
POSITION:	Operations Administrator
AREA	Operations
REPORTING TO	Regional Operations Managers for Wales and Birmingham, Oxfordshire and London
LOCATION:	STGP Head Office, Radford, Oxfordshire and mobile site based depending on region

ROLE SUMMARY:

Severn Trent Green Power is looking to appoint 3 full time Operations Administrators to support the Regional Operations Managers within the operations portfolio. The primary focus of the role is to provide a support function to the Operational sites within the different regions, to facilitate the overall delivery of the STGP operation by administrating day to day planning, diary management, training requirements and assist with meetings as well as provide administration support across the wider operations team.

KEY ROLE RESPONSIBILITIES:

- Organise and book training for the operations team in line with Site and Company requirements
- Assist with communications between departments for the planning of maintenance tasks
- Administrative support for Operational projects being led by the Regional Operational Manager or Site Managers, reviewing workload and development of the task.
- Prepare and maintain stock take records for multiple sites and communicate to STGP departments.
- End of month site reports, liaising with site managers to obtain accurate information and completing the reports.
- Working with the sites KPI sheets to feed information to the different department within STGP
- Prepare Purchase Order requisitions and enter onto the company purchase order system - WAP and ensure contractors are paid in accordance with the work completed and in a timely manner
- Compliance matrix tracking and arranging routing inspections for the operational sites
- Ensure Contractor paperwork is updated to support Operational Compliance
- Processing and submitting CAPEX requests from the Operations team, regularly reviewing and maintaining an Operations Capex list.
- Reviewing and analysing telematics systems in the Operations such as lone working, and proximity sensors, reporting misuse and highlighting inconsistencies to the managers.
- General Administrative support for the Operations team
- Supporting the PA to the Operations Director as required.
- Attend meetings and activities as required.
- Travel between sites within the region to ensure visibility and support to the operations team.

REMUNERATION & BENEFITS:

- Competitive Salary
- 25 days holiday + 8 Bank holidays with the option to purchase additional leave
- Annual company bonus scheme (linked to key performance indicators)
- Company pension scheme
- Occupational health cover

Green Power

- Comprehensive flexible benefits scheme including Gymflex, Electric car salary sacrifice scheme, Dental and Critical Illness Insurance and our Technology Scheme where you can spread payment for a variety of Technology purchases
- Sharesave scheme - A chance to save up to £500 per month for three or five years, with the option to buy Severn Trent Plc shares at a discounted rate

HERE'S WHAT OUR IDEAL CANDIDATE LOOKS LIKE

Essential Experience

- High level of accuracy and professionalism with an eye for detail.
- Innovative, continually improving what they can deliver
- Enjoys contributing and working in a team environment
- A good manager of their own time who will take ownership for completion of their work and cascaded tasks and projects.
- Ability to form strong working relationships
- Rigorous analytical and strategic approach.
- Full UK driving license.
- Willingness to travel

Preferred Experience

- NVQ2 Administrational qualification and or 2 years' practical application preferable
- Experience of working within a Operational team and remote working desirable
- Proficient Word, Excel, PowerPoint and Outlook, googlesheets

Desirable

- Experience of working within an Operational team and hybrid working between office and site
- Agricultural background

Capabilities

In order to succeed in this role, it is expected that you will have:

- Be resilient, confident, enthusiastic and influential.
- Organised and can manage conflicting priorities and deadlines
- Be an effective team player
- Uses their initiative
- Communicate excellently and confidently to different groups in verbal and written form

WHO ARE SEVERN TRENT GREEN POWER?

Severn Trent Green Power, part of the Severn Trent plc group of companies is a successful, national, waste company with an excellent reputation in the organic waste and renewable energy sector. We are the largest producer of renewable energy from food waste in the UK.

The company's strategy is to continue to develop as a market leader in the recycling and processing of organic wastes and generating enough renewable energy throughout the business to meet our triple carbon pledge to be carbon neutral by 2030