


JOB DESCRIPTION

Position/title	Yard Administration Co-ordinator	
Department	Operations	
Location	Station Road, Blackrod, Bolton	
Hours	37.5 hours per week, Monday to Friday, shifts available between 7.00am to 5.30pm	
Job banding	Band 3	
Reports to	Operations Manager	
Accountable to	Operations Director	
Other key relationships	Managing Director Yard Supervisor MRF Supervisor Workshop Team	Yard Team Health, Safety and Compliance Team HR & Finance Contractors and Suppliers
General summary	<p>To manage the day-to-day yard and plant administration effectively and efficiently and support the Operational Management team, ensuring a high standard of organisation and accurate record keeping is maintained across the full range of activities undertaken.</p> <p>To support a culture of change within the Yard and Plant in order to achieve a systematic and technically robust approach to all activities, in line with the overall strategy for J. Dickinson & Sons.</p>	
Core responsibilities	<ul style="list-style-type: none"> • Develop and maintain administrative processes to support the timely procurement, maintenance and service of all yard, plant and workshop materials, equipment and property, carrying out price comparisons to ensure cost effectiveness at all times. • Oversee the day to day co-ordination of staff and works across the team. • Develop and maintain a robust and accurate filing system for all relevant paperwork. • Provide general administrative and secretarial support to the Yard Management Team and wider team as required. • Maintain records of staff certifications, training, and compliance with health and safety standards. • Monitor and accurately record defects, efficiently scheduling repair and/or replacement in order of prioritisation. • Co-ordinate the scheduling and delivery of company owned or rented equipment, tools and supplies to site. • Develop and maintain a formal tracking and inventory process for yard, plant and workshop property. • Liaise with the HR department to arrange temporary staff as required to cover any absences within the yard and plant team and maintain necessary cover. • Liaise with the Supervisors and Chargehands, and use data from clocking app to submit staff attendance information to payroll on a weekly basis. • Support with the implementation and roll out of operational changes and SOPs to drive continuous improvement. • Build and maintain excellent relationships with contractors and suppliers to ensure we receive the best possible prices and service. 	

	<ul style="list-style-type: none"> • Liaise with Operations Manager and Plant Fitters to co-ordinate a maintenance schedule and replacement programme for all static and mobile plant machinery. • Assist with projects, scheduling, researching and providing information as required to ensure timely completion. • In conjunction with the Health, Safety & Compliance Manager, encourage a “safety-first” approach within Operations. • Actively seek ways to streamline current ways of working to improve the department’s performance and share ideas and suggestions with the management team. • Ensure communications relating to the yard, plant and workshop are scheduled and sent out to all relevant staff in a timely manner. • Be proactive in challenging staff who are not performing or conducting themselves to the required standards and report to the management team. • Assist the Yard Management Team with day to day management of the yard team, undertaking return to work interviews, monitoring leave requests, arranging training schedules, and co-ordinating performance/probation reviews. • Liaise with the Human Resources team to address any recruitment needs and/or employee relations issues. • Support the recruitment and selection process by taking an active role in the screening and interviewing of applicants in conjunction with the Human Resources team. • Support the training and mentoring arrangements for the yard staff, including the development and delivery of Toolbox Talks and company communications. • Review purchase orders and match to invoices received. • General administration duties for the department. • Any other duties commensurate with the role as instructed by the Operations Director.
<p>Health and safety</p>	<ul style="list-style-type: none"> • All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company’s health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors. • Challenge staff and site visitors who do not follow the site safety procedures. • Assist in maintaining the health, safety, and welfare of people (including yourself) • Follow the Company guidelines in reporting faulty or defective equipment. • Ensure all staff, customers and visitors are wearing the appropriate PPE. • Report any risks or near misses to the Health, Safety & Compliance Manager.
<p>Personal and professional development</p>	<ul style="list-style-type: none"> • Undertake any necessary activities to ensure that your own professional qualifications are maintained. • Ensure ongoing personal and professional development by participating in performance reviews as requested. • Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
<p>Confidentiality and GDPR</p>	<ul style="list-style-type: none"> • All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. • Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.

Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.
Company values	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Good standard of education, including GCSEs or equivalent in English and Maths	Business administration qualification or training
EXPERIENCE & KNOWLEDGE	Significant experience in a similar role (e.g. Office Manager, Waste Operations Administrator etc.) Experience working within the recycling, waste, or comparable plant industries	Experience of line management and performance development of a team
SKILLS & ABILITIES	<p>Outstanding planning and organisational skills, with the ability to prioritise work and manage multiple tasks effectively</p> <p>Ability to work under pressure while remaining calm and resilient</p> <p>Good numeracy and literacy skills</p> <p>Good decision-making, negotiation and influencing skills</p> <p>Excellent communications skills with the ability to build good working relationships, both internally and externally</p> <p>Proficient in the use of MS Office, including Excel, Word and Outlook</p> <p>Ability to work effectively, and to meet deadlines, in a fast-paced, high volume operation</p> <p>Able to work proactively, independently and on own initiative</p> <p>A willingness to adapt and develop skillsets and knowledge</p> <p>Analytical and able to quickly assess issues and recommend and/or implement solutions</p> <p>Able to work effectively as part of a team</p> <p>Able to react quickly and positively to instruction from senior management</p> <p>Good attention to detail, thorough and accurate</p> <p>Ability to inspire trust and respect</p> <p>Ability to recognise potential conflict and take effective action to defuse and resolve</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p>	

	ESSENTIAL	DESIRABLE
<i>OTHER</i>	<p>Well-presented with a confident, approachable and professional manner</p> <p>Reliable, punctual and good levels of attendance</p> <p>Hold a full UK driving licence</p> <p>Demonstrates commitment to own learning and development, and that of others</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson & Sons</p>	