

Job Description

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|----------------------------|---------------------------------|---------------------|
| Job title | Plant Operations Manager – Days | Date xxx |
| Reports to (title) | Technical Manager | |
| Contract/Department | GSK/Operations | Revision xxx |
| Location | Stevenage | |

Job purpose

Describe the overall purpose of the job in two or three sentences.

The plant operations manager will be responsible for heading up a small team of engineers to ensure the smooth operation and maintenance controlled/monitored equipment. Provide technical guidance, leadership, advice and direction to line reports, other colleagues, customer representatives and contractors. The role requires strong technical knowledge, experience of conducting and supporting technical audits of assets of steam/ boiler management, proven leadership, excellent communication skills, and a focus on safety, customer satisfaction, and operational efficiency.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Support their line manager in the day-to-day implementation of company policies, procedures and standards necessary to maintain the integrity of ongoing operational activities
- Ensure all Planned Preventative and Reactive Maintenance is completed to schedule ensuring that appropriate documentation is completed in a timely manner to ensure target metrics are met.
- Lead and mentor your team effectively by conducting annual appraisals, monthly one-to-ones, and identifying professional development needs of the team.
- Provide technical support for reported EHS incidents (NIEs) operational disturbances (OORs), root cause analysis (RCAs) and helping to perform corrective and preventative actions (CAPAs).
- Working collaboratively all stakeholders and visitors
- Ensure strict adherence to legislative and statutory compliance, customer SOPs & GxP requirements as well as customer & company EHS requirements.
- Have excellent decision making and communication skills.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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- Up to 6 direct reports.
- Overseeing subcontractors as required.
- Ensure Core steam plant is functioning optimally to always support the customer's requirements.
- Ensuring that the asset management system (EAM) is updated with relevant information when required.
- Report writing

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

Essential

- Strong technical knowledge of BMS- STEAM & HVAC
- NVQ, City & Guilds or HNC Mechanical or HVAC qualification
- BOAS /Dip Bom
- Motivated self-starter
- Willingness to train, update and improve standards of work
- Critical thinker who can adapt to demand
- High standard of personal integrity and professionalism with the adaptability to change
- Ability to lead and act with authority when required
- Proactive approach
- The ability to make decisions and solve problems
- Team player with the ability to support other disciplines when required

Desirable

- Factory and or industrial experience
- IOSH Managing Safety or equivalent

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Participate in a 1 in 4 weekly on-call rota
Available for occasional overtime work

Job Description

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|-----------------------------------|--|
| Line Manager Signature | |
| Print Name | |
| Date | |

| | |
|---------------------------------|--|
| Job Holder Signature | |
| Print Name | |
| Date | |

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| <i>FOR HR USE ONLY:</i> | | | | | |
| <i>Job Grade</i> | | <i>EMCOR Competency Level</i> | | <i>Training Profile UTC</i> | |