

<b>Service</b>	Neighbourhood Services and Infrastructure
<b>Head of Service Area</b>	Neighbourhood Services
<b>Service Manage Area</b>	Roads and Grounds
<b>Job Title</b>	Team Manager (Quarry)
<b>Location</b>	Cursiter Quarry, Finstown
<b>Reporting To</b>	Service Manager (Roads and Grounds)
<b>Grade</b>	G11
<b>Job Evaluation</b>	A766
<b>Competency Band</b>	B2

### **Job Purpose**

Plan, manage and deliver a full range of quarrying and associated services, ensuring that all works are carried out in accordance with relevant legislation, with particular regard to Health and Safety at Quarries, Quarries Regulations 1999 and with the Council's Health and Safety policy. This will be achieved within the framework set out in the Quarry Business Plan and other Operational Plans as required and approved. The post holder will ensure the commercial viability of the Council's quarrying operations by identifying areas of diversification and through pursuing new markets for products.

### **Job Specific Duties and Responsibilities**

Lead, direct and manage the quarry team to ensure the delivery of exceptional safety, environmental, cost, quality, service, financial and operational targets.

Manage all activities associated with the quarrying function in accordance with the strategic objectives detailed in the Quarry Business Plan and ensuring that all works are carried out in a safe and efficient manner.

Management of all quarrying services provided by Orkney Islands Council, ensuring that all activities are carried out in accordance with relevant Health, Safety and Welfare legislation, in particular the Health and Safety at Quarries, Quarries Regulations 1999.

Management of the on-going expansion of the quarry, ensuring that the significant additional planning conditions attached to the expansion are addressed and complied with.

Lead and manage the team of 8 – 10 quarry operatives, ensuring that they are appropriately trained, with training records kept up to date, and that development opportunities are identified and implemented.

Promote a culture of continuous improvement of operational efficiencies, performance and ability.

Carry out the functions of the competent individual in terms of Regulation 8.1 (c) of the Health and Safety at Quarries, Quarries Regulations 1999

The postholder will either hold the appropriate qualifications to act as the Designated Explosives Supervisor, in accordance with the requirements of the Health and Safety at Quarries, Quarries Regulations 1999 or be expected to work towards these qualifications during the first 12 – 24 months of their appointment.

Management of the Quarry Quality Management System, ensuring that all procedures are up to date and appropriately followed.

Management of the operating costs of the Quarry and ensuring delivery of services to budget and programme.

Management of quarry budgets, including preparation of monthly reports and stock control reports.

Liaise with customers regarding delivery and quality issues and ensuring excellent customer service. Ensure that materials produced are fit for purpose and of appropriate quality.

Assess the commercial viability of areas of diversification and the potential to trade in new markets

Recommend and requisition, in consultation with the Team Leader, Fleet, the capital purchase of plant and equipment, programming asset replacement in accordance with available budget.

In conjunction with the Team Leader, Fleet ensure compliance with the requirements of the Council's Operators Licence.

Liaise directly with other Services, normally to service manager level, in support of the aims and objectives of the Quarry Business Plan.

Assist the Service Manager, Roads and Grounds to ensure the co-ordinated and sustainable corporate deployment of Quarry front line resources in accordance with the Council's Major Emergency Procedures.

Provide operational and technical support to other Services within the Council.

Where necessary, provide operational and technical assistance to quarry activities and plant operational and maintenance.

## **General Duties and Responsibilities**

### **Working Environment**

The post holder will be based at Cursiter Quarry with travel to other Council premises.

### **Communication**

The post holder will be required to deal with members of the public, customers, staff and senior management. The nature of communication will be complex, sensitive, continuous, confidential as well as routine.

### **Responsibility for Employees**

To provide effective direction and line management to all staff working at the quarry, including supervision of the day-to-day work of the team and carrying out ERDs etc, responsibility for applying the Council Human Resources Policies and Procedures i.e., carrying out the full Sickness Absence process, dealing with disciplinary matters, grievance matters and capability/performance matters. This also includes identification and implementation of development opportunities.

### **Financial Resources**

Authorise orders and invoices from an agreed budget, be accountable for monitoring expenditure, contribute to medium/long term financial planning to meet service needs and management responsibility for the Quarry budget, with costs of c£1.5m. Ensure all purchasing is in line with Council's Procurement Policy, the Contract Standing Orders and Financial Regulations

### **Information Systems**

The postholder will be required to use a range of computerised packages and generic Council systems including Microsoft Office and Resourcelink – MyView & MyPeople (Council HR and Payroll system).

### Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

### Criminal Records Checks - please select the relevant option(s)

- This post does not require a check on criminal conviction history
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

### Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)	✓	Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	

Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

**Politically Restricted Post**

Yes  No

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

**Contractually Required Professional Registration**

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council\* (SSSC) \* or other relevant professional accepted by the SSSC.
- The Law Society of Scotland
- The Chartered Institute of Personnel and Development (CIPD)
- Other, please specify below: \_\_\_\_\_

**Unsocial and Other working arrangements relevant to this post**

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

**Agreement of Job Description** (digital electronic signatures only)

Manager: \_\_\_\_\_

Human Resources: \_\_\_\_\_

**Employee Acceptance of Job Description**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PERSON SPECIFICATION

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<b>Post Title</b>	Team Manager (Quarry)		
<b>Factor</b>	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>How Assessed</b>
<b>Experience</b>	Minimum of 3 years' experience in the management/operation of hard rock quarries producing circa 100,000 tonnes per annum	Essential	Application Form and/or Interview
	Experience of quarrying, drill and blast operations and geotechnical assessment	Essential	Application Form and/or Interview
	Ability to demonstrate, through qualifications and experience, sufficient level of competency to be appointed as a competent individual in terms of Regulation 8.1 (c) of the Health and Safety at Quarries, Quarries Regulations 1999	Essential	Application Form and/or Interview
	Experience of managing, developing and supervision of front-line employees.	Essential	Application Form and/or Interview
	Ability to demonstrate excellent working knowledge of mobile crushing plant	Essential	Application Form and/or Interview
	Experience of budget management and cost control	Essential	Application Form and/or Interview
	Experience in the development and implementation of risk assessments and Safe systems of work.	Essential	Application Form and/or Interview
	Ability to demonstrate knowledge of production and testing of bitumous products, including asphalt	Essential	Application Form and/or Interview
	Experience of working in a commercial organisation / good commercial awareness	Desirable	Application Form and/or Interview
	Experience with operating quarry activities in sensitive community areas and building relationships with local communities	Desirable	Application Form and/or Interview
Experience of leading and managing change.	Desirable	Application Form and/or Interview	

	Experience of quarry expansion projects	Desirable	Application Form and/or Interview
	Ability to demonstrate knowledge and understanding of island communities	Desirable	Application Form and/or Interview
<b>Knowledge</b>	Qualified to SCQF9 i.e. General or Bachelors Degree, SVQ4 in a quarrying related subject.	Essential	Screening Question and Application Form
	NVQ in Health, Safety and Environmental Management, minimum Level 4, ideally Level 6	Essential	Screening Question and Application Form
	Recognised NVQ in blasting or have completed the MP Skills “Blasting for non blasting managers” course.	Essential	Screening Question and Application Form
	MPQC Blasting competency card with at least one complete audit, to include at least explosives supervisor and shotfiring, Blast design components.	Desirable	Application Form
	Diploma in Mineral Extractive Studies or equivalent including DAPS.	Desirable	Application Form
	Member of the Institute of Quarrying (MIQ).	Desirable	Application Form
<b>Other Requirements</b>	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening question

<b>Core Competencies – These are the target behaviours the post holder should display</b> (Competencies are Essential criteria and are assessed as part of the interview process)	
<b>Being Customer/ client focused</b>	<ul style="list-style-type: none"> <li>• Manages complex customer/client relationships.</li> <li>• Ensures regular contact with customers/clients is maintained until problems are resolved.</li> <li>• Consults on service provision and uses feedback to implement service improvements.</li> <li>• Develops and reviews quality standards for service delivery.</li> <li>• Manages customer/client expectations and conflicting needs.</li> </ul>
<b>Working effectively with others</b>	<ul style="list-style-type: none"> <li>• Builds and maintains constructive working relationships with other teams and groups.</li> <li>• Encourages equality and diversity in the workplace.</li> <li>• Treats people at all levels of the organisation with respect and values their abilities and contribution.</li> <li>• Tackles difficult issues of harassment, victimisation and racism in the workplace.</li> <li>• Facilitates open discussions and resolves conflicting views.</li> <li>• Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.</li> </ul>
<b>Managing Change</b>	<ul style="list-style-type: none"> <li>• Helps others to understand and address their concerns about change.</li> <li>• Proactively sells and champions change programmes to others.</li> <li>• Manages major conflict which could prevent changes being implemented.</li> <li>• Asks incisive questions to open up creative thinking and fresh ideas.</li> <li>• Assesses the impact of change and puts measures in place to minimise risk.</li> <li>• Plans the communication of change to explain what is different and what is the same.</li> </ul>
<b>Taking ownership and responsibility</b>	<ul style="list-style-type: none"> <li>• Creates a sense of urgency about a situation when deadlines are slipping.</li> <li>• Ensures actions which are down to others take place as necessary and/or expected.</li> <li>• Takes advantage of opportunities to influence future events.</li> <li>• Commits to own continuous improvement.</li> <li>• Is prepared to go beyond what appears to be required in the interests of the organisation.</li> <li>• Motivates individuals and groups to be proactive even when meeting resistance.</li> <li>• Keeps promises and honours commitments.</li> </ul>
<b>Communicating effectively</b>	<ul style="list-style-type: none"> <li>• Chairs meetings and facilitates groups effectively.</li> <li>• Conveys difficult messages and gains acceptance.</li> <li>• Diffuses conflict in a constructive and non-threatening manner.</li> <li>• Presents information in a persuasive and convincing manner.</li> <li>• Asserts own opinions and expertise in tough situations.</li> <li>• Is highly self-aware and sociable, buoyant and positive when communicating with others.</li> </ul>
<b>Planning and decision making</b>	<ul style="list-style-type: none"> <li>• Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect.</li> <li>• Balances strict technical interpretation of issues with the need for practical solutions.</li> <li>• Makes decisions that take account of multiple stakeholders.</li> <li>• Properly considers service cost and resource implications when making judgements.</li> <li>• Makes tough or unpopular decisions when required.</li> <li>• Anticipates future/issues and amends plans accordingly.</li> </ul>



<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Motivates and drives teams to achieve service objectives.</li> <li>• Stimulates challenge and constructive debate within the team.</li> <li>• Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities.</li> <li>• Ensures constructive review takes place rather than apportioning blame.</li> <li>• Leads without interfering, steps back and trusts people.</li> <li>• Reinforces acceptable behaviours and values of the Council.</li> <li>• Takes equal responsibility for the team's success and failures.</li> </ul>
<b>Managing performance and developing others</b>	<ul style="list-style-type: none"> <li>• Holds managers accountable for their own and team performance.</li> <li>• Encourages suggestions from managers/people to improve systems and processes.</li> <li>• Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change.</li> <li>• Actively encourages and helps managers/people realise their potential and career aspirations.</li> <li>• Sets team objectives and instils desire to exceed targets.</li> <li>• Ensures key measures are in place including efficiency and where appropriate productivity.</li> </ul>
<b>Political sensitivity</b>	<ul style="list-style-type: none"> <li>• Recognises service/Council wide constraints – what is or is not possible in different circumstances.</li> <li>• Uses service/Council wide relationships to get things done.</li> <li>• Accepts that the political decision-making process of the Council will influence the service.</li> <li>• Demonstrates awareness of political and community issues relating to local government.</li> </ul>