



## Job Description

Job title	Depot Supervisor	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Waste and Markets	Salary	SK12 (£37,467 per annum)
Location	Hybrid – office based at SKDC Operations Depot (Turnpike Close) and homeworking	Contract	Fixed Term for 12 months

### Main Job Purpose

To be an enthusiastic and committed individual to lead and inspire the Depot supervisory teams in order to optimise the facility to deliver efficiency and improvement. To ensure internal customers are given the best possible environment to deliver their services efficiently, effectively and on time and to ever challenging standards.

The post holder will also be accountable for ensuring depot facilities, activities, safety, and personnel are adhering to the relevant policy / legislation, and escalating issues to the responsible person as required.

This role is not politically restricted.

### Main Statement of Responsibilities

To provide the required technical management and advise the council on all matters relating to depot site management.

To ensure all areas within the site are free from hazards, clean and tidy and operatives/visitors are adhering to site policies and procedures.

To carry out internal audits as required.

To have financial responsibility for payments related to depot works including ensuring invoices are raised and paid.

To assist managers to ensure that health and safety responsibilities are met.

To develop service specific risk assessments, safe systems of work, procedures etc., in conjunction with service managers in specified services.

To ensure all environmental concerns, legislation and guidance is adhered to within the depot, including waste, housing and workshop issues and escalating issues to the responsible person as required.



To ensure all facilities management aspects of the depot are monitored and managed accordingly and any arising issues are escalated to the responsible person as required.

To undertake the role of Premises Responsible Person (PRP) for the site and ensure any statutory responsibilities in relation to the property/site are completed and compliant.

To assist with the development, review and maintenance of local policies and procedures.

To ensure compliance is maintained in respect of all audits undertaken in the workshop and escalate issues to the responsible person as required.

To carry out investigations of accidents and incidents and produce reports, working closely with council Service Managers and other managers.

## Core values

**Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.**

They focus attention on six areas:

### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

### Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.



## Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



## Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

## Person Specification

### Relevant Experience, Skills and Knowledge

#### Essential

- Experience of a similar role in a local authority, or similar setting
- Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis
- Experience in performance management, setting targets, plans & monitoring performance and challenging the performance of services to bring about improvements
- Able to demonstrate a consistent track record of delivering efficient and customer focused front line services
- Experience of supervising a team and ensuring they are compliant with site-related policies and procedures
- Experience of budget management including ensuring payments to contractors / specialists are within budget and timely
- Working knowledge of Microsoft Office applications notably Word, Excel and Outlook
- Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision
- Experience of supervising, developing and future proofing Depot operations
- Knowledge of managing contracts within a Public Sector environment and the ability to manage service delivery by strong contract management
- Significant knowledge of risk assessment, risk management and demand/risk-based deployment approaches
- Strong organisation and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision whilst taking advantage of innovative solutions

#### Desirable

- Experience of managing front line service using appropriate HR policies and procedures



- Experience in research and development activity including data analysis and performance reporting
- Knowledge and understanding of Statutory responsibilities associated with management of the site.
- Knowledge of the pressures facing national, regional and local government
- Understanding of the Corporate and Political workings of The Council

### Relevant Qualifications

#### Essential

- IOSH in Managing Safely or equivalent

#### Desirable

- Certificate of Technical Competence (COTC4)
- Evidence of recent relevant continuous professional development
- Level 5 qualification in Leadership and Management, or willingness to achieve within agreed timeframe

### Communication and Interpersonal Skills

#### Essential

- Excellent communication, motivation, negotiation and interpersonal skills, including the ability to influence decision makers and resolve conflict
- Ability to work at senior levels within an organisation, within an Elected Member environment and partnerships, sometimes in areas of tension and conflict
- Effective problem solver with the ability to assess problems quickly and with limited information, applying judgement & evaluation to inform, advise and make decisions
- Leadership and empowering skills, with the ability to skilfully and assertively challenge current practice and develop innovative ideas

#### Desirable

- Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences
- Clear leadership, influencing and negotiation skills, and an ability to motivate staff / project teams and contractual partners