

JDQ REFERENCE NO: FAFB5060
Please do not exceed the parameters of the boxes

JOB DESCRIPTION

JOB TITLE	Senior Team Leader (Waste and Recycling)
DEPARTMENT	Waste
WORKBASE LOCATION	Middlewich
GRADE	9
REPORTS TO (JOB TITLE)	Operations Manager

JOB PURPOSE

To manage the Team Leaders (Waste and Recycling) in leading and developing a cost effective and customer-focused operational team engaged in the daily delivery of all waste collection activities. Ensuring that the Service is delivered in accordance with the company's values, priorities, policies, procedures and objectives whilst ensuring regulatory compliance and environmental standards.

MAIN RESPONSIBILITIES

1	Assist in the management and development of the work of the operational team engaged in the daily delivery of all waste collection operations. The postholder must ensure that systems, policies and procedures are in place and followed to meet statutory regulatory compliance and environmental standards including those in relation to plant, vehicles and equipment.
2	Manage and supervise the Team Leaders ensuring that: <ul style="list-style-type: none"> • all agreed objectives and priorities are met • all are undertaking their roles satisfactorily and applying appropriate policies, procedures and instructions including undertaking disciplinary investigations, managing performance and attendance etc; • all adhere to high standards of conduct and behavior; • all necessary data to inform decision making is collected and reported in a timely manner, in an appropriate format. • disciplinary investigations in cases of potential misconduct are undertaken and to present management's case in a hearing.
3	Budget responsibility for supplies and services for street cleansing activities. Work with procurement to provide technical knowledge during any procurement process.
4	Monitor service delivery performance and assist in the management of systems to identify, investigate and implement efficiency and performance improvements within front line waste collection activities, ensuring that agreed corrective actions and operational procedures are put in place. Work with other front line services where necessary to ensure the efficient utilisation of resources across services within given budget parameters.
5	Be responsible for the development of operational procedures, health and safety risk assessments and safe working practices in consultation with frontline staff and the trade unions. Ensure that agreed documents are communicated to all relevant staff

JDQ REFERENCE NO: FAFB5060
Please do not exceed the parameters of the boxes

	and that they are reviewed as and when required. This activity must be undertaken in accordance with Health and Safety, technical and professional requirements, company policies and procedures to ensure the safety and well-being of service users, staff and contractors and to minimise risk to the company.
6	Compile and deliver presentations and organise events for waste collections staff in relation to training to ensure that they are technically competent to fulfil their job role, and in order to inform and consult on the development and implementation of changes to the collection service.
7	To manage all aspects of staff management in accordance with the agreed policies and procedures including ensuring appropriate resourcing (through recruitment & selection or agency workers) within budget, undertaking induction and probation periods through to managing absences, poor performance, grievance and disciplinary matters including conducting investigating and presenting managements case at Hearings.
8	Produces necessary management information and reports in an appropriate format and within agreed time limit, with particular responsibility for the reporting of statistical information and relevant data analysis to quantify performance levels to inform service delivery priorities and enable internal and external benchmarking.
9	Be responsible for compliance with the Operators License in terms of checking the relevant procedures have been followed in regard but not limited to: vehicles returned from service / inspection, the VOR process, vehicle checks, gate checks etc.

The job holder may be required at any time to under take any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in the sphere of the company's business interests to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

JDQ REFERENCE NO: FAFB5060
Please do not exceed the parameters of the boxes

KNOWLEDGE

Type of Knowledge	What is the Highest Level Needed?	Type of Experience Required	Qualification(s) (Only if an Essential Requirement)
Technical or Specialist Knowledge	Detailed knowledge of Waste collections, health and safety, environmental and transport legislation and operational practice. CPC – Transport	Experience in environment matters or local government.	Professional body graduate membership and some previous relevant experience, <u>or</u> extended experience of management of Waste collections staff, health and safety and transport legislation.
Theories, Techniques, Concepts	Detailed knowledge of theory and national guidance on environmental management.	Experience in environment industry or local government.	
Procedures, Policies, Legislation, Organisational Structures	Thorough knowledge of internal HR and H&S policies and procedures	Experience of staff supervision and project management	
Operation of Equipment and Machinery	Ability to use IT and presentation equipment	Relevant computer courses	Driving license
Literacy & Numeracy	Ability to write in versatile style. Requires factual accuracy and	Report / communications writing. Budgets	
Languages, inc. Foreign and Sign Language	Fluency in English and ability to communicate with different groups		

JDQ REFERENCE NO: FAFB5060
Please do not exceed the parameters of the boxes

Supervisory and Management Experience, inc. Number of Years of Experience Required	Ability to manage 10+ FTE staff and work closely with partnership organisations and regulatory bodies	Relevant supervision and people skills experience	
--	---	---	--