



JOB DESCRIPTION / PERSON SPECIFICATION

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

B	JOB PURPOSE
	• To supervise operations in the region. • Ensure compliance with all relevant legislative and commercial standards • To ensure efficient deployment of staff and resources. • 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.

C	KEY RESPONSIBILITIES
	• Maintain budgetary control over operations • Order equipment and resources as necessary for operations • Responsibility for maintaining H&S standards on site • Ensure planned and preventative maintenance is undertaken on all plant and equipment • Managing performance of the site in relation to contract standards agreed with customers • Liaison with outside bodies as required/necessary – such as SEPA etc. • Lead and develop a team to ensure operational best practice is adopted and adhered to. • Training of staff i.e. Manual Handling, Safety DVD, Diversity, Safe Systems of Work, Risk Assessments etc. • Ensure that all records on sites are updated (training records, risk assessments etc) and kept in accordance with Policies and Procedures & legislation. • Provide COTC cover for site operations • To provide a client focused service that supports the changing needs of our customers and the market. • Deal with complaints relating to transfer or recycling operations within applicable timescales • Any other duties that are reasonably requested within the scope of the job-role

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
KNOWLEDGE/QUALIFICATIONS/TRAINING/SKILLS & EXPERIENCE:	
IOSH Managing Safely (or equivalent)	5
COTC Level 4 Hazardous waste (transfer)	3
Computer literate	4
CAREER HISTORY / EXPERIENCE:	
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
SERVICE TO THE CUSTOMER/COLLEAGUE:	
Is this person passionate about personally 'understanding the customer' and meeting their needs?	5
FINANCIAL AWARENESS:	
Does this person understand the financial impact on the business of any decisions made?	3
BUILDING CAPABILITY:	
Does this person work to develop the long term capability of others?	4
COMMUNICATION EFFECTIVENESS:	
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
DRIVE FOR RESULTS	
Does this person lead individuals or groups of people effectively and make continuous improvements and meet/surpass targets and goals?	4
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	5
QUALITY OF WORK:	
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.