

PERSON SPECIFICATION

This Person Specification should be completed alongside the Role Description (HR-P01-004) when recruiting. It is used to identify and record the necessary experience and skills that will be looked for in candidates before a job advert is created.

Role Title	Heavy Crane Co-ordinator
Accountability Seat	Project Delivery
Accountable To	Ops & QHSE Director

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSE's or equivalent at Grades A to C, including English and Maths 	
Experience	<ul style="list-style-type: none"> Experience in an operations or administrative support role, ideally within transport, logistics, construction or heavy equipment industries 	<ul style="list-style-type: none"> Experience with lifting, crane operations and transport
Knowledge	<ul style="list-style-type: none"> Familiarity with vehicle and equipment compliance requirements (e.g. servicing schedules, daily/weekly checks, LOLER, PUWER regulations) Good understanding of health and safety procedures in an industrial or site-based environment Strong customer focus with an understanding of customer relationships and business process 	
Skills	<ul style="list-style-type: none"> IT literate and familiar with Microsoft Office products, particularly PowerPoint, Excel and Word Ability to communicate at all levels, both in verbal and written form Excellent time management skills Good organisation skills with excellent attention to detail Adaptable, flexible and resilient to change. 	<ul style="list-style-type: none"> Use of CAD
Behaviours/ Attributes	<ul style="list-style-type: none"> Highly organised and able to prioritise a busy workload Ability to use own initiative for problem-solving A team player with a pro-active and 'can-do' attitude Ability to build effective working relationships and collaborate across all levels of the business 	

Working Conditions

This role is based in the Mansfield office and Osprey offers a flexible/hybrid working environment.

