SOUTH KESTEVEN DISTRICT COUNCIL

Job Description

Job title	Waste & Recycling Supervisor	Hours	37 hours *Flexible working options are available, including job share*
Department	Waste & Recycling	Salary	SK9MS (£33,234 per annum)
Location	Operational Depot, Turnpike Close, Grantham	Contract	Permanent

Main Job Purpose

To assist with the delivery and management of the Council's waste and recycling collection activities.

This role is not politically restricted.

Main Statement of Responsibilities

- Supervise the operations workforce, ensuring each crew/operative is provided with appropriate information and instructions to enable them to carry out their duties in a safe, efficient and effective manner
- Ensure staff cover is sufficient to maintain service provision
- Undertake monitoring of the effectiveness of workforce activities and identify areas for improvement
- Monitor and enforce the Council's health and safety requirements, guidance and codes of practice in conjunction with the Corporate Health and Safety Officer
- Contribute to service risk assessment, its development and review process
- Undertake return to work interviews, process fit notes and undertake Sickness Review Meetings
- Contribute to workforce induction, training and development
- Undertake probation meetings and carry out staff check-ins
- Ensure the workforce correctly sign off vehicle check sheets, carry out pre-service vehicle checks, return to the depot with empty vehicles and refuel/wash them at the end of the day
- Ensure timesheets are correct, sign off and support the Assistant Manager with payroll duties
- Sit on disciplinary hearings as and when required
- Carry out the recruitment/interview process for operational staff
- Carry out investigations of complaints, accidents and service failures
- Undertake RIDDOR reporting when applicable
- Ensure compliance with stock control procedures in line with audit requirements
- Undertake regular stock checks and identify/resolve any discrepancies
- Monitor waste being deposited and ensure it is put in the correct container
- Assist the management team in achieving legal compliance and best practice in all service-related activities

SOUTH KESTEVEN DISTRICT COUNCIL

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

Flexibility in the working hours will be required; this will include some weekend work and early starts in-line with operational requirements. 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

- Knowledge of waste management/transport including legislation
- Knowledge of health and safety requirements/legislation
- Evidence of continuous learning
- Take personal responsibility for own work and focuses on solutions and action to ensure agreed objectives are met
- Effective customer care skills
- Ability to meet deadlines
- Ability to plan and organise own workload
- IT literate

Desirable

- Supervisory experience including recruitment, training, sickness management and performance management
- Proven experience of challenge the norm and find ways to improve

Relevant Qualifications

Essential

- Full driving licence
- IOSH- Managing Safely

Desirable

- HGV Class 2/Current CPC
- Train the trainer

Communication and Interpersonal Skills

Essential

- Excellent interpersonal skills
- Effective communication skills (both written and verbal)
- Ability to work on own initiative
- Ability to work as part of a team
- Flexibility in terms of hours and duties
- Ability to work under pressure
- Willing to undertake further training

Desirable

- Experience of delivering induction and /or training