

Site Supervisor (HWRC)
Post reference OPS/G5/03-19

Grade:	Grade 5
Location:	HWRCs
Staff Responsibility:	Supervisory only
Qualifications:	The post holder will have relevant certificates of competence or equivalent, for example Certificate of Technical Competence (COTC) Level 4/Occupational Certificate of Competence (OCC), First Aid at Work or must be able to demonstrate the ability to achieve competence within a reasonable timescale.

Essential requirements:

- The ability to interpret and implement systems, policies or procedures, follow pre-determined instructions and the ability to record and report information accurately
- The ability to issue accurate instructions to other members of staff and supervise the delivery of those instructions
- The ability to lead by example
- Good communication skills and a commitment to provide high levels of customer service
- A commitment to the recycling and re-use of waste
- A commitment to health and safety

Role Context Information:

The Site Supervisor (HWRC) will report directly to the Assistant Operations Manager but will also receive day to day direction and instruction from the Operations Supervisor(s).

The role involves the direct supervision of operatives on the HWRC and the implementation of pre-determined working systems and procedures to ensure that HWRCs are operated safely, compliantly and to specified standards; which includes the implementation of council policies.

Post holders will be expected to make decisions as to how and when specific staff duties are carried out and respond to situations independently. Whilst being actively involved in the delivery of operations on the HWRC and the routinely performing the general duties of the HWRC Operative, the Site Supervisor (HWRC) will also monitor the delivery of duties by other members of staff and ensure that these are carried out effectively and efficiently; and that excellent levels of customer service are maintained. Committed to the recycling and re-use of waste the Site Supervisor (HWRC) will actively ensure that the amount of waste separated for recycling and re-use is maximised.

The Site Supervisor (HWRC) will be responsible for the recording of all required information ensuring that the information recorded is sufficiently detailed and accurate. In addition, the Site Supervisor (HWRC) will be responsible for reporting any issues that arise in the day to day operation of the site including, but not limited to, staffing issues, hazard reporting, near misses,

defects and maintenance issues. The post holder will also ensure that similar duties are allocated in advance of any absence and all HWRC staff are sufficiently trained to ensure that reporting and recording systems are effectively carried out in their absence.

Typical duties will include the following:

- Supervising, directing and assisting HWRC operatives in delivering day to day duties.
- Ensuring that lists of tasks are carried out on a daily basis and ensuring pre-defined operating standards are met.
- Recording and reporting of information.
- Direct engagement with customers including managing difficult situations or customers.
- Maximising the amount of waste that is separated for re-use or recycling by separating/retrieving re-useable or recyclable waste and encouraging customers to separate their waste and use the correct containers.
- Ensuring the HWRCs are compliant with quality, environmental and health and safety standards.
- Carefully using specialist equipment such as excavators and assisting with the training of others in the use of the specialist equipment.
- Liaison with contractors to ensure compliance with site rules and standards.
- Assisting in the running of re-use shops and other re-use activities.
- Pre-planning tasks and duties to ensure the consistent delivery of operations in advance of absences.
- Training all HWRC operatives to ensure standards are maintained and reporting and recording systems are delivered in their absence.
- Supporting the Assistant Operations Manager(s) and Operations Supervisor(s) in the delivery of aspects of their roles that are commensurate to the grade of the post.

Additional requirements:

- The post holder will be required to work on Bank Holidays.
- The post holder will be required to undertake relevant competency qualifications if they don't already hold them, and renew or refresh these as required.
- The post holder will be required to be trained in the operation of any mobile or mechanical plant associated with the role and operate that plant as a daily duty.
- The post holder will be required to work at other operational facilities within a reasonable distance of their specified facility as required. In this event expenses will be paid for travel (where applicable) if the post holder provides their own transport. If not, the post holder may be required to take public transport during their normal working hours or transport may be arranged to transfer them to an alternative facility.

Other:

Lancashire County Council as an equal opportunities employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, religion or belief unless this can be objectively justified.

Lancashire County Council has agreed a Code of Conduct and Statement of Ethical Standards that outline the behavioral and ethical standards that must be upheld by its employees and casual workers. If you are appointed, you will be required to accept these provisions on appointment.

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Person Specification (Grade 5)**

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.	E	A
Experience:		
Previous relevant experience or the ability to demonstrate the competence to carry out the job.	E	A/I
Knowledge and Skills:		
Enhanced skills appropriate to the job discipline.	E	A/I
Ability to work as member of a team	E	A/I
Ability to work without close supervision	E	A/I
Other (including special requirements)		
1. Commitment to equality and diversity.	E	I
2. Commitment to health and safety.	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others.	E	I

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Grade Profile

Grade Profile (Grade 5)

Applies to all posts at Grade 5

Purpose
To apply a broad range of practical methods, semi skilled techniques, diverse work procedures or processes to support an operational area, or completion of relatively complex task
Scope of Work
Role holders will undertake a range of standardized procedures, some of which may be relatively complex and use associated resources. Role holders may be expected to respond independently to unexpected problems or situations.
Accountabilities/Responsibilities
<ul style="list-style-type: none">▪ Instructing and checking the work of others; or▪ Planning and organizing tasks of varying duration; or▪ Interpreting information, solving task related problems or implementing regulation; or▪ Producing work of the required standard; or▪ Providing advice and guidance on established internal policies and procedures.▪ Completing relatively complex construction tasks
Skills, Knowledge and Experience
<ul style="list-style-type: none">▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.▪ Enhanced skills appropriate to the job discipline. <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
Performance Indicators
<ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.