

Job Description

Job title:	Operator
Job Family:	Operations
Location:	Riverside Terminal, Teesside, UK
Reports to:	Shift Team Lead (Leading Hand)

1.0 Job Purpose

- 1.1 To safely and efficiently execute terminal operations.

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

- 2.1 To load / discharge vessels and vehicles as operations require
- 2.2 To rig pipelines and hoses for transfer operations
- 2.3 Monitor operations ongoing on site to ensure safe transfers and other activities
- 2.4 To ensure that weighbridge documentation/weighbridge tickets are prepared as directed by the Terminal's clients.
- 2.5 To ensure that the release of product from the Terminal is controlled via the clients' order release system.
- 2.6 To ensure that no release of product is made unless the appropriate documentation is available.
- 2.7 To ensure that the acceptance of product into storage is controlled, i.e. no product should be accepted unless notification has been received from the client.
- 2.8 To ensure that appropriate entries are made into the computer to ensure that efficient stock control is maintained.
- 2.9 To ensure that drivers complete all necessary documentation on arrival at the Terminal.
- 2.10 To ensure that driver's documentation is in order prior to the vehicle being allowed to leave the Terminal, (including EMCS paperwork if required).
- 2.11 To liaise with the Customer Services, if necessary to ensure that specific requirements are met.
- 2.12 To ensure that any work undertaken is carried out to the standards required by the Terminal's management and to ensure that the work station is adequately maintained.
- 2.13 To ensure that all operating procedures are adhered to.
- 2.14 To ensure that the Terminal's safety regulations are adhered to and that all work is carried out in a safe manner.
- 2.15 To ensure that effectiveness of the Quality Assurance System related procedures and system.
- 2.16 To ensure the effective implementation of the ADR/RID Transport Security Plan.

3.0 Post Requirements

3.1 Qualifications

- 3.1.1 GCSEs in English, Maths and Science (9 to 4 / A to C) or equivalent

3.2 Experience

- 3.2.1 Previous work experience

3.3 Knowledge

- 3.3.1 Knowledge and understanding of Health, Safety and Environmental 'Good practice'.

3.4 Skill set

- 3.4.1 Self-motivated
- 3.4.2 Team working
- 3.4.3 Good verbal and written communication skills

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4.0 Impact and Influence

- 4.1 **Autonomy and accountability:** Accountability is characterized by performing specialized work but where there are instructions and processes in place. Work is typically varied. Job holder is typically fairly autonomous within processes and guidelines.
- 4.2 **Communication and stakeholder management:** Interaction with others requires social skills and the ability to understand, explain and provide advice using facts and findings. In a commercial setting, this involves answering questions, explaining product features and provide advice and recommendations based on guidelines - typically in a retail - or customer service format
- 4.3 **Complexity of work:** Work is routine and process-driven and there are instructions for how working tasks are carried out but with freedom in terms of rearranging them as long as objectives are met. Working tasks are typically performed and completed on a daily basis where some tasks extend for a week or more.

5.0 Personal Attributes

Inter Terminals' Core Values

- 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.