

ROLE PROFILE

JOB TITLE : **Facility Supervisor (MRF)**

DEPARTMENT : Operations

LOCATION : Longley Lane MRF

JOB REFERENCE :

1. JOB PURPOSE

- The Supervisor will assist the Plant Manager with the safe and efficient operation of the facility in accordance with relevant legislation/regulations. The Supervisor will engage both internal and external teams to ensure the efficient use of the processing equipment and associated assets.

2. REPORTING RELATIONSHIPS

- Reporting directly to the Plant 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:
 - SUEZ Business System
 - Health, Safety & Environmental regulations
 - 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
- 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 production schedules as defined by the Plant Manager are delivered efficiently and within budget
- Provide stand by cover for out of hours events
- To create, manage and control relevant operational documents.

5. KEY JOB ELEMENTS

- Whilst overseeing the day to day operation of the facility your role will include (but not be restricted to) the following elements:
 - Producing and leading the Daily Review Meeting
 - Dealing with and resolving daily production challenges
 - Contribute to weekly production 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
 - Carry out basic maintenance and cleaning 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
 - Operate plant machinery both static and mobile

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 KE3 – Understands current engineering and maintenance strategy KE4 – Understands Key Performance Indicators</p> <p><i>Desirable</i> KD1 – Has an understanding of Waste Management Operation KD2 – Knowledge of budgets structures and delivery KD3 – Understands how lean fits within the production environment KD – Knowledge of MRF Code of Practice</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 – Previous experience working within a process, production or manufacturing environment</p> <p><i>Desirable</i> ED1 – Experience within the Waste Management Industry ED2 – Experience of dealing with out of hours events and situations</p>	<p><u>QUALIFICATIONS</u></p> <p><i>Essential</i> QE1 – Driving Licence QE2 – Formal Health and Safety Qualification (IOSH or above) QE3 – Appropriate waste management qualification to suit permit requirements or the ability to achieve this</p> <p><i>Desirable</i> QD1 – Literacy and numeracy (GCSE Grade or above) QD2 – Health and Safety qualifications QD3 – Environmental qualification</p>

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

