

Role Profile

Job Title:	Site Operative
Location:	Region
Reporting to:	Team Leader
Responsible for:	No line management

Summary of the role

To be responsible for carrying out any duties within your capability as required to support estate delivery focusing on, but not limited to, Site Areas.

Duties of the role

The following list is not exhaustive and other duties of a similar level and nature may be required from time to time including complying with any new policies that are introduced.

Corporate duties

- a. To develop and maintain effective collaborative working relationships with all people both internal and external.
- b. To be personally responsible for following all company policies including, but not limited to, Operating Procedures of the Company Health and Safety manual, Environment and Sustainable Development, Sustainable Procurement and Security.
- c. To ensure Landmarc meets the needs of our service users we all work flexibly. This means everyone undertakes development and contributes towards continuous improvement and works in a way in which we are all willing to change our hours of work, tasks and locations, sometimes at short notice.

Primary duties

- To ensure that the Training Estate Facilities are fit for purpose in accordance with the allocation and ensure compliance with the NTEP service modules e.g. general maintenance, house keeping, preventative maintenance, grounds maintenance, soft FM, stock management, waste services, sustainability tasks.
- To liaise with all stakeholders to ensure effective site delivery e.g. handover/ take back of facilities with service users including use of consumables and providing information on 'maximising' the facility, the Employers representatives regarding the disposal of hazardous military waste, control access of and advice wider training estate users including the general public, other contractors regarding the removal of waste and the receipt of goods.
- To complete all relevant documentation utilising both IT and paper based systems.
- To carry out additional works in response to additional contract requirements (Fee earning)

Secondary duties

- To ensure that the Training Estate Facilities are fit for purpose in compliance with the NTEP core service modules e.g. preparing training areas for use, manufacturing targets, equipment testing and calibrating, reactive maintenance, vegetation maintenance, operation and maintenance of plant equipment.
- To ensure that the Training Estate Facilities adhere to safe systems of work e.g. warning systems including flags, reporting defects, report and deal with unauthorised persons on the Training Area Estate.

Ideal person

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

What you know

- Knowledge of H&S such as COSHH, manual handling, risk assessments and safe systems of work.
- Knowledge of working in a rural environment.
- Knowledge of stock control and systems
- Experience of communicating with customers.

What you can do

- Work in a diverse multi tasking mobile team environment
- Basic laboring, caretaking and housekeeping skills
- Demonstrate proven track record of achieving objectives
- Ability to operate rural plant and machinery (holds valid certificate)
- Ability to complete documentation
- Basic IT skills
- Be vaccinated against work place risks; keep tetanus and polio vaccinations up to date, and participate in company instigated vaccination programmes where there is a recognised health risk in your role e.g. Hepatitis A and B'

Prerequisites for employment

- Full driving licence valid in the United Kingdom

- Complete Baseline Personnel Security Standard – this is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited.
- National Security Vetting may be required however you will be informed of this requirement during completion of the Baseline Personnel Security Standard.
- Candidates must meet the UK residency requirements to undergo the above (5 years minimum).

Our Values

- Take time to take care of yourself, look out for yourself and others, and stop and step-in if you need to.
- Always do the right thing, not just the easy thing; integrity in all that we do at work and at home.
- Put the customer's needs first, in everything we say, consider or do.
- Promise only what can be delivered; once promised it's a Landmarc commitment.
- Take pride in what you do, you've a lot to be proud of.

Our Behaviours

- Live Our Values, know what they are and what they mean to you and how they influence what you do, we should believe in them and demonstrate them always.
- Build Relationships, we are a people-business and relationships are the foundation of accomplishment. Take every opportunity to build and strengthen relationships with colleagues, customers and suppliers. Together we are stronger.
- Give Feedback and Recognition, creating an environment in which we openly and thoughtfully give and receive feedback and recognition builds trusting teams. Feedback and recognition also foster a culture of growth.
- Embrace Flexibility, in all that we do and how we do it. Change can come with or without warning and in either case we must improvise, adapt and overcome to remain relevant to Our Mission.