



Falkland Islands Government – Job Description

Job Title:	Assistant Materials Manager		
Department:	Public Works Department	Section:	Materials
Reports to:	Materials Manager		
Grade:	Falkland Islands Government Grade – C	Job Code:	353AMM

Job Purpose

To manage in the day to day running of the section and in the forward planning and development of the Quarry/ Asphalt plant in a safe and efficient manner. The post will also cover all managerial aspects of the section in the manager's absence.

Job Facts & Figures:

- ❖ Managing up to 27 members of FIG staff, 3 asphalt contractors, plus exterior support staff (e.g. crane operators, overburden removal contractors)
- ❖ Typical annual recurrent budget £4,900,000
- ❖ Responsible for plant and machinery value £8,000,000
- ❖ Main operational equipment:
 - 200tph cleanstone processing plant
 - 120tph asphalt manufacturing plant (Intrame)
 - 2 mobile cleanstone processing plants (Sandvik/Metso)
 - Terex washplant

Main Accountabilities:

- Manage all site activities at Pony's Pass quarry, Asphalt plant and other such temporary or permanent materials processing to the quarry sites as may be required from time to time including administration, in accordance with FIG policies and procedures.
- Provide close and effective supervision of all aspects of production, health and safety, environmental and other matters as required.
- Ensure the effective utilization and maintenance of all capital equipment.
- Prepare preventative maintenance schemes to offset wear problems associate with abrasive materials.
- Implement modern working practices and record and explain reasons for changes to the workforce, if needed.
- Research and identify and 'out of specification' materials and take remedial action to rectify.
- Direct the foreman on goals that need to be met and utilization of manpower and machinery.
- Evaluate quotations to prepare orders for the sections mechanical and consumable requirements.
- Responsible for encouraging and maintaining good industrial relations between sections and individuals within the section.



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Assistant Materials Manager

Main Accountabilities: *(continued)*

- Consult with the manager on any training requirements required by the section and implement these as required.
- Manage and update the implementation of Quarry Assurance Schemes required for the development of the section.
- Keep accurate day to day records of progress on problems arising and remedial action taken.
- Lead staff, recruit, regularly appraise and develop, discipline as required and ensure effective performance management of all teams and individuals within the unit.
- Evaluate business development opportunities for the operations.
- Seek and build partnerships with other organizations, the not-for-profit and the private sector to achieve the government goals.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Person Specification:	Assistant Materials Manager		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
BSc Minerals Management or 10 years relevant work experience in a role of similar seniority	✓		A
Be a member of Institute of Quarrying or Institute of Asphalt	✓		A
Computer literate with understanding of Microsoft Office programmes and Microsoft Project	✓		A/I
Hold and maintain a full driving licence	✓		A
Shot firing and blast Design Certificate from Orica		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, Skills and Experience:			
5 years supervisory experience within the industry/or 10 if no BSc	✓		A/I
Two years' proven hands on shot firing experience	✓		A/I
Proven experience and knowledge of hard rock and quarrying, including clean and coated material production including fixed mobile plant operations.	✓		A/I
Clear and concise communicator	✓		A/I/R
Good negotiating and communicating skills	✓		I
Hands on leadership skills, a flexible and innovative approach and sound knowledge of fixed and mobile plant operations and maintenance.	✓		I/R
Experienced in the development and management of operational budgets	✓		I
Competent with computer based budget and record systems	✓		I
Can demonstrate the ability to explain, plan and organise work of others and self effectively.	✓		I
Possess the qualifications to be an NVQ assessor of shot firing/blast design.		✓	A/I
Previous experience of Metso/Sandvik/Terex Plant/Intrame		✓	A/I



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Person Specification:	Assistant Materials Manager		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Has a strong interest in, and the ability to develop others into a team	✓		I
Is able to accept and effect changes both to customers' needs and the teams with ease and to lead a small group	✓		I
Focused and able to plan ahead	✓		I
Good problem solving skills	✓		I
React quickly to situations with positive actions	✓		I
Approachable nature and is open to the views of others.	✓		I
Develops new ideas, responds positively to change		✓	I

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation