



JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: I&C
	JOB TITLE: Site Supervisor REPORTING TO: Senior Key Account Manager
	GRADE: 12

B	JOB PURPOSE
	<ul style="list-style-type: none"> • To supervise the daily running of the Waste Segregation operations on South Western Railways sites. • Ensure full compliance with all relevant standards on your sites. • To ensure efficient deployment of staff and resources. • Ensure highest possible levels of recycling from the team.

C	KEY RESPONSIBILITIES
	<ul style="list-style-type: none"> • Deal with site complaints within applicable timescales • Conduct site audits periodically in line with policies and procedures – Stations 1 PW, and Depots 2PW • Collate working hours of site staff for payroll on a weekly and monthly basis • Manage annual leave cover and agency cover across the estate • Induction and ongoing training for site staff • Maintain budgetary control over operations (overtime etc) • Order equipment and resources as necessary for sites (Regular stock checks for PPE, consumables etc) • Managing performance of the site in relation to contract standards (Recycling rates, performance management of staff) • 6 monthly PDR (Performance Development Reviews) with all site staff • Recruitment • Disciplinary and admin management of site teams • Responsibility for maintaining H&S standards on site (Full ownership of RAMS and compliance) • Production and on-going maintenance of site training manuals. • On-going review of service levels, ensuring most efficient service in place at sites • Working alongside the existing staff members on the ground to ensure maximum productivity and support greater performance • Providing cover for short term, or emergency staff absences within your team • Any other duties that are reasonably requested within the scope of the job-role



D CORPORATE RESPONSIBILITIES

In line with SITA 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 co operate with SITA UK and with other employees in order to comply with health and safety law and SITA 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, SITA 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 SITA 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:	
Full UK Driving License	5
NEBOSH / IOSH	3
Computer literate	3
CAREER HISTORY / EXPERIENCE:	
Experience of working within the waste industry	3
Experience of working in a supervisory position	4



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
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?	3
PROBLEM SOLVING:	
Can this person recognise a problem and decide what to do about it?	4
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 may revise the content of this Job Description/Person Specification at its discretion.