

Job summary

Role title: HGV Driver / Chargehand

Department: Waste & Recycling

General description of role

The HGV Driver / Chargehand is responsible for the safe and efficient collection of waste and recycling across the borough. The role involves overseeing and supporting collection crews to deliver a high quality service to residents, ensuring all operational, safety, and customer service standards are consistently met. Quality service to residents, ensuring all operational, safety, and customer service standards are consistently met

Key Duties and Responsibilities

Operational Responsibilities

- Undertake the safe and efficient removal of household waste, recycling, food waste, garden waste and commercial waste across a variety of locations within the borough
- Drive HGV collection vehicles and other fleet vehicles as required.
- Carry out daily vehicle checks, routine safety inspections, and basic maintenance in accordance with Council procedures.
- Ensure vehicles, including any fitted power mechanisms, are cleaned and maintained to required standards.
- Carry out tipping operations throughout the day in line with operational needs.
- Collect waste and recycling using wheeled bins, boxes, caddies, refuse sacks and other approved containers.
- Ensure all waste and recycling is disposed of in compliance with the rules and guidelines of transfer stations and landfill sites.
- Use the Bartec in cab technology to avoid missed bins and to ensure specific resident needs are met. Carry out morning and evening safety checks and defect vehicles where necessary.

Crew Leadership & Supervision

- Effectively supervise and support the crew, always ensuring safe working practices.
- Ensure the team complies with Health & Safety procedures, including the mandatory use of PPE, reversing assistant and road safety.
- Lead by example in promoting a positive, safe, and productive working environment.

- Support staff development by assisting with appraisals, performance assessments, and identification of training needs.
- Manage crew members and provide on-the-job coaching where required.
- Ensure cleanliness of cab and externally

Administration & Reporting

- Complete all required documentation, including in-cab technology entries, and exception reporting.
- Report any cleansing, waste, or streetscene issues to the line manager promptly and accurately.

Customer Service & Continuous Improvement

- Promote a professional and customer focused image of Neighbourhood Services and the Council.
- Provide guidance to the public on waste collections and related services when appropriate.
- Contribute ideas and suggestions to improve the efficiency and quality of the service.

General Duties

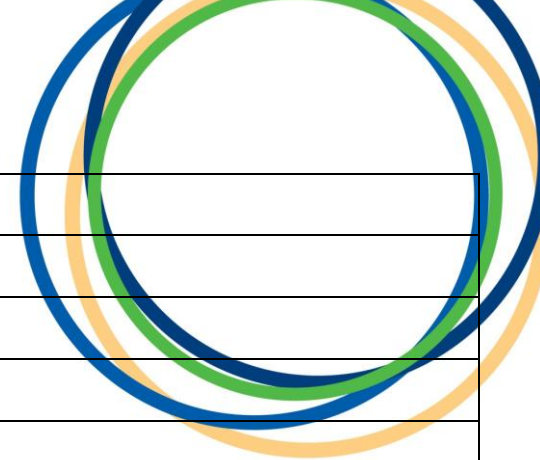
- Assist with general depot tasks as required.
- Undertake additional duties within the scope of the role.

Person specification and interview assessment form



Candidate name			
Contact number			
Role title			
Date of interview		Signed by recruiting manager	

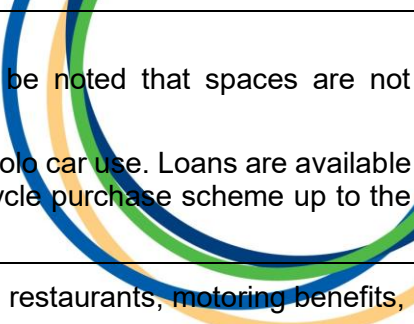
Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
Qualifications			
HGV & current clean driving licence	E		
Up to date CPC	P		
Basic Standard English and Maths	E		
Basic Computer Skills (required to operate in cab tablet)	E		
Have a Tachograph Card	E		
Good Knowledge of Health and Safety	E		
Experience and achievements			
Minimum 2 years' experience of driving a large HGV (26000kgs and above)	E		
Previous experience of working outdoors in all weathers	P		



Role required competencies and behaviours			
Good all round communication skills	E		
Knowledge of Borough	P		
Track record of applying good customer care	E		
Ability to cope in a physically demanding role	E		
Able to demonstrate strong leadership skills.	E		
Good interpersonal skills	E		
Good timekeeper & reliable	E		
Proof of eligibility to work within the U.K. by producing the relevant evidence (please refer to application guidance notes).	E		
Corporately required personal qualities and behaviours			
Innovative	E		
Supportive	E		
Flexible	E		
Positive	E		
Total Criteria Score			Feedback to be given to candidate:
Essential Criteria Score			
Preferred Criteria Score			
Appointment choice number		1st / 2nd / 3rd	

Summary of employment package

Place of work	<p>The role will be primarily based at Earlswood Depot, Redhill</p> <p>We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.</p>
Salary	Graded O1A1/O1A , the salary will be in the region of £36,693.75 - £39,183.75 per annum. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
Duration of contract	There are two positions, one contract will be offered on a permanent basis , and one will be offered on a two-year fixed term contract .
Probationary period	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
Hours of work	Hours of work are 45 hours per week.
Employment Benefits	
Annual leave	<p>The basic leave entitlement is 324 hours per annum pro rata (equivalent to 36 standard days), rising to 369 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.</p> <p>Annual leave must be taken on the Council's discretionary day off around Christmas and New Year period.</p>
Pension	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</p>
Training and development	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
Professional subscriptions	If you are required to be a member of a professional organisation(s) for your role, we will pay the subscription fee(s) each year, subject to manager approval.



Car parking / Travel loan scheme / Cycle Purchase Scheme	<p>We offer access to parking on site for roles based at the Earlswood Depot.</p> <p>We anticipate there will be enough spaces to meet daily demand. However, it should be noted that spaces are not guaranteed, not a contractual right and are offered on a first come, first served basis.</p> <p>The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available for quarterly/yearly rail season or bus tickets, or a season car park pass, and we offer a cycle purchase scheme up to the value of £2000 (eligibility rules apply).</p>
Employee discounts	<p>All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.</p> <p>Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.</p>

Other Conditions	
Pre-employment checks	<p>Appointments are offered subject to several pre-employment checks:</p> <ul style="list-style-type: none"> • at least two satisfactory references • eligibility to work within the UK, and proof of your identity • evidence of relevant qualifications • medical clearance (as manual handling / driving is an intrinsic requirement of the role)
Fleet driver	<p>You will be classed as a 'fleet driver' for the Council and need to agree to the terms of the fleet driver's policy, which includes agreeing to a health assessment, driving assessment, regular eye checks, and for the Council to undertake regular driving licence checks.</p>
Paid work with another employer	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
Disclaimer	<p>Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.</p> <p>Please note that it is important to avoid seeking support directly or indirectly from any Councillor for any appointment with the Council as this may result in disqualification from the selection process.</p>

Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

Our Vision

Working together to make a great place to live, work and enjoy.

Our Values

Making a difference, doing the right thing, being bold and confident.

Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

Great People

