

## JOB DESCRIPTION

<b>Position/title</b>	<b>MRF Supervisor</b>	
<b>Department</b>	Operations	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	47.5 hours per week, Monday to Friday 7.00am to 5.30pm. Alternate Saturdays 7.00am to 12.00pm and participation in the emergency call-out rota also required	
<b>Job banding</b>	Band 4	
<b>Reports to</b>	Operations Manager	
<b>Accountable to</b>	Operations Director	
<b>Direct reports</b>	Chargehands, Mobile Plant Operators, Banksmen, Waste Processing Operatives	
<b>Other key relationships</b>	Managing Director Yard Supervisor Workshop Team Yard Administration Co-ordinator Head of Planning & Commercial	Waste, Commodities & Planning Manager Weighbridge Team Health, Safety and Compliance Team HR & Finance Contractors and Suppliers
<b>General summary</b>	<p>To manage the day to day plant operations efficiently, as well as the wider Yard as and when required, and work with the Operational Management team to action an effective productivity strategy, with targets set and achieved across the full range of activities undertaken in your area of responsibility.</p> <p>To implement a culture of change across your area of responsibility to achieve a systematic and technically robust approach to all activities, in line with the overall Company strategy.</p>	
<b>Core responsibilities</b>	<ul style="list-style-type: none"> <li>Oversee the smooth running of operations in your area of responsibility, including the wider Yard when covering for the Yard Supervisor, through effective co-ordination with other operational managers and daily planning that considers the waste received and resources available.</li> <li>Play a key role in organising and reorganising the day to day operations as required, considering all loads coming in and out of the site.</li> <li>As part of the Operational Management team, support the implementation and roll out of operational changes and SOPs to drive continuous improvement.</li> <li>Prepare and communicate, in writing and verbally, information regarding weekly processing, resources, maintenance and staffing to the Operational Management team as required.</li> <li>Ensure that all operations, including those undertaken on the Company's behalf by third party service providers, are conducted in a manner which fully complies with Health, Safety, Quality, Environmental, and all other legislative requirements.</li> <li>Ensure your own and your staff's competency in operating mobile and static plant equipment, so that machinery is operated in a safe and productive manner at all times, and all SWPs and Works Rules are adhered to.</li> <li>Support and validate any site level initiatives, ensuring that robust technical preparation is completed and confirming that proposals are safe, technically feasible and financially viable.</li> </ul>	

	<ul style="list-style-type: none"> <li>• In conjunction with the Health, Safety &amp; Compliance team, develop a “safety first” approach across the site, and ensure that high environmental and quality standards are sustained.</li> <li>• Work effectively with the Health, Safety &amp; Compliance team to maintain accurate records as required, including risk assessments, incident forms, near-miss reports.</li> <li>• Liaise regularly with the Operations Manager and Yard Supervisor, and wider Operational Management team, to co-ordinate maintenance activity that supports optimum plant performance and quality and minimises downtime.</li> <li>• Process map all operations in your area of responsibility, implementing and rolling out relevant changes and SOPs to drive continuous improvement.</li> <li>• Ensure accurate organisation of stock and associated records to facilitate both safe and effective operations and to maintain stock integrity, reporting issues, stock levels, shortfalls etc. appropriately via a daily stock sheet.</li> <li>• Report any maintenance issues to the Workshop team in a timely manner and work with the team to plan appropriate preventative maintenance of machinery and/or staff training as required.</li> <li>• Work closely with the Finance team to develop, implement and oversee an effective budget for your area of responsibility.</li> </ul> <p><b>Managing People</b></p> <ul style="list-style-type: none"> <li>• Play an active role in developing and mentoring the team in your area of responsibility and those in the wider Yard team, providing direction to improve safety, quality, productivity and profitability, encouraging suggestions and involvement from the team.</li> <li>• Provide leadership and coaching to the team, developing and motivating team members, and to manage performance, training, standards and conduct.</li> <li>• Ensure that staff in your area of responsibility receive effective training, from induction through to refresher training, regular Toolbox Talks, and guidance.</li> <li>• Communicate business objectives effectively to engage the team in your area of responsibility and build their commitment to achieving targets.</li> <li>• Play an active role in the recruitment and onboarding processes for your area of responsibility, screening and interviewing candidates, working with the HR team to promote and lead the effective induction and training of new starters.</li> <li>• Be proactive in challenging staff who are not performing or conducting themselves to the required standards, following HR procedures to manage issues effectively and taking an active role in the disciplinary, capability and grievance processes as needed.</li> <li>• Liaise with the Yard Administration Co-ordinator to monitor and manage staff rotas, absences and holiday requests to ensure effective cover in your area of responsibility and across the wider Yard.</li> <li>• Ensure all administrative tasks associated with the team are completed, including BrightHR updates and information for payroll.</li> <li>• Monitor absences within the team, reporting appropriately and working with the HR team to manage absence levels as required.</li> <li>• Promote and consistently apply HR policies and procedures within the team, leading by example at all times.</li> <li>• Any other duties commensurate with the role as instructed by the Operations Manager, and/or Operations Director.</li> </ul>
<p><b>Health and safety</b></p>	<ul style="list-style-type: none"> <li>• All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company’s health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors.</li> </ul>

	<ul style="list-style-type: none"> <li>• Challenge staff and site visitors who do not follow the site safety procedures.</li> <li>• Assist in maintaining the health, safety, and welfare of people (including yourself)</li> <li>• Follow the Company guidelines in reporting faulty or defective equipment.</li> <li>• Ensure all staff, customers and visitors are wearing the appropriate PPE.</li> <li>• Report any risks or near misses to the Health, Safety &amp; Compliance Manager.</li> </ul>
<b>Personal and professional development</b>	<ul style="list-style-type: none"> <li>• Undertake any necessary activities to ensure that your own professional qualifications are maintained.</li> <li>• Ensure ongoing personal and professional development by participating in performance reviews as requested.</li> <li>• Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.</li> </ul>
<b>Confidentiality and GDPR</b>	<ul style="list-style-type: none"> <li>• All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018.</li> <li>• Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Support the Company to work within the specific regulations such as governance and frameworks for the industry.</li> </ul>
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>• All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson &amp; Sons (Horwich Ltd), without exception.</li> </ul>
<b>Company values</b>	

<b>PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>		Health and Safety qualification, such as IOSH, NEBOSH
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<p>Experience working within the recycling, waste, or comparable plant industries</p> <p>Experience in and competency of operating static and mobile plant machinery</p> <p>Understanding of the waste management industry and related legislation</p> <p>In-depth knowledge of material handling/ processing in an area such as waste management, chemical processing, or manufacturing</p>	Experience of line management and performance development of a team
<b>SKILLS &amp; ABILITIES</b>	<p>Excellent decision-making with the ability to quickly assess issues and recommend or implement solutions</p> <p>Ability to generate and recognise new ideas and opportunities to develop the business</p> <p>Excellent communications skills with the ability to build good working relationships at all levels, both internally and externally</p> <p>Proficiency in the use of Microsoft Office</p>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS &amp; ABILITIES</b>	<p>Good leadership skills, able to maximise the potential of others through development and performance management</p> <p>Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation</p> <p>An understanding of current HSE legislation and working practices</p> <p>Good literacy and numeracy</p> <p>Able to react quickly and positively to instruction from senior management</p> <p>Ability to work under pressure while remaining calm and resilient</p> <p>Ability to identify issues and provide cost-effective solutions</p> <p>Ability to recognise potential conflict and take effective action to defuse and resolve</p> <p>Good attention to detail, thorough and accurate</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p>	
<b>OTHER</b>	<p>Hold a full, clean driving licence</p> <p>Demonstrates commitment to own learning and development, and that of others</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p> <p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson &amp; Sons</p>	