JOB DESCRIPTION/PERSON SPECIFICATION

A	POSITION DETAILS
	DIVISION: Processing
	JOB TITLE: Site Manager REPORTING TO: Operations Manager
	GRADE: 10

B	JOB PURPOSE

- To achieve financial budget targets for your Processing facility / Site.
- To manage the daily activities of your Processing facility, with varying modes of Waste Treatment on site, in line with annual budget requirements.
- To ensure that the Site complies with the requirements of any contracts / Site License, and all SUEZ internal procedures and the relevant statutory authorities.
- To maximise the revenue and cost control on site and manage Trade Customers expectations.
- Identify and implement 'best practice' for all operational sites that will deliver superior customer service, compliance, safety and profitability across all sites.
- Manage and develop all your employees, including their personal development.
- To maintain a relationship with any external stakeholders such as the Waste Collection Authorities.
- To manage complex and diverse waste Treatment plant and machinery, including managing the maintenance and H&S of this equipment.
- To be responsible for the H&S of the all employees.

C	KEY RESPONSIBILITIES

- The budgetary responsibility (opex and capex) associated with the facilities identified within the role
- To develop the capability of all sub-ordinates and ensure that the relevant skills and experience are available to meet the needs of the business.
- To achieve full environmental compliance at all facilities within your remit, such as completing EA returns.
- To build effective and trusted relationships with all stakeholders that demonstrates SUEZ's commitment to sustainability and the local community.
- To maintain and build relationships with major customers and develop strategic business growth in line with the Commercial Manager / appropriate senior team members.
- To identify commercial opportunities, which facilitate increased utility for existing sites and infrastructure.
- To develop a 'can do' service led culture that will differentiate SUEZ as the market leader.
- To achieve financial budgets – meeting operational cost targets and managing costs through detailed analysis of P&L.
- To pro-actively investigate, recommend and implement operating regimes that minimise costs and promote efficiency.
- To support senior management in the formulation and implementation of business strategy and improvement initiatives that support the goals of increased profitability, improved compliance and better people management as examples.
- Responsibility for ensuring inclusion of key stakeholders in business activities and of developing a supportive relationship.
- Identification of new business initiatives that provide benefits e.g. outsourcing opportunities, alternative funding options, innovative partnering arrangements etc

D	CORPORATE RESPONSIBILITIES

In line with SUEZ'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 SUEZ and with other employees in order to comply with health and safety law and SUEZ'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 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'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:	
NEBOSH General Certificate	5
COTC	5
HNC Waste Management	3
Financially aware / numerate	3

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?	5
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?	5
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.