

Operations Coordinator, Craigellachie, UK

What are we aiming for?

Do you have knowledge and experience in operations? A background in maintenance or technical trade? A Military trade or Operational role? Then you might be our new Operations Coordinator to join our team at Craigellachie Biomass combined heat and power plant.

What will you be doing?

As Operations Coordinator, you will support the safe, efficient and compliant operation of the CHP plant by coordinating daily activities, maintaining documentation, assisting with planning processes and ensuring effective communication across shifts and departments.

This role helps maintain operational performance, supports regulatory compliance, and ensures that operational information, procedures and records remain accurate and up to date.

Summary of Responsibilities:

- Coordinate daily operational activities, ensuring accurate communication across shifts and departments.
- Assist with planning and scheduling operational activities, including outages and maintenance interfaces.
- Maintain operational logs, KPIs, reports and performance data, ensuring accuracy and timely submission.
- Support compliance activities, including audits, inspections, documentation updates and regulatory reporting.
- Act as communication link between operations, maintenance, contractors and site management.
- Manage and maintain operational documentation such as SOPs, risk assessments and training records.
- Track actions from operational, safety and planning meetings, ensuring timely follow-up and closure.
- Assist with root cause investigations by collecting data, documenting findings and supporting improvement actions.
- Support continuous improvement initiatives by monitoring trends in plant performance and operational behaviour.

Skills and knowledge required to succeed:

You have a strong operational background, preferably combined with a technical background. You have significant experience in the Power Industry in an operational role, preferably with experience from a biomass fired power plant. You work seamlessly with MS Office and/or similar software, and you have a good understanding of all aspects of QHSE.

- Strong organisational, communication and coordination skills.
- Ability to interpret operational data, logs and technical documentation.
- Understanding of safety, environmental and compliance requirements within a CHP or process plant.
- Proficiency in Microsoft Office and operational systems (e.g., CMMS, SCADA logs).
- Experience with reporting, documentation management and process administration.

What do we offer?

BWSC gives you access to a great network of possibilities. We build inspiring careers locally and internationally.

We offer a key position with great colleagues and the possibility to bring your skills into play and growth on a personal level. Whilst working as a Plant Manager at BWSC we offer a competitive starting salary of £59,200 and a great total reward package including:

- Health Care Cash Plan (after successful completion of probationary)
- Employee Assistance Programme
- Salary Exchange Pension contributions
- Fixed employer Pension contribution of 6%
- Contractual sick pay
- 26 days annual leave (plus the statutory Bank Holidays) with the addition of 1 extra days

annual leave for every 5 years of service

- Life Assurance cover
- Opportunity to earn an annual bonus (depending on business performance)
- Electric Vehicle salary sacrifice scheme (after successful completion of probationary)

This role is a full-time role contracted for 40 hours per week working Monday to Friday.

Some occasional and ad-hoc national travel may be required.

Ready for a challenge?

For consideration for the Operations Coordinator position please apply submitting a CV, providing a brief summary of suitability and an indication of current or desired salary package.

You must have the right to work in the UK in order to apply.

We will conduct interviews on an ongoing basis, so please send your application today.

If you have any questions or need further information, please contact Karin Middlemiss on karmi@bwsc.dk.

BWSC no longer receive or handle applications received via email due to the directives of the GDPR. In order for your application to be processed, you must submit your application via our online recruitment system.

For more information about BWSC, please visit www.bwsc.com.

About Burmeister & Wain Scandinavian Contractor (BWSC)

Burmeister & Wain Scandinavian Contractor A/S (BWSC) is a global power plant Operation & Maintenance and technical service provider with engineering expertise, enabling power plant owners to deliver cleaner and affordable energy. We are experts in servicing, upgrading, operating, and maintaining energy systems for diesel, natural gas, and renewable baseload power plants. We help our customers increase reliability and availability of energy production, improve efficiency and performance of their power plant, design and integrate future-proof technologies, and secure lower cost of maintenance. Our people are at the core of everything we do and key to a positive relationship with our customers. We invest in our people and their wellbeing, to ensure continued success and growth of the company.