



ROLE PROFILE

TEAM MANAGER – RANGES

LANDMARC

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LOCATION: AREA WEST - SOUTH WEST

REPORTING TO: AREA DELIVERY MANAGER

RESPONSIBLE FOR: TEAM SUPERVISOR (RANGES), TEAM LEADERS AND TRAINING AREA OPERATIVES

Summary of Role:

To provide functional and compliant Ranges and Training Areas, as allocated, through the effective management of resources, processes, and people in a multi-disciplinary team, ensuring that they are motivated and engaged to deliver contractual requirements at all times. Ensuring full compliance with all statutory and non-statutory regulations, working practices and procedures so that the Employer may have confidence that service delivery and customer needs within your specified areas are met as per contractual obligations.

Duties of 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.

Primary Duties:

- To line manage a team of people being responsible for (but not limited to) managing performance, attendance, behaviour, capability, welfare, health and safety and record keeping.
- To ensure that all people are capable of completing the tasks they are allocated and that resources are fit for purpose in order to deliver the contract, e.g.:
 - Oversee the management of the day to day workloads to ensure that work orders, PPM's and range documentation are completed to the necessary standard and on time.
 - Manage the supervision of task allocation, workload planning, performance monitoring and work checking.
 - Manage individual and team performance/discipline, as well as motivation and target setting using the Landmarc HR system.
 - Manage team skills and capability, organising training and delivery.

- Carry out quality on team members to ensure work is completed to a high standard.
 - Carry out safety checks on team members to ensure they are working safely.
 - To carry out any reasonable request, as directed by the team manager.
 - Oversee the use of resources and equipment (plant, vehicles etc.)
 - Be fully accountable for the work order allocation, process and closure with the using MMS.
 - Ensure operatives are fully employed, with a 'can do' attitude, sharing spare capacity across the Region/Company as and when required.
 - Manage the production of risk assessments and method statements for various tasks as required. Annually review all Risk Assessments.
 - Record keeping (HR, H&S, Landscape etc.)
 - Manage the supervisor's workload.
 - Have a thorough Knowledge of all maintenance and Projects on respective site.
- To ensure that the Ranges and Training Areas are fit for purpose in accordance with the booking allocation and compliance with the contract, e.g.:
 - Oversee the management of usage and bids, as well as carry out routine inspections to identify any maintenance tasks.
 - Ensure the tasks identified, or requested, across the estate are monitored and completed to the required standards.
 - Manage the purchasing all required stores and equipment.
 - Manage delivery plans as delegated by the Rural Estate Delivery Advisor, Built Estate Delivery Advisor and National Training Area Managers.
 - Work with the Maintenance Manager to manage, monitor and allocate any bought in services or contractors.
 - Identify best practice and promote continuous improvement in line with legislation, industry standards, contract requirements, environmental best practice and compliance
- To liaise with all stakeholders to ensure effective facilities and training area delivery, e.g.:
 - Local and regional support through technical and specialist advice on site facilities and training areas.
 - Handover/ take back of facilities with service users including providing information on 'maximising' the use of the facility and camp.

- Manage the effective and accurate use of BAMS, or other booking processes, including the production and on-time submission of monthly updates, range summaries and OP forms.
 - Manage stakeholder communications and provide direction and advice to all training estate users, including the general public.
 - Manage the production of all COSHH RA's and safety data sheets and on a monthly basis.
 - Directly manage the overtime for all staff in their team.
 - Supervise the use of and recording of additional hours on a monthly basis.
- To complete all relevant documentation utilising both IT and paper based systems.

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 management theories and techniques and proven people management experience.
- Knowledge of Health & Safety, Training Area and Facilities Management systems, such as CoSHH, manual handling, risk assessments and safe systems of work to IOSH Managing Safely level.
- Knowledge of military stores accounting and waste management, range assignment instructions, range standing orders and JSPs.
- Knowledge of Environmental legislation and compliance gained through IEMA, other National General Certificates, or relevant experience.
- Understanding of Key Performance Indicators (KPIs) and contractual requirements.
- Experience of communicating with customers.
- Knowledge of workload scheduling and work order processes, preferably in a multi-tasking environment.

What you can do:

- Highly developed people management skills including providing feedback (both positive and negative) to ensure teams are motivated and engaged.
- Able to plan and deliver service requirements to tight deadlines and appropriate quality standards
- Able to scrutinise and prioritise all necessary purchases and manage budgets to best advantage
- Able to communicate clearly with people at all levels
- Able to drive continuous improvement, including maintaining your own up to date knowledge of essential operating systems and industry standards
- Able to performance manage individuals, teams and outputs by utilising appraisal processes and other management tools.
- Good general IT skills and a working knowledge of relevant MS packages.

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.