

ROLE PROFILE

JOB TITLE : **HWRC Supervisor**

DEPARTMENT : **Operations**

LOCATION : **Greater Manchester Sites**

JOB REFERENCE :

1. JOB PURPOSE

- The Supervisor will assist the HWRC manager with the safe and efficient operation of the HWRC facilities in accordance with relevant legislation/regulations and contractual obligations. The Supervisor will engage both internal and external teams to ensure the efficient operation of the sites and associated assets.
- To maintain compliance with all safety and environmental regulations, instructions and in line with safe operating procedures.

2. REPORTING RELATIONSHIPS

- Reporting directly to the HWRC Manager
- Responsible for site operational staff, contractors, visitors and site users
- Important relationships are required with other operational support teams and regulatory bodies

3. PARAMETERS

- Work in a safe manner that promotes the health, safety and well-being of the individual and environment
- Ensure that your area of responsibility is properly organised, staffed and directed
- Working within the guidelines of:
 - Health, Safety & Environmental regulations
 - SUEZ Business System
 - Site Permit and other statutory regulations
 - Contracted performance criteria

4. PRINCIPAL RESPONSIBILITIES

- To maintain compliance with all safety and environmental regulations, instructions and in line with SUEZ Policies and Procedures.
- To prioritise time to ensure that all aspects of the operation are supervised and if necessary supplement staffing levels on site if required.
- To serve as an example and role model in the desire to maximise recycling and improve safety culture and operational efficiencies.
- To ensure that weekly targets as defined by the HWRC Manager are delivered efficiently and within budget.
- Provide stand by cover for out of hours emergency events.
- To create, manage and control relevant operational documents.
- Ensure COTC requirements are met and records completed.
- Assist in the completion of records, collate data and produce reports regarding site performance, complaints, accidents, incidents and training Maintaining a constant flow of information, trending performances and identifying future requirements.
- Deputise for HWRC Manager as required, ensuring all their roles and responsibilities are covered.
- You must remain aware at all times of your responsibilities for your own Health and Safety, for the Health and Safety of those directly responsible to you, your work colleagues and any others who may be effected by the operations under your responsibility or control. You must ensure that at all times your direct reports apply reasonable levels of safety and that the correct PPE is worn. Please refer to the Health and Safety Policy for further details on your specific responsibilities.
- Apart from the duties summarised in your Role Profile, the company reserve the right to include other reasonable duties which are part of, and incidental to, this type of work.

5. KEY JOB ELEMENTS

- Whilst overseeing the day to day operation of the HWRCs your role will include (but not be restricted to) the following elements:
 - Dealing with and resolving daily operational challenges.
 - Contribute to weekly site performance review meetings to realise continuous improvements and efficiencies.
 - Contribute to the reduction of safety and environmental risks.
 - Contribute to improve the safety culture on site.
 - Act as a positive role model to mentor and develop new and existing team members to ensure they understand the team dynamics.
 - Improve the performance of the team and individuals through development, learning and constructive feedback.
 - Lead employees effectively to ensure your team exceeds targets and expectations.

- Making strategic decisions in the absence of other leaders.
- Ensure that basic maintenance and cleaning is undertaken to agreed standards in line with SUEZ Policies and Procedures.
- Carry out Performance Reviews.
- Review and maintain personnel and site staff training records to avoid lapses which could result in operational inefficiencies and non-compliance.

6. KNOWLEDGE, SKILLS AND EXPERIENCE

<p><u>KNOWLEDGE</u></p> <p><i>Essential</i> KE1 – Safety and environmental policies, procedures and regulations. KE2 – Site permitting and planning. KE4 – Understands Key Performance Indicators.</p> <p><i>Desirable</i> KD1 – Has an understanding of HWRC Operation. KD2 – Knowledge of budgets structures and delivery.</p>	<p><u>SKILLS</u></p> <p><i>Essential</i> SE1 – Positive and proactive attitude to work SE2 – Excellent communicator, both written and verbal SE3 – Able to absorb and manage change SE4 – Confident and able to make decisions in the absence of other leaders SE5 – IT literate SE6 – Highly organised and able to plan and prioritise work loads SE7 – Able to lead and motivate others SE8 – Good problem-solving skills</p> <p><i>Desirable</i> SD1 - Conflict resolution skills</p>
<p><u>EXPERIENCE</u></p> <p><i>Essential</i> EE1 – Demonstration of relevant supervisory experience EE2 – Experience in the operation of HWRCs and all associated requirements to ensure maximum recycling</p>	<p><u>QUALIFICATIONS</u></p> <p><i>Essential</i> QE1 – Driving Licence QE2 – Appropriate waste management qualification to suit permit requirements or the ability to achieve this within 12 months.</p>

<p>Desirable</p> <p>ED1 – Experience of dealing with out of hours events and situations.</p> <p>ED2 – Budgets</p>	<p>Desirable</p> <p>QD1 – Literacy and numeracy (GCSE Grade or above)</p> <p>QD2 – Health and Safety qualifications</p> <p>QD3 – Environmental qualification</p>
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7. COMPANY STANDARDS & CORE BEHAVIOURAL COMPETENCIES

- In line with our Values and Ethics Charter, the job holder is expected to:
 - Act in an 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 other parties such as stakeholders, associates, clients, suppliers and the community
 - Ensure the health, safety and wellbeing of employees, customers and other personnel at all times

The content of this job description reflects the main duties and responsibilities of the job and are not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.

8. ORGANISATION CHART

