

Job Description

Job title:	Terminal Manager
Job Family:	Operations
Location:	Shannon, Ireland
Reports to:	Operations Director

1.0 Job Purpose

- 1.1 Responsible for the safe and compliant management of all terminal activities, meeting defined company strategic objectives, within agreed parameters.

2.0 Main duties (include, but are not limited to):

- 2.1 Management of the terminal in accordance with current legislation, codes of practice and company policies, and Major Accident Prevention Policy and site SEVESO reports.
- 2.2 The planning and organisation of the delivery of the process safety improvement and terminal development plans.
- 2.3 Establish and maintain effective communications with all identified stakeholders, including regulatory bodies, employees and customers.
- 2.4 To ensure all necessary information is provided in the required format to all identified internal and external Stakeholders within agreed timeframes.
- 2.5 Monitor, control and report on all aspects of terminal activity, including operations, safety, Financial, engineering, customer stock holding, loss control & Irish Revenue accounting, quality and HR issues.
- 2.6 Evaluate and determine best effective use of all resources and assets in order to meet company objectives.
- 2.7 Responsibility for the planning, preparation and delivery of all financial budgets.
- 2.8 To lead on the design and planning of new Installations and modifications to existing Installations. To identify potential hazards and assess associated risks during the lifecycle of the installation.
- 2.9 To manage and ensure compliance with all company asset integrity policies including Computerised Maintenance Management Systems.
- 2.10 Progress and continuously improve the Quality Management Systems.
- 2.11 Develop emergency plans and fulfil the role of Incident Main Controller.
- 2.12 Fulfil responsibilities as defined in the Corporate Emergency Response Plan.
- 2.13 Responsibility for all aspects of the terminal Human Resources,
- 2.14 Maintain a programme of Continuous Personal Professional Development, encompassing regulatory changes, new technology and best practices.

3.0 Post Requirements

3.1 Qualifications

- 3.1.1 Appropriate degree or equivalent professional qualification.

3.2 Experience

- 3.2.1 2 to 4 years of relevant management experience on a fuel terminal.
- 3.2.2 HR management and team leadership.
- 3.2.3 Budgetary Management.

3.3 Knowledge

- 3.3.1 Understanding of Health, Safety and Environmental 'best practice' on a SEVESO regulated site.
- 3.3.2 Understanding of ISO 9000 quality management systems.

3.4 Skill set

- 3.4.1 Self-motivated.
- 3.4.2 Team player.
- 3.4.3 Excellent verbal/written communication skills.

4.0 Impact and Influence

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- 4.1 Accountability:** Accountability is characterized by ensuring the delivery of short-term operational/commercial objectives. Assignments and objectives are set by a senior manager but the manager has an advisory impact on targets and how the work should be carried out.
- 4.2 Complexity of management:** Managerial planning is focused on achieving monthly targets set out by a senior manager.

Geographic scope (local, regional, corporate)	Local
Revenue generation responsibility:	>€1.5M
Operational expenditure responsibility:	€1.3M
Capital expenditure responsibility:	€100K
Number of employees responsible for:	21
Safety responsibility:	Process and occupational safety on upper tier Seveso sites
Stakeholders (internal):	Directors, senior managers, managers, other employees
Stakeholders (external):	Key customers, regulators
Other risk:	Reputation risk
Authority limits:	In-line with authorities schedule

5.0 Personal Attributes

- 5.1 **Honesty and integrity.** We expect all of our employees to promote the highest standards of honesty and integrity. This includes conducting business with all internal and external stakeholders in an ethical, open and honest manner at all times.
- 5.2 **Teamwork.** We recognise that our goals can only be achieved through the collaborative efforts of our employees. Teamwork is a very important element of our corporate culture. We want to maintain an environment of mutual respect, trust and having fun at work.
- 5.3 **Pursuit of excellence.** We want all of our employees to have pride in their work and perform to the best of their abilities delivering safe and reliable operations, our goal being zero harm. We are committed to providing employees with the resources and support needed to excel in their current roles, while promoting longer term career development opportunities.
- 5.4 **Personal accountability.** We expect all of our employees to accept responsibility for their actions and the quality of their work. This includes a focus on risk awareness and upholding and reinforcing our core values. Internal politics, pointing blame at others or taking undue credit is discouraged.
- 5.5 **Entrepreneurial spirit.** We understand that we function in a dynamic and competitive business environment. To succeed, we must embrace free market principles and respond to the needs of our customers. It is important that we maintain an entrepreneurial culture, encourage decision making, move quickly and minimise bureaucracy.
- 5.6 **Developing Others.** Encourages, facilitates and nurtures more junior colleagues in light of their strengths and development areas.
- 5.7 **Communication.** Tailors and communicates relevant information clearly, frequently and through the appropriate channels.
- 5.8 **Delegation.** Allocates tasks and roles to appropriate individuals and/ or groups. Offers support, guidance and constructive feedback whilst retaining ultimate accountability.
- 5.9 **Business Knowledge.** Understands the Company's objectives, vision and principle stakeholders (parent, customers and employees).
- 5.10 **Planning & Organizing.** Sets SMART objectives, monitors and provides feedback

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- 5.11 **Decision Making.** Makes clear, prompt decisions in the interests of the business as a whole and takes ownership of company decisions when communicating with others.
- 5.12 **Strong role model.** Demonstrates strength, sound judgement, confidence and selflessness in decision making. Adopts a flexible management style and is willing to listen and learn from others.
- 5.13 **Credibility.** Acts with honesty and openness with self, colleagues and third parties. Does what they say they will do (“walks the talk”).
- 5.14 **Empowerment.** Provides the appropriate balance of challenge/ stretch, support and ownership enabling others to maximise their contribution to the task.

Application deadline:

31 October 2017