

## Job Description

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### Technical Director

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

The Technical Director is responsible for:

- The safe operation of the Devonport EfW facility in compliance with all relevant UK legislation and MVV's own internal procedures for the safe operation of EfW facilities .
- The operation of the EfW facility in accordance with the requirements of MVV's safety and environmental protection procedures and, in particular in relation to compliance with the requirements of the Waste Incineration Directive..
- Maintaining a safe, clean plant and the introduction of technical improvements that improve the economics of the facility.

#### **Reporting Lines:**

Reports to: Managing Directors of MVV Umwelt UK GmbH and MVV Umwelt GmbH

Direct reports: Maintenance Engineer/HSE Manager/Operations Engineer

#### **Tasks**

##### **1. Staff management:**

- Direct the operations and maintenance team
- Work jointly with the Financial Director to maximise the plant's performance through the effective scheduling of maintenance tasks and the management of the incoming waste supply
- Supervise the activities of all operational,, maintenance and HSE staff through effective management of direct reports.
- Provide appropriate career building and development opportunities for the technical staff, ensuring a professional, well trained and motivated team. Consider future potential opportunities for staff within the plant.
- Ensure that frequent and appropriate professional training is provided for the technical staff

- Routinely monitor the workplace to identify areas where existing resources can be further enhanced.

## 2. Technical Management

- Direct the daily operation of the EfW plant
- Approve the inspection, maintenance, repair and replacement programmes
- Provide analysis and reports of the plant's performance; including availability, shutdowns, repairs, throughput, calorific values.
- Use this analysis to optimise the operation of the plant
- Direct and organise waste storage, alternative waste treatment or disposal in case of plant shutdowns
- Ensure that all procedures, and in particular safe working procedures, are developed and implemented in accordance with the relevant environmental and health and safety legislation.,
- Maintain and implement programmes that ensure that all employees are fully trained in safe working procedures with the objective of continually improving safety at work.
- Suggest alternative technical solutions to improve efficiency, plant availability, increase the lifetime of the plant and plant components and decrease costs.
- Prepare the technical section of the annual financial report.
- Ensure compliance with all relevant internal policies and regulations as well as the obligations of the Project Agreement.
- Develop and oversee the internal review function to ensure that operational controls and policies are efficient.

## 3. Leadership:

- Ensure the technical team delivers the highest standard of service both internally and externally, with specific focus on the service delivered to the Partnership and Third Parties
- Ensure optimal deployment of resources to achieve business targets.
- Maintain and improve the EfW plant in accordance with MVV's high quality standards and goals, including to always be a benchmark against which other UK plants are measured against.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the performance management process.

## 4. Management and customer reporting:

- Responsible for the timely reporting of technical management issues in accordance with the requirements of the Project Agreement and MVV's internal reporting standards.
- Provide analysis of the results of operational monitoring in a suitable format to enable the onward reporting of these results in accordance with the requirement of the Project Agreement.
- Maintain good relationships with the relevant Planning Authorities



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- Develop and prepare a monthly technical management reporting package for presentation to MVV's senior management team.

**5. Budgeting:**

- Provide well considered input to the annual business planning and budgeting process.
- Provide input to the quarterly financial forecast process.
- Provide input to the annual financial reports and take responsibility for the technical section of the annual shareholders meeting

**Knowledge, qualifications and experience:**

- Qualification as a Chartered Engineer with special knowledge in power plant operation
- Significant managerial experience.
- Senior level experience of managing technical operations
- Senior level experience of corporate governance.
- Experience in the waste management industry would be helpful

Supervisor

Holder of the position

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## Job Description

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### Financial Director

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

The Financial Director is responsible for financial planning, directing, controlling activities, human resources and the administrative functions of the SPV. The role is responsible for ensuring that all activities within their area of responsibility comply with MVV Energie AG and MVV Environment Devonport Ltd policies and procedures and all relevant UK legislation.

In addition the Financial Director will act as a point of liaison for the local community and the Authority in conjunction with the Community Liaison Manager.

#### **Reporting Lines:**

Supervising position: Managing Directors of MVV Umwelt UK GmbH/MVV Umwelt GmbH

Affected position: Finance Director

Direct reports: Community Liaison Manager, Contract Manager, Financial Manager, Energy and Waste Manager

#### **Tasks**

##### **1. Staff management:**

- Direct management of the Community Liaison Manager/Contract Manager/Financial Manager/Energy Manager
- Supervise all financial, contractual, waste and energy activities through effective management of direct reports.
- Provide appropriate career building and development opportunities, ensuring a professional, well trained and motivated team. Consider future potential opportunities for staff within the plant.
- Routinely monitor the workplace for areas where existing resources can be further enhanced.

## 2. Accounting and financial controls

- Responsible for the business risk management programme.
- Manage the payroll function ensuring efficient systems, processes and controls.
- Manage the financial system, ensuring maximum productivity, and that the current and future needs of the business are met.
- Oversee the continuous improvement of accounting and financial processes and the development of the team to achieve best practice and optimal output.
- Develop and oversee accounting policies (UK-GAAP and IFRS) and procedures to meet both current and future needs.
- Respond to auditors' comments concerning finances and operations and oversee any action required to address deficiencies
- Oversee the external audit and recommend the audited financial statements for approval.
- Prepare the financial section of the annual report.
- Develop cash flow forecasting and maintain a long term cash forecast.
- Develop and implement effective purchasing practices and monitor the purchasing system
- Ensure compliance with all relevant internal policies and regulations as well compliance with the requirements of the Project Agreement.
- Develop and oversee the internal review function to ensure that finance and operational controls and policies are efficient and effective.

## 3. Leadership:

- Ensure the team delivers the highest standards of service both internally and externally, with specific focus on the service delivered to the Partnership and Third Parties from both an operational and reporting perspective.
- Ensure the optimal deployment of resources to achieve business goals.
- Develop finance and accounting goals that are fully aligned with MVV's goals and objectives.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the performance management process.

## 4. Management and customer reporting:

- Responsible for financial management reporting.
- Present monthly and year-to-date financial information with accompanying analysis of results.
- Ensure financial management reporting tools and processes are in place to support the ongoing and future needs of the business.
- Develop and prepare a monthly management reporting package.
- Develop, implement and prepare a reporting system to meet the requirements of the Project Agreement.



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**5. Budgeting:**

- Lead the annual business planning and budgeting process.
- Lead financial modelling and analysis to support the development and implementation of long term strategic initiatives and business plans.
- Lead the quarterly financial forecasting process.
- Lead on the provision of the annual financial reports and arrange the annual shareholders meeting in accordance with the requirements of MVV's internal procedures.

**Knowledge, Qualifications and experience:**

- Qualification as a Chartered Accountant.
- Significant managerial experience.
- Senior level experience of managing financial operations
- Senior level experience of corporate governance.
- Legal experience especially in contract law would be advantageous.

Supervisor

Holder of the position

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## Job Description

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### Maintenance Engineer

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

The Maintenance Engineer is responsible for maintaining the EfW plant in a well maintained condition so as to ensure a high level of availability and the stable operation of the plant at an optimal economic level. The continuous improvement of maintenance procedures and analysis of plant breakdowns are a key element of his role.

#### **Reporting Lines:**

Reports to: Technical Director

Affected position: Maintenance Engineer

Direct reports: Co-ordinating Mechanic and Co-ordinating Electrician

#### **Tasks**

##### **1. Staff management:**

- Direct the maintenance team
- Work jointly with the Operations Engineer and the Health, Safety and Environment Manager to plan and implement the maintenance programme and maintenance activities to ensure the optimal operation of the plant.
- Supervise all the required maintenance activities through the effective management of direct and indirect reports.
- Maintain and implement programmes that ensure that all employees are fully trained in safe working procedures with the objective of continually improving safety at work.
- Identify, source and implement programmes of professional training for the maintenance staff
- Provide feedback to the maintenance staff and develop educational programmes for maintenance staff
- Routinely monitor the workplace for areas where existing resources can be further enhanced.

## **2. Technical Management**

- Plan and implement all short term and long term maintenance programmes.
- Evaluate and organise all necessary repairs and replacement of equipment in the case of unplanned shutdowns or malfunctions.
- Produce and implement an inspection programme for the technical equipment as well as concrete structures, buildings and all ancillary structures on the site, including the boundary fencing
- Identify permanent improvements to the maintenance strategy to optimise periods of plant shutdown, increase plant availability and reduce costs
- Provide technical specifications and descriptions of the scope of work to be included in maintenance contract tenders
- Negotiate contracts with maintenance contractors
- Be responsible for maintaining a safe and clean EfW plant, including all ancillary buildings and structures, access ways, fencing etc. during maintenance works
- Support the Technical Director to provide analysis and reports of the plant's performance, including availability, shutdowns, repairs, throughput, calorific values
- Purchasing of spare parts and administration of spare parts storage
- Ensure that all maintenance procedures are in accordance with environmental and health and safety legislation, especially in relation to safe working procedures

## **3. Leadership:**

- Ensure the maintenance team and maintenance contractors deliver the highest standards of service both internally and externally, with specific focus on the service delivered to the Partnership and Third Parties.
- Support the Technical Director to maintain and improve the EfW plant in accordance with MVV's high quality standards and goals, including to always be a benchmark against which other UK plants are measured against.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the performance management process.

## **4. Management and customer reporting:**

- Responsible for maintenance reporting in accordance with the requirements of the Project Agreement and MVV's internal reporting procedures..
- Provide analysis of shutdowns, failures and replacements
- Provide reports and analysis to insurance companies if required, in the case of breakdowns
- Develop and prepare a maintenance reporting package.

## **5. Budgeting:**

- Provide a budget for the maintenance programme
- Control the maintenance budget and provide proposals for optimisation
- Provide input to the annual business planning and budgeting process.





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- Provide input to the quarterly financial forecasting process.
- Provide input to the annual financial report

**Knowledge, qualifications and experience:**

- Qualification as a Chartered Engineer with special knowledge in power plants
- Significant managerial experience.
- Senior level experience of maintenance operations
- Senior level experience of corporate governance.
- Experience in the waste management industry would be advantageous

Supervisor

Holder of the position

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## Job Description

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### Health and Safety Manager

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Responsible for compliance with statutory and legislative requirements, safety and environmental procedures, and work practices and guidelines related to Health and Safety issues applicable to EfW facilities. This covers the daily operation and maintenance of the plant and all ancillary structures as well as all traffic on the site. Maintain MVV's Integrated Management System (ISO 14001, ISO 9001 and OHSAS 188001).

#### **Reporting Lines:**

Supervising position: Technical Director

Affected position: Health and Safety Manager

#### **Tasks**

##### **1. H&S Management**

- Provide all the necessary Health and Safety procedures related to the daily operation and the maintenance of the plant
- Devise and implement safety rules to manage the movement of traffic on the site (trucks, cars, fork lifts, pedestrians etc.)
- Set up and deliver Health & Safety training for all employees of MVV Environment Devonport Limited
- Ensure that all sub-contractors employees are appropriately trained.
- Control the execution of works from the H&S perspective and direct improvements to safety procedures and safety installations
- Maintain the continuous improvement of health and safety procedures and rules to further increase safety and minimize potential health impacts
- Provide programmes of frequent health checks in line with legislation, good industry practice and MVV's employees welfare programme



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- Maintain good relationships and frequently exchange information with authorities such as H&S inspectors, local fire department and the experts from Devonport Royal Dockyard
- Provide emergency plans and establish frequent alarm tests
- Develop procedures of site protection against unauthorized persons
- Maintain MVV's IMS and arrange for internal and external auditing of the system.

**2. Reporting:**

- Provide H&S reports in line with legislation, good industry practice and MVV's standards
- Provide reports according to the contractual arrangements in the Project Agreement
- provide reports to public bodies in case of accidents and injuries
- Develop and prepare a H&S reporting package including statistical analysis and proposals for further improvements

**Knowledge, qualifications and experience:**

- Engineering graduate and relevant professional experience
- Specialist for occupational safety and health
- CMIOSH (Chartered Member of the Institution of Occupational Safety and Health) preferred but GradIOSH also welcomed.
- NEBOSH National Examination Board in Occupational Safety and Health Certificate or equivalent

Supervisor

Holder of the position

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## Job Description

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### Operations Engineer

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Management of the day to day operations of the plant and meet the key performance indicators related to plant operation as set out in the Project Agreement.

#### **Reporting Lines:**

Reports to: Technical Director

Direct reports: Operational Team

#### **Tasks**

##### **1. Staff management:**

- Direct the operations team
- Work jointly with the Maintenance Engineer to maximise the plant's performance through the effective scheduling of maintenance tasks and the management of the incoming waste supply
- Liaise frequently with the H&S Manager to provide safe working conditions and implement safe working procedures
- Supervise the activities of all operational staff through the effective management of direct reports.
- Provide appropriate career building and development opportunities for the operational staff, ensuring a professional, well trained and motivated team. Consider future potential opportunities for staff within the plant.
- Ensure that frequent and appropriate professional training is provided for the operational staff
- Routinely monitor the workplace to identify areas where existing resources can be further enhanced.

##### **2. Operations Management**

- Control the daily plant operation
- Approve the inspection, maintenance, repair and replacement programmes provided by the maintenance engineer
- Analyse and report plant shutdowns and failures of equipment jointly with the maintenance engineer
- Engineer and execute works related to the optimisation of equipment and components
- Tender and negotiate the purchase of additional equipment
- Supervise contractors executing these works and assure quality management
- Control works approval procedures in line with all relevant legislation, and good industry practice

### **3. Leadership:**

- Ensure the operational team delivers the highest standards of service
- Ensure the optimal deployment of resources to achieve business targets.
- Maintain and improve the EfW plant in accordance with MVV's high quality standards and goals, including to always be a benchmark against which other UK plants are measured against.
- Provide coaching, guidance and support, set professional development plans to assist employees to reach their full potential through the performance management process.

### **4. Management and customer reporting:**

- Devise operating instructions and procedures in accordance with the requirements of the Project Agreement and MVV's own codes of practice
- Provide input about the plant's operation to the annual financial report
- Maintain a reporting system of shutdown and failure investigations

### **5. Budgeting:**

- Provide and control budgets for new investment on additional equipment
- Provide cost analysis of the operations services for the quarterly financial forecast process.
- Provide input to the annual financial reports and take responsibility for the operational section of the annual shareholders meeting



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**Knowledge, qualifications and experience:**

- Qualification as a Chartered Engineer with special knowledge in power plants
- Significant managerial experience.
- Senior level experience of plant operations
- Senior level experience of corporate governance.
- Experience in the waste management industry would be helpful

Supervisor

Holder of the position

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Date, Signature

## Job Description

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### Shift Team Leader

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Lead a team of plant operators, working on a shift programme to carry out the daily operations of the plant and maintain the plant in good condition in order to achieve an excellent service.

#### **Reporting Lines:**

Reports to: Operations Engineer

Direct reports: Plant Operators

#### **Tasks**

##### **1. Operations and staff management:**

- Direct the plant operators
- Control the operation of the plant in accordance with the Operational Handbook and associated Procedures, emissions and other relevant environmental legislation, H&S rules and legislation as well as good industry practice
- Direct immediate actions where automatic operating systems indicate a possible plant failure, to maintain the plant in operation through manual adjustment and control of the operating parameters.
- Contact and inform relevant authorities in the event of operational malfunctions with impact on H&S and/or the environment
- Ensure the frequent inspection of all safety related devices
- Routinely issue safety instructions to the operational shift team
- Provide shift plans and ensure appropriate cover arrangements in case of sickness and holidays
- Regularly investigate H&S related issues to ensure safe working conditions and procedures are provided and adhered to
- Routinely monitor the workplace to identify areas where existing resources can be further enhanced.



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**2. Reporting:**

- Provide shift reports in accordance with MVV' s reporting system

**3. Knowledge, qualifications and experience:**

- COTC NVQ Level 4
- An appropriate NVQ at level 3 (Engineering or Waste Management)

**Special Knowledge / Skills / Suitability:**

- Comprehensive expertise in power plant operations for a thermal waste treatment plant or similar facility
- Meets health requirements for shift operations
- Previous experience of working in the Supply Chain/Logistics industry preferred

Supervisor

Holder of the position

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## Job Description

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### Plant Operator

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Working hours: Full time

Holder of the position:

**Purpose of the position:**

Operate the EfW plant on a shift programme to maintain the day to day operation of the plant in line with MVV's codes of practice and operating procedures.

**Reporting Lines:**

Reports to: Shift Team Leader

**Tasks**

**1. Operations management:**

- Operate the plant in accordance with the Operational Handbook and Procedures, emissions and environmental legislation, H&S rules and legislation as well as good industry practice
- Execute immediate actions under the direction of the shift team leader where automatic operating systems indicate a possible plant failure to maintain the plant in operation through manual adjustment and control of the operating parameters
- Continuously monitor the operations displays and execute documented procedures in case of malfunctions
- Adjust the operation of the plant in response to emissions data and calibrate emission control instruments
- Conduct frequent sampling for further analysis
- Manage the 'permit to work' system in relation to sub-contractor staff Issue clearance to sub-contractor staff prior to their commencement of any work/tasks.

**Knowledge, qualifications and experience:**



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- Power plant operator or completed skilled trades apprenticeship, preferably as metal craftsman, certified electrician/electronics specialist
- CITB certified power plant operator

**Special Knowledge / Skills / Suitability:**

- Expertise in power plant operations, preferably in thermal waste treatment plant or similar facility
- Meets health requirements for shift operations

Supervisor

Holder of the position

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## Job Description

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### Crane Operator

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Ensure the safe and continuous operation of the plant. Monitor and maintain technical equipment and the fire fighting / monitoring system in the waste bunker of the EfW plant. Mix the waste in the bunker prior to feeding into the combustion chamber, in line with MVV's code of practice of maintaining a continuous feed of waste to the incinerator.

#### **Reporting Lines:**

Reports to: Shift Team Leader

#### **Tasks**

##### **Operations management:**

- Operate the waste crane and other equipment in accordance with the Operational Handbook and Procedures
- Monitoring of waste tipping to detect non-acceptable waste, which is excluded from treatment
- Frequently mix the waste in the bunker to homogenise the feedstock before feeding it to the incineration
- Feeding the incineration to maintain an even level in the feed hopper
- Monitor the fire detection system
- Commence fire fighting in case of fire detection and immediately inform the shift team leader
- Execute cleaning activities on the waste bunker equipment

#### **Knowledge, qualifications and experience:**



MVV Environment Devonport Limited

- Completed skilled trades apprenticeship, preferably as metal craftsman, certified electrician/electronics specialist
- CITB certificate holder for bridge crane operation

**Special Knowledge / Skills / Suitability:**

- Comprehensive expertise in crane operation, preferred in a thermal waste treatment plant or similar facility
- Meets health and safety requirements for shift operations

Supervisor

Holder of the position

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Date, Signature

Date, Signature

## Job Description

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### Co-ordinating Mechanic

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

The Co-ordinating mechanic is responsible for the preparation, co-ordination and execution of all maintenance works on mechanical equipment and civil structures of the EfW plant and its ancillary structures.

#### **Reporting Lines:**

Reports to: Maintenance Engineer

#### **Tasks**

##### **1. Co-ordination management:**

- Preparation, co-ordination and execution of fault finding and troubleshooting of the mechanical equipment
- Preparation of regular maintenance works
- Co-ordination of sub-contractor's and management of sub-contractor maintenance works execution
- Monitoring quality standards and time schedules
- Ensure as-built documentation is provided
- Investigation and reporting of critical points
- Control and manage all clearance procedures for maintenance and repair works

##### **2. Budgeting:**

- Control the maintenance budget and provide proposals for optimisation



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**Knowledge, qualifications and experience:**

- Degree in Engineering
- Skilled Master or Technician specialising in metals engineering in power plants.
- Experience of maintenance operations in power plants

Supervisor

Holder of the position

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Date, Signature

## Job Description

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### Co-ordinating Electrician

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

The Co-ordinating Electrician is responsible for the preparation, co-ordination and execution of maintenance works on the electrical and controls equipment of the EfW plant and its ancillary structures.

#### **Reporting Lines:**

Reports to: Maintenance Engineer

#### **Tasks**

##### **1. Co-ordination management:**

- Preparation, co-ordination and execution of faultfinding and troubleshooting of the electrical and controls equipment
- Preparation of regular maintenance works
- Co-ordination of sub-contractor's and management of sub-contractor maintenance works execution
- Monitoring quality standards and time schedules
- Ensure as-built documentation is provided
- Investigation and reporting of critical points
- Control and manage all clearance procedures for maintenance and repair works

##### **2. Budgeting:**

- Control the maintenance budget and provide proposals for optimisation



MVV Environment Devonport Limited

**Knowledge, qualifications and experience:**

- Degree in Engineering
- Skilled Master or Technician specialising in electrical and controls engineering in power plants
- Experience of maintenance operations in power plants

Supervisor

Holder of the position

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## Job Description

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### Tipping Hall Supervisor/Weighbridge Operator

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Direct site traffic in accordance with the relevant site traffic management procedures. Issue tipping instructions to drivers within the tipping hall area and offer assistance to unload waste if required. Maintain a clean and safe environment. Cover weighbridge operations from time to time if required.

#### **Reporting Lines:**

Reports to: Operations Engineer

#### **Tasks**

##### **Operations management:**

- Provision of instructions to waste delivery drivers including directing them to the tipping bays if required.
- Monitoring the tipping of waste in compliance with H&S requirements and MVV's site safety procedures.
- Issue instructions to truck drivers in relation to the detection of non-treatable waste
- Maintain the tipping hall area in a clean and safe condition including, co-operate with and instruct sub-contractors undertaking routine cleaning duties
- Report of accidents and injuries occurring in the tipping hall area
- Manage the diversion of traffic in the case of accidents, major works or vehicle breakdowns and co-ordinate any necessary haulage
- Supervise the operations within the tipping hall area to ensure that they are executed in accordance with H&S requirements
- Maintain general site cleanliness and record and report any instances where minor maintenance is required
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**Knowledge, qualifications and experience:**

- Plant Operator certificate holder

Supervisor

Holder of the position

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Date, Signature

Date, Signature

## Job Description

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### Consumables and Residues Manager

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Working hours: Full time

Holder of the position:

**Purpose of the position:**

Ensure the supply, safe storage and monitoring of consumables required for the operation of the EfW plant. Manage the disposal of residues and waste from the EfW plant in accordance with legislation requirements and MVV's internal operating procedures.

**Reporting Lines:**

Reports to: Operations Engineer

**Tasks**

**Operations management:**

- Monitor the feed stock of consumables and forecast and arrange necessary purchase
- Ensure the safe storage and handling of dangerous goods and consumables, residues and waste on site
- Purchase refills of stocked consumables
- Monitor the on-site storage areas for dangerous goods and consumables/residues and ensure regular external monitoring by relevant surveillance authorities
- Provision of mandatory reports about dangerous goods
- Schedule and manage regular maintenance for all unloading devices, fork lifts, front loaders (loading shovels) and other mobile equipment and control and monitor mobile plant maintenance contractors.

**Knowledge, qualifications and experience:**

- An appropriate NVQ at level 3 (Engineering/ Waste Management)/Electronics



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- Plant operators licence (CITB)
- Logistics experience
- Additional training as supply and disposal specialist

Supervisor

Holder of the position

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## Job Description

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### Community Liaison Manager

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Working hours: Full time

Holder of the position:

**Purpose of the position:**

Work in co-operation with the Authority and its partners on waste reduction and awareness campaigns, public meetings, promotions and initiatives. The Community Liaison Manager will work within local communities and liaise with a wide range of relevant stakeholders.

**Reporting Lines:**

Supervising position: Finance Director

**Tasks**

**1. Communications Management:**

- Work with the South West Devon Waste Partnership (SWDWP), voluntary organisations, educational bodies local businesses and environmental groups and local individuals to support the implementation of the Partnership's Waste Management Strategy.
- Help to develop public understanding of recycling, the recovery of energy from waste and other wider waste reduction issues.
- Manage the Community Area to ensure a high standard of visitor experience is delivered and maintained.
- Develop appropriate education worksheets and education activities.
- Respond to government consultations as necessary.
- Manage the budget for community liaison activities.
- Manage the distribution of the community fund and sponsorship programme in accordance with an agreed plan.
- Manage the Enquiries and Complaints database
- Routinely monitor the workplace for areas where existing resources can be further enhanced.

**2. Leadership:**

- Lead on all communications activities for MVV.
- Develop productive working relationships with local community representatives to achieve a wider understanding of the role of the Facility in reducing waste and CHP production.

**3. Reporting:**

- Provide reports in accordance with the requirements of the Project Agreement, and MVV's internal communication protocols
- Create brochures, webpages and other information and education material
- Provide interviews and articles to press and other medias

**4. Budgeting:**

- Manage the annual budget for community liaison activities
- Manage and control the budget for community funding
- Manage and control the budget for other communication activities

**Knowledge, Qualifications and experience:**

- Qualification Educated to degree level;
- Experience of partnership working preferably in the public sector;
- Significant experience of public relations and communications, preferably in a waste related field
- Good understanding of the wider waste education and minimisation agenda;
- Excellent communications skills, able to communicate at all levels;
- Budget management experience.

Supervisor

Holder of the position

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## Job Description

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### Financial Manager

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Provide support to the Financial Director by managing the accounting and financial systems and maintain full accounts and associated reports.

#### **Reporting Lines:**

Supervising position: Finance Director

#### **Tasks**

##### **1. Accounting:**

- Provide financial and management procedures for all accounting activities in line with UK-GAAP, IFRS and other regulations as well as MVV's accounting policies
- Maintain day-to-day financial control accounts, credits and cash flows
- Develop regular reporting and analysis and conduct ad hoc financial analysis as required.
- Oversee the cash flows and financial instruments
- Continuously evaluate the financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions.

##### **2. Accounting and financial controls**

- Provide financial and management procedures for all accounting activities in line with UK-GAAP, IFRS and other regulations as well as MVV's accounting policies
- Develop regular reporting and analysis and conduct ad hoc financial analysis as required.
- Oversee the cash flows and other financial instruments

- Continuously evaluate the financial reporting systems, accounting and collection procedures, and investment activities, and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions.
- Execute the payroll function ensuring efficient systems, processes and controls.
- Support the Financial Director to reply to auditors' comments concerning finances and operations and oversee any action required to address deficiencies
- Exchange and support the external audit
- Prepare documents for the financial section of the annual report.
- Maintain cash flow forecasting and maintain a long term cash forecast.

### **3. Management and customer reporting:**

- Support the timely execution of all financial management reporting.
- Provide supporting documents for the monthly and year-to-date financial information with accompanying analysis of results.
- Ensure financial management reporting tools and processes are in place to support the needs of the business.
- Prepare documents for a monthly management reporting package.
- Prepare and maintain a reporting system to meet the requirements of the Project Agreement.

### **4. Budgeting:**

- Take responsibility for the overall management and delivery of the business plan
- Research, prepare and submit the annual budget proposal for approval
- Develop regular reports for income, expenditure and any variations from budgets





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**Knowledge, Qualifications and experience:**

- Qualification as a Chartered Accountant.
- Significant accountant experience.
- Experience of managing financial operations
- Experience of corporate governance.

Supervisor

Holder of the position

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## Job Description

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### **Weighbridge Operator/Gate Keeper**

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Property security services and supervision functions to prevent unauthorised individuals, vehicles or unwanted objects and materials from entering the premises and to ensure that materials are not transported off of the operational premises without the required permits and paperwork.

Operating the weighbridge and providing allowance to vehicles entering the site.

#### **Reporting Lines:**

Reports to: Waste Manager

#### **Tasks**

##### **Operations management:**

- Control vehicles and individuals authorization to enter the site
- Control authorisation certificates of waste loads
- Report to the waste manager in case of doubts or detection of non-acceptable waste and execute his directives
- Execution of random inspections of waste loads and monitor trucks unloading
- Operate the weighbridge system and control safe operation and data processing and recording

#### **Knowledge, qualifications and experience:**

- Plant Operator certificate holder



MVV Environment Devonport Limited

Supervisor

Holder of the position

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Date, Signature

Date, Signature

## Job Description

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### Contract Manager

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Working hours: Full time

Holder of the position:

#### **Purpose of the position:**

Manage the day-to day operation of the Contract to ensure the delivery of the Service in accordance with the requirements of the Project Agreement and provide reports in line with the specific contractual arrangements. Act as a first point of contact with the Authority.

#### **Reporting Lines:**

Supervising position: Finance Director

#### **Tasks**

##### **Contract Management:**

- Act as first point of contact on all issues concerning the Project Agreement
- Maintain full and complete awareness of all the service requirements of the PA
- Establish an appropriate reporting system to ensure prompt delivery of agreed reports, statements and monitoring statements
- Participate in regular reporting and contract meetings with the Partnership, and prepare and provide all required documentation
- Liaise frequently with the operations and maintenance team to identify any impacts on reporting and performance, arising from the plants operation
- Ensure compliance with MVV's Integrated Management System and support continuous improvement in service delivery
- Work with the Community Liaison Manager to oversee the monitoring and resolution of complaints relating to the services delivered under the Project Agreement.
- Provide information to the financial manager to enable invoicing in compliance with the requirements of the Payment Mechanism and the Performance Measurement Framework.



MVV Environment Devonport Limited

**Knowledge, Qualifications and experience:**

- Educated to degree level
- Several years experience in the waste sector
- Commercial experience
- Excellent knowledge and experience of Local Authority contracts
- Experience in managing large commercial projects, working to specific briefs, cost control
- Must have a contract management background

Supervisor

Holder of the position

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Date, Signature

Date, Signature

## Job Description

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### Energy and Waste Manager

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Working hours: Full time

Holder of the position:

**Purpose of the position:**

Manage the operational and financial aspects of energy supply and trading agreements, in accordance with the requirements of the Project Agreement and associated Ancillary Documents and provide reports in accordance with the specific contractual arrangements

**Reporting Lines:**

Supervising position: Finance Director

**Tasks**

**1. Energy Management:**

- Manage the energy data management system
- Hedging of long-term portfolios
- Optimising short-term energy portfolios
- Procuring reserve and emergency energy
- Execute emissions trading
- Prepare and issue invoices for energy supply and energy purchase and supervise payments
- Supervise contractual conditions (minimum and maximum energy takes, outage hours, etc.)
- Provide energy forecasts
- Prepare reports and support the Contract Manager in providing reports to the Partnership
- Report to CHPQA and OFGEM

**2. Waste Management:**

- Manage arrangements for Third Party Waste
- Provide weekly, monthly, quarterly and annual forecasts on waste volumes in co-ordination with the Partnership and Third Part Waste contractors
- Maintain waste deliveries to the plant and purchase additional waste from the spot market to maintain the EfW plant at full operating load
- Monitor waste treatment market prices and optimise Third Party income from additional waste
- Provide contingency arrangements in case of plant shutdowns
- Co-operate with other waste treatment facilities and establish good partnerships

**Knowledge, Qualifications and experience:**

- Degree in a business related discipline
- 3-5 years trading experience (energy markets preferred)
- 3 years experience in a commercial position
- Knowledge of waste industry markets and developments (preferably gained within the industry)

Supervisor

Holder of the position

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Date, Signature

Date, Signature