

UBICO LTD

**PERSONNEL SPECIFICATION FORM**

Applicants Please Note: You may retain this form for your information.

Job Title: Assistant Operations Manager	Grade: G
Drawn up by:	Signature:

Does this post require a Criminal Records Bureau disclosure? **NO**

If yes, at what level, ENHANCED or STANDARD (delete as appropriate)

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

<b>Essential Criteria</b> (it is essential that applicants satisfy the criteria listed in boxes A to E)	<b>Assessment Code</b>
<p><b>A. Skills and Abilities</b>  <i>Including basic, technical, communication, managerial skills, skills dealing with people, etc.</i></p> <p>(i) The ability to work in a team to systematically organise and regulate operational activities to meet quality standards and financial targets.</p> <p>(ii) The ability to respond to changing priorities resulting from emergency incidents or basic workload fluctuations.</p> <p>(iii) The ability to assist in the planning, monitoring and controlling cyclical and ad hoc service delivery, making the most effective use of the resources available</p> <p>(iv) The ability to assist the Operations Manager in analysing and interpreting data and reporting meaningful and factual information.</p> <p>(v) The ability to assist in systematically monitoring and measuring performance of teams and individuals and to take necessary action to ensure that performance standards and business plan objectives are achieved.</p> <p>(vi) The ability to investigate and present disciplinary and capability issues thoroughly and to effectively chair disciplinary hearings when necessary.</p> <p>(vii) The ability to investigate and respond to Health &amp; Safety issues</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>

(viii)	Sound communication skills in dealing with external clients, the public, employees and other parties affected by the activities of the Section.	S/I
(ix)	The ability to effectively deal with conflict should it arise	S/I
(x)	The ability to motivate and encourage employees to fulfil their potential.	S/I
(xi)	The ability to operate Information Technology systems and equipment.	S/I
(xii)	The ability to operate within the values of Ubico Ltd.	
<b>B. Knowledge</b>		
(i)	Good knowledge of best practice in waste management and recycling	S/I
(ii)	Good knowledge and understanding of Health & Safety legislation / procedures and how to put them in to practice.	S/I
(iii)	Good knowledge and understanding of personnel issues / procedures and how to put them into practice	S/I
(iv)	Knowledge of the Working Time Directive and the EU Drivers' Hours Rules and how this affects the business	S/I
(v)	Knowledge of legislation relevant to the sector, including the Environmental Protection Act, Duty of Care legislation, WEEE Regulations and Waste Management Licensing Regulations	S/I

<b>Essential Criteria</b>	<b>Assessment Code</b>
<b>C. Work Related Experience</b> (including voluntary/unpaid work)	
(i) Experience of working in a customer service organisation	S/I
(ii) Experience of day to day management and supervision of a workforce of more than thirty staff	S/I
(iii) Experience of supervising or taking a key role in a team or a project initiative	S/I
(iv) Experience of writing formal and technical reports	S/I
<b>D. Qualifications</b> - <i>for which there is a legal/professional requirement</i>	
(i) Full Driving Licence	S
(ii) Experience in a similar role	S

(iii) Certificate of Professional Competence in Transport Management (Road Haulage) or equivalent or prepared to work towards	S
(iv) Certificate of Technical Competence (COTC) Level 4 - Managing Transfer Operations or prepared to work towards	S
(v) IOSH Managing Safely certificate or recognised equivalent	S
<b>E. Circumstances</b>	
A flexible approach to working hours and tasks allocated is required.	
<b>F. Desirable Criteria</b>	
<i>It is not essential to satisfy these requirements, but they may be used during shortlisting</i>	
(i) Class C licence	
(ii) An HND in a relevant subject	
(iii) Membership of the Chartered Institute of Waste Management	

<p><b>Criteria Assessment Code Descriptors</b></p> <p><b>S</b> - To be assessed at shortlisting for interview.</p> <p><b>I</b> - To be assessed at interview</p> <p><b>T</b> - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)</p>
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<b>FOR OFFICE USE ONLY</b>	
<b>Verification Statement</b>	
I confirm that this Personnel Specification has been approved by:	
Name:	Designation:
Signature:	Date of Approval:
<b>This statement must be completed before the form is sent to Human Resources</b>	