**Job Description**

* You will be responsible for the Lithium Workshop operations and Lithium Workshop Technicians team.
* You will be responsible for yourself and the technicians conducting all works in line with company Health and Safety and Lithium Battery Operations procedures as laid out in Safe Systems of Work, Risk assessments, Method statements and standard operating procedures.
* You are responsible for keeping your training and competency up to date through company resources (Smartlog and the SHEQ department)
* You will maintain awareness of developments within the industry and put forward recommendations that could have a positive effect on operations
* To manage the operational aspects of the Lithium Workshop
* To oversee incoming and outgoing waste batteries and goods
* To oversee Lithium Battery storage, disassembly, discharge, shredding and Lithium battery shredded residue storage
* To look after and maintain company equipment where appropriate.
* To assign duties to the team you are responsible for.

**Purpose**

**Key responsibilities**

This role is part of the Lithium Battery Recycling Solutions (LBRS) division. The role’s purpose is to oversee the collection, storage, packing, exporting and recycling of automotive batteries that are now used in electric vehicles and all manner of other vehicles and machinery.

To help support the success of the Lithium Battery Recycling through the supervisory management of the workshop operations. Ensuring the LBRS team operate safely and efficiently in processing Lithium battery waste.

This position reports to the Technical Director- Lithium and is responsible for the operational support and supervision of the Commercial Lithium Services offer.

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| **Position title** | Lithium Workshop Foreman |
| **Date** |  |
| **Line manager title** | Technical Director – Lithium |
| **Grade** | W |

* Good organizational and time management skills
* Good at information seeking, problem solving and fault diagnosis
* Able to work on your own initiatives and to plan work for yourself and the team you are responsible for.
* A professional manner at all times and being an example for others to take a lead from.
* Good level of computer skills for communication (emails) and operations input (Dataset, excel, GAEA etc)
* Experience of managing a small diverse team, working to deadlines and understanding Key Performance Indicators.
* Experience managing and working with sub-contractors
* To assist in administering bookings of battery collections and waste offtake where trained to do so.
* To assist in the administering of QR code labels and the management of them through our Lithium Battery storage, disassembly, discharge, shredding and Lithium battery shredded residue storage operations.
* To assist the Technical Director-Lithium in keeping up to date with the rapidly advancing technology and new products within the Lithium marketplace
* Maintain good relationships with supply chain to ensure optimum service and pricing. Identify new suppliers and ensure new suppliers to be appropriately vetted to ensure industry best practice. Existing suppliers to be audited by SHEQ annually to ensure ongoing compliance.
* Maintain good relationships with key stakeholders who recover and recycle the nickel, cobalt and lithium content from Lithium battery waste.
* To assist the Technical Director-Lithium in Identifying new technology and facilities to support the future growth of the business
* To support customers with offsite management of waste batteries.
* To support Customers with consultation duties in assessing Lithium batteries
* To support Technical Director – Lithium with marketing duties in attendance to trade shows where applicable

**Skills**

**Key responsibilities** [cont’d]

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Actively embraces the global SUEZ Leadership Behaviours and Group Values by demonstrating:

* **Shape the Future:** Put our client at the centre of our actions, Design an actionable vision, Make sustainability a key differentiator, Dare to innovate and drive continuous improvement.
* **Make it Happen:** Dare to drive change, be exemplary to aim for success.
* **Collaborate to Elevate:** Always lead in the Groups best interests, Foster Transparency & Networks
* **Unleash the talent of your People;** Trust & delegate, Allow each person to grow, Care for yourself & others.
* **Team Spirit**: Together, we work, we collaborate, we problem solve, we support, we encourage and we celebrate.
* **Respect:** We care, we can be our authentic selves, we’re compassionate, we’re ethical and we’re honest. We act to keep everyone safe and well.
* **Commitment to the Environment:** We preserve, restore and protect our planet. We act to reduce, reuse, recycle and recover resources.
* **Customer Focus:** We’re dedicated, focused and creative. We innovate, we advocate and we collaborate with our customers for the environment.
* **Continuous Improvement:** **Demonstrate a proactive and collaborative approach to identify and implement opportunities which continually improve business processes, quality and overall performance.**

**Knowledge**

* A working knowledge of the Lithium battery recycling process
* Working knowledge of Health and Safety in the workplace and legal compliance associated with hazardous substances or items
* Working knowledge of the following services Lithium Battery Recycling Solutions (LBRS) are responsible for:
* Storage boxes
* Safe collection and transportation
* Dismantling
* Recycling
* Disposal
* Advice

**Behaviours**

* High Voltage training to WAMITAB standard or equivalent
* FLT Licence
* MEWP Licence
* First Aid Training
* Full and current UK driving license

**Qualifications**

* Professional
* Confident in abilities
* Self-motivated
* Attention to detail
* Flexible and proactive attitude
* Driven and positive
* Ability to work on your own and self-manage wisely to the benefit of the company whilst being a team player
* ‘Can do’ attitude both internal and external
* Ability to think quickly, problem solve and make decisions
* Physically fit and able to work outside

**Specific candidate requirements**

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