



TRINITY HOUSE

ROLE PROFILE

ASSISTANT TO HEAD OF ENGINEERING AND OPERATIONS

JOB PURPOSE

To act as Assistant to the Head of Engineering and Operations, providing general administrative and procedural support, and undertaking minor revenue projects as and when required.

KEY RESPONSIBILITIES	Financial management	<ul style="list-style-type: none">▪ Budget tracking for the departmental budgets and preparation of the high-level reports to Executive.▪ Own and manage the financial change control procedure within the Engineering & Operations Department.▪ Lead annually, the setting of the above-mentioned budgets in conjunction with the budget holders, to ensure conformity with the budget timetable as defined by the Finance department.▪ Identify anomalies in the running costs of individual components of the Lighthouse, Buoy Yard, Facilities and Engineering department budgets.
	Departmental Reporting	<ul style="list-style-type: none">▪ Own and manage the departmental reports.
	Procedural compliance	<ul style="list-style-type: none">▪ Assist in the compliance with the processes and procedures defined for the department to maintain quality and delivery.
	Liaison for the standards of maintenance work	<ul style="list-style-type: none">▪ Assist in the compliance with the processes and procedures defined for the department to maintain quality and delivery.▪ Assist the Technical Managers to develop the technical inspection plans.▪ Ensure the quality of the reports meets the necessary standards.

	Administration of the Engineering and Operations department	<ul style="list-style-type: none"> ▪ Liaise with People Services, to ensure efficient handling of training requirements and pay adjustments arising from the competence pay system. ▪ Consult diaries and departmental workplans to identify suitable dates for training courses. ▪ Monitor items such as: outstanding work orders, casualty response times etc, creating clearly presented management reports to enable informed decisions to be made on improvements in operational efficacy. ▪ Support the Building Services and Site Support Technician in the delivery of good quality and compliant facilities within the Harwich estate. ▪ Control all aspects of telemetry units (Paknets, Iridium etc), monitoring costs and locations, generating reports to assure performance. ▪ Monitor and report on agreed KPIs. ▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
	Event coordination	<ul style="list-style-type: none"> ▪ Prepare and minute departmental meetings such as National Meetings, Health and Safety Meetings, Budget compilation meetings etc. ▪ Arrange familiarisation events.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> ▪ Good IT skills, including Microsoft Office Products. ▪ Excellent administration and organisational skills. ▪ Good written communication skills, including report-writing skills. ▪ Well-developed financial and budget management skills
	Qualifications	<ul style="list-style-type: none"> ▪ Five level 2 qualifications including English and mathematics (ideally holding a level 2 qualification in business administration) or relevant experience.
	Professional Competencies (Business Administration Apprenticeship Standards)	<ul style="list-style-type: none"> ▪ IT ▪ Record and document production ▪ Decision-making ▪ Interpersonal skills ▪ Communications ▪ Quality ▪ Planning and organisation ▪ Project management