



JOB DESCRIPTION

POST TITLE: Operations Team Leader

Ref: HCFCATCH/74

HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
Grimsby
NE Lincolnshire

REPORTS TO: Head of Operations

1. PURPOSE OF JOB

To set monitor and maintain high standards of safety performance and behaviour by all site users, supervising safe use of the operational area in accordance with CATCH rules and procedures; to maintain the facility, ensuring availability of plant and equipment to meet the needs of client/contractor companies, learning providers and trainees; and to liaise with learning providers to help them get the most from the facility.

2. MAIN RESPONSIBILITIES

1. Supervise a small team of Cleaners and Caretaker.
2. Maintain Monitor and Continually Improve H, S, E, & Q performance of CATCH
3. Maintain safe systems of work in the operational areas.
4. Carry out site inductions.
5. Carry out safety inspections and audits. Also deliver toolbox talks as and when required.
6. Managing contractors on site and monitoring quality of work.
7. Ensure facility, plant and Catch equipment are maintained in working order, to meet the client's needs.
10. Ensure regulatory compliance is maintained for all necessary equipment
11. Support, mentor and supervise apprentices and clients whilst on site.
12. Control access to process plant and site via issuing work permits/signing in process.
13. Liaise with external bodies when required.
14. Provide First Aid and emergency cover for the site.

15. Assist other Catch personnel with their duties as required, to support customer relations.
16. Unlock premises at the start of the day; lock up and leave safe at the end of the working day.
17. Support the business by performing additional duties in keeping with the role.
18. Provide budget management support to the Head of Operations.

3. CONTACTS AND RELATIONSHIPS

INTERNAL HCF CATCH team members, CATCH site tutors/trainees.

EXTERNAL Customers – tutors/delegates, visitors, member companies and their employees, contractors, and external bodies where required.

4. WORK ENVIRONMENT

a) Work Demands – The post holder will be required to work to overall targets set by Chief Executive and the HCF CATCH Board of Directors. On a daily basis report to the Head Of Operations.

b) Physical Demands – The work may require some manual maintenance work, manual handling of delivered items, tools or equipment and help in moving and handling boxes, tables, chairs and other office equipment from time to time.

c) Working Conditions – The post holder will be based in the operational area with some work in the process plant, workshops, training/conference rooms and offices.

d) Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

5. KNOWLEDGE & SKILLS

- A very good working knowledge of current Health and Safety legislation gained in industry, backed up with a Health and Safety qualification,
- Practical understanding of instrument and electrical systems used in the process industries
- Understanding of instrumentation systems
- Familiar with SCADA/DCS systems
- Supervisory experience
- Able to use Computerised Maintenance Management Systems
- Basic process plant operation
- Aptitude and Interpersonal Skills
- Planning and Organising
- Time Management/Prioritisation
- Excellent communication skills, verbal and written
- Able to use initiative and judgement
- Calm under pressure
- Diplomatic

- Persuasive
- Confident
- Customer-focused
- Aims for excellence, continually seeks improvements

6. GENERAL

a) Other Duties – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time. Any such duties should not however substantially change the general character of the post. Key holders should refer to the employee handbook for guidance on building security and locking up procedures.

b) Equal Opportunities – The post holder must carry out his / her duties with full regard to our Equal Opportunities policy.

c) Health and Safety – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.

d) Training – HCF CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.

e) ISO 9001 – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times.

Job Description prepared by: P Snowden

Job Description evaluated by: D Talbot

Received by Postholder: