

ADVANCED TRANSPORT SYSTEMS LTD
JOB DESCRIPTION

JOB TITLE	Operations and Maintenance Manager
SALARY BAND	£47k - £55k
LOCATION	Heathrow
RESPONSIBLE TO	Operations Director

MAIN PURPOSE OF JOB

To lead the safe delivery of the PRT System at Heathrow to ensure a successful launch pad for future expansion.

KEY TASKS

The Operations and Maintenance Manager is expected to adopt a flexible approach to their job so as to ensure a high level of performance and at all times ensure a continued focus on the needs of our client and customers. He/She will direct, support and develop the Duty Controllers, Technicians, Technician/Controllers and cleaning teams, and be responsible for the management of all the staff. He/She must develop and gain agreement from the Operations Director for the functional budget and control expenditure against this budget. He/She is responsible for the Health and Safety Management of the PRT system. Other key responsibilities include:-

- Ensure that the system's Success Criteria are achieved
- Develop the company direction with Operations Director. Planning and implementation of strategy/policy and delivery of Key Performance Indicators.
- The ability to adopt a flexible approach at all times in order to ensure a high level of performance and ensure a continued focus on the needs of the business.
- Develop and implement operations and maintenance strategy to include developing all staff into the best teams with integration and flexibility.
- Provide reports on system performance as required and develop and implement improvement programmes.
- Ensuring that employees, contractors and visitors are aware of safety procedures and any relevant legislation
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- Providing adequate training, information, instruction and supervision to

- ensure that work is conducted safely
- Ensuring risk assessments are in place for all relevant activities and in accordance with statutory requirements
 - Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
 - Bringing to the prompt attention of ATS management any health and safety issue that requires their attention
 - Ensuring that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to determine causal factors
 - Maintaining safe access to and egress from the workplace at all times.
 - Manage the performance monitoring and fitness / competence assessment process for staff.
 - To ensure that PRT operations are carried out safely and in compliance with the Safety Case, during both service and non-service hours.
 - To assist in the development and implementation of ATS safety policies.
 - Communicate the company vision
 - Be the "public face" of PRT at Heathrow with media and others
 - Liaise with external organisations including BAA and Key Interested Parties
 - Overall monitoring of management and systems
 - Close liaison with other ATS departments and external agencies as appropriate in order to plan and review service delivery arrangements with other members of the ATS management team
 - Day-to-day management of staff and the overall supervision of the Control Room, maintenance and cleaning personnel including recruitment, discipline, appraisals and communications
 - Responsibility for compliance with budget control requirements
 - Any other reasonable duties directed by the Operations Director
 - The ability to act as deputy for the Operations Director

SKILLS, KNOWLEDGE & EXPERIENCE

- Preferably educated to degree standard or above in a relevant discipline and a member of a relevant professional institution
- Proven ability to motivate and lead staff with a diverse range of skills through continuous and rapid change.
- Full driving licence
- Considerable experience in Operations, preferably within a related industry.
- Overview knowledge of the maintenance of a diverse range of electrical and mechanical equipment.
- An understanding of Financial Management