

3	<p><b>Inventory Management</b>  Communicate effectively with departmental operators, leading hands and department managers to co-ordinate, prioritise and ensure the required goods are on hand or purchased so as not to impact on the operation or maintenance of relevant plants and equipment.</p>	<p>All Stock takes and Inventory management processes are completed as per the company policies and procedures  Stock losses to be no greater than 1% pa.  Complete or ensure a minimum of 1 stock takes per month that includes minimum of 10 stock items is carried out in the maintenance store.  Over the contract period ensure the CMMS system records are undated with data from Work Orders  Control the issue of special tools or equipment to Maintenance, Contractors or Company staff.</p>
4	<p>Maintain a productive and harmonious work force through the implementation of all company Human Resource policies and procedures</p>	<p>Take part in staff training as when and where required to the minimum annual requirement, in conjunction with the ESM.</p> <p>Ensure all annual leave is taken within the designated period and any request out side this is discussed with ESM at the earliest possible opportunity and are managed so at no time (unless approved) a staff member has more than 150% of their annual allowance.</p> <p>Take part in at least one performance review per year. More would be better.</p> <p>Attend regular maintenance staff meetings.</p>
5	<p><b>Company/Teamwork</b>  Contribute to the development and continuous working of the Ravensdown team concept and culture, while promoting and representing the company in a professional manner.  Understand, Adopt and Promote the complete set of Ravensdown Values, paraphrased here:</p>	<ol style="list-style-type: none"> <li>1. Ravensdown is a consumer co-operative.</li> <li>2. Develop/maintain the prime technical and commercial relationship with our suppliers.</li> <li>3. Commitment to outstanding levels of environmental care</li> <li>4. Ravensdown will cultivate a culture of teamwork and decentralised decision-making through a free flow of information.</li> <li>5. Leaders in technology use.</li> <li>6. Ravensdown will build long term relationships with suppliers, built on openness and integrity.</li> </ol> <p>Demonstrably adopt the full set of Ravensdown values:  Contribute in open forum to decisions to be taken  Once made, <u>support</u> decisions taken  Assist in maintaining accurate data bases of Maintenance and CMMS systems.  Keep abreast of software and technology applications and use all effectively  Commit to the decisions made to enable Ravensdown to be the lowest cost operator.  Ensure maximum input into training programs  Ensure maximum input into team meetings  Ensure maximum integrity.</p>