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KEY DUTIES

To ensure by appropriate training, supervision and coaching the health, safety and welfare of employees, contractors and visitors is met whilst they are within the O.C.O Technology buildings or on associated areas, ensuring that the site is operated in a safe and legal manner in full compliance with Statutory Requirements, Permits and the O.C.O Technology Management System.

Ensure regular meetings take place with employees to encourage feedback and to share new ideas in a consistent way, developing the company assets (both people and plant) to continually improve performance. Ensuring a high level of motivation and morale is maintained and individual potential is encouraged and developed, setting challenging targets without detriment to product quality.

Hands-on guidance and leadership, to assist the teams in training and coaching in the safe operation of the plant and equipment.

Creating a team that is flexible to cover staff shortages and call outs to deal with facility and operational problems, including internal and external customers, and remaining contactable out of hours.

To assist in delivering the (agreed) budget including, process/production volumes, and all site operational costs, whilst fully embracing the Management Systems, and assisting the Site Manager in a cost-benefit analysis to improve reliability, efficiency, productivity, and capability.

Responsibility for the Site staff structure, recruitment, and disciplinary issues, taking advice from the Site Manager and recommending change where appropriate with supporting evidence and cost/benefit analysis.

Meticulous planning, attention to detail, in particular related to training and development of people resource.

Assist the Site Manager to maintain and develop site procedures within the Management System, ensuring the continued accreditation of the system to the relevant external standards, and ensuring that all policies and procedures are developed, complied with and applied in a fair and consistent way.

To ensure the site is maintained in a safe, clean, and tidy condition.

Assisting the Site Manager in managing the environmental performance of the Site in a professional manner to ensure the best interests and reputation of O.C.O Technology are preserved and enhanced.

Take full responsibility for the site in the absence of the Site Manager.

ESSENTIAL SKILLS / EXPERIENCE

Min of 4 years' experience within a company at managerial level or 6 years at supervisor level and be able to demonstrate motivational leadership with the ability to train and develop individual team members within a manufacturing/processing environment.

Experience of plant and heavy machinery operations and maintenance within a demanding production environment, ideally within the concrete/aggregate products industry.

Ability to change systems and processes within a growing business and adapt schedules and routines as experience is gained in areas such as plant reliability.

Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.

Must have a flexible approach to work and be contactable out of hours.

Strong communication and people skills are essential, with the ability to communicate clearly and concisely, both written and verbal, across a range of levels.

Must demonstrate deductive reasoning, analytical thinking, and problem-solving skills.

IOSH Managing Safely qualification, or similar.

Training/coaching experience.

DESIRABLE SKILLS / EXPERIENCE

Knowledge of waste industry / environmental legislation, with COTC qualification for waste.

Hold appropriate safety training certificates such as confined space working, face fit, permit to work.

Certification to NEBOSH or equivalent.

Strong understanding of budgets.

Strong mechanical engineering background.