



## JOB DESCRIPTION / PERSON SPECIFICATION

A	POSITION DETAILS
	<b>DIVISION:</b> Processing
	<b>JOB TITLE:</b> Area Supervisor <b>REPORTING TO:</b> Operations Manager
	<b>GRADE:</b> 11

B	JOB PURPOSE
	<ul style="list-style-type: none"><li>• To supervise operations in the region.</li><li>• Ensure compliance with all relevant legislative and commercial standards</li><li>• To ensure efficient deployment of staff and resources.</li><li>• Ensure that all plant and equipment is operated at all times to protect the health and safety of staff, contractors and visitors to the site.</li></ul>

C	KEY RESPONSIBILITIES
	<ul style="list-style-type: none"><li>• Maintain budgetary control over operations</li><li>• Order equipment and resources as necessary for operations</li><li>• Responsibility for maintaining H&amp;S standards on site</li><li>• Ensure planned and preventative maintenance is undertaken on all plant and equipment</li><li>• Managing performance of the site in relation to contract standards agreed with customers</li><li>• Liaison with outside bodies as required/necessary – such as SEPA etc.</li><li>• Lead and develop a team to ensure operational best practice is adopted and adhered to.</li><li>• Training of staff i.e. Manual Handling, Safety DVD, Diversity, Safe Systems of Work, Risk Assessments etc.</li><li>• Ensure that all records on sites are updated (training records, risk assessments etc) and kept in accordance with Policies and Procedures &amp; legislation.</li><li>• Provide COTC cover for site operations</li><li>• To provide a client focused service that supports the changing needs of our customers and the market.</li><li>• Deal with complaints relating to transfer or recycling operations within applicable timescales</li><li>• Any other duties that are reasonably requested within the scope of the job-role</li></ul>



**D CORPORATE RESPONSIBILITIES**

In line with SUEZ recycling & recovery UK's Health and Safety Policy the job holder is expected to;

- Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.
- To cooperate with SUEZ and with other employees in order to comply with health and safety law and SUEZ recycling & recovery UK's Health and safety Policies and Procedures
- Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.
- To ensure that within his/her areas of responsibility, SUEZ recycling & recovery UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions
- To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.

In line with SUEZ recycling & recovery UK's Values and Ethics Charter the job holder is expected to ;

- Act in a honest, responsible and respectful manner to others
- Be responsible for their own professional conduct
- Comply everywhere and in all circumstances with the laws and regulations connected with their activities
- Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community
- Any other duties that are reasonably requested within the scope of the job-role.

E. GENERAL CRITERIA (ESSENTIAL & DESIRABLE)	CRITERIA RATING 1 = LOW 5 = HIGH
<b>KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS &amp; EXPERIENCE:</b>	
IOSH Managing Safely (or equivalent)	5
COTC Level 4 Hazardous waste (transfer)	3
Computer literate	4
<b>CAREER HISTORY / EXPERIENCE:</b>	
Experience of working within the waste industry	3
Experience of working in a supervisory position	5
Operation and Maintenance of Mobile/Fixed Plant	5



F. KEY COMPETENCIES & ATTRIBUTES	MINIMUM ESSENTIAL RATING
<b>SERVICE TO THE CUSTOMER/COLLEAGUE:</b>	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	5
<b>FINANCIAL AWARENESS:</b>	
Does this person understand the financial impact on the business of any decisions made?	3
<b>BUILDING CAPABILITY:</b>	
Does this person work to develop the long term capability of others?	4
<b>COMMUNICATION EFFECTIVENESS:</b>	
Does this person firmly believe in communication to all appropriate stakeholders and have the skill to get ideas accepted by others or to get others to change their opinion?	4
<b>DRIVE FOR RESULTS</b>	
Does this person lead individuals or groups of people effectively and make continuous improvements and meet/surpass targets and goals?	4
<b>PROBLEM SOLVING:</b>	
Can this person recognise a problem and decide what to do about it?	5
<b>QUALITY OF WORK:</b>	
Is this business run in a manner that complies with all operational standards both internal and external?	5

*The contents of this job description reflect the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ recycling & recovery UK may revise the content of this Job Description/Person Specification at its discretion.*