

PERSON SPECIFICATION

JOB TITLE: Kerbside Supervisor - Mallusk

RESPONSIBLE TO: Operations Manager

LOCATION: Belfast Road Central Park, Mallusk

JOB PURPOSE:

To work as part of an existing team to supervise the kerbside recycling operation.

JOB DESCRIPTION:

- Supervision and support of the kerbside crews, including all aspects of people management.
- Dealing with day to day operational issues that may arise. This may include liaising with the public to resolve difficulties, organising specific arrangements for customers, liaising with councils and attendance at council meetings.
- Effective use of IT systems, including Microsoft Office packages and operation specific systems.
- Ensuring that targets are achieved in line with agreed business performance standards.
- Planning, development and amendment of collection rounds where applicable.
- Maintaining Bryson Recycling quality and Health & Safety standards for crew, machinery and vehicles, along with material quality standards.
- Production of monthly performance reports
- Delivery of daily briefings.
- Supervision of Tacograph compliance where applicable
- Assisting in the recruitment and induction of new operational staff.
- Assisting on collection rounds if cover is required.
- Supervision of the implementation of operational changes to include; rounds, service changes and contract implementation.
- Complete relevant training as required.
- Compliance with all internal & legislative policies & processes
- Any other duties which may from time to time be allocated.

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TERMS AND CONDITIONS:

Length of Contract: Permanent

Salary £24,480

Hours: 40 Hours per week - occasional weekends as required,

Holidays: Bryson Recycling recognises 9 stat days
20 Annual days

Probationary Period: 6 Months

BRYSON RECYCLING LTD. OPERATE A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS

ALL EMPLOYEES OF BRYSON CHARITABLE GROUP ENTERPRISES LTD. ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE & INDEPENDENCE

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Criteria	Essential	Tested	Desirable	Tested
Qualifications / Education and relevant experience	<p>Current driving license with C category</p> <p>Valid Driver's CPC card</p> <p>Competency with the use of Microsoft packages, including Outlook, Word and Excel</p>	<p>APP</p> <p>APP</p> <p>APP / INT</p>	Experience of managing staff performance	APP / INT
Experience and Knowledge required for the role	<p>1 years' experience supervising staff in an operational environment</p> <p>Use of initiative to deal with operational issues as they arise.</p> <p>Knowledge of recognised business standards</p> <p>Experience of route planning</p> <p>Experience of managing targets to agreed performance standards</p>	<p>APP</p> <p>INT</p> <p>INT</p> <p>APP</p> <p>APP / INT</p>	<p>Freight or resource management experience</p> <p>Experience of disciplinary/grievance process and undertaking investigations</p> <p>Managing absence</p> <p>Experience of recruitment & staff induction training</p> <p>Experience producing reports</p> <p>Managing Tacograph compliance</p>	<p>APP / INT</p> <p>APP / INT</p> <p>APP / INT</p> <p>APP / INT</p> <p>APP</p>
Special Aptitudes/Skills and Competencies i.e. Oral/ written skills	<p>Experience dealing with internal and external customers</p> <p>Good oral and written communication skills</p> <p>Ability to maintain agreed standards and motivate staff.</p>	<p>APP</p> <p>INT</p> <p>INT</p>	Commitment to the principles of recycling	APP

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Physical Abilities/ Circumstances	A flexible approach to work required. Flexible starting and stopping times may vary between 7am and 9pm to facilitate operational requirements	INT		
Internal Candidates Only	Be advised that as an essential criteria you must meet satisfaction performance and absence standards			

APP – application form

INT - interview