



Carbon8 Aggregates Ltd

Job Description (September 2017)

Job Title	<i>Senior Supervisor - Aggregate Manufacture</i>
Department	Carbon8 Aggregates, Leeds
Reports To	Site Manager
Responsible For	Day to day safe and efficient operation of the Leeds aggregate manufacturing plant
Interacts With	Shift Supervisors, Production Staff, QC Administrator, Contractors, APCr Customers, Aggregate Customers, Carbon8 Directors & Managers, Suppliers and The Public.
Hours of Work	Mon-Fri Typically 40 hrs/wk with a 1/2-hour break for lunch. Plus additional hours as required by the business.

Job Purpose
<p>A hands-on role, working closely with the Site Manager, Shift Supervisors, Site Operatives, Maintenance Engineers and QC Administrator.</p> <p>The job holder will support the Site Manager by operating a safe and efficient site, optimising the production quality and capacity of the Carbon8's newest aggregate manufacturing site, recycling Air Pollution Control Residue (APCr) and capturing carbon dioxide.</p> <p>With a headcount of around 20 staff, the job holder will focus on developing and training the team, multi-functional and capable individuals, with the goal of increasing the reliability and efficiency of the Leeds facility.</p> <p>By developing a detailed understanding to the facility, the job holder will establish, review and continuously improve systems, to ensure they work properly and that they comply with Health, Safety, Environment and Quality regulations.</p> <p>The job holder will be required to maximise two production lines over a 24/5 week delivering a reliable and consistent production capacity, manufacturing in excess of 100,000 tonnes of aggregate per year.</p> <p>Reporting to the Site Manager, the jobholder is responsible for the development of the staff to ensure a safe and efficient aggregate manufacturing site, including training, coaching, optimising the shift systems and assisting in the HR management of the Leeds employees, whilst continually improving Quality, Environment and Safety processes, in accordance with the accredited management systems.</p> <p>Deputising for the Site Manger when they are away from site, being capable and responsible for the site and supporting and covering for the shift supervisors.</p> <p>By developing relationships and communicating at a range of levels with appropriate individuals, the jobholder will assist in managing the site to ensure our production capabilities and plant operations are optimised within the Integrated Management System (IMS) whilst meeting the production demands.</p>

Key Responsibilities

- To ensure by appropriate training, supervision and coaching the health, safety and welfare of employees, contractors and visitors is met, ensuring that the site is operated in a safe and legal manner in full compliance with Statutory Requirements, Permits and the Carbon8 Management System.
- Organise regular meetings take place with employees to encourage feedback and to share new ideas in a consistent way.
- Ensuring a high level of motivation and morale is maintained and individual potential is encouraged and developed, setting challenging targets without detriment to product quality.
- To cover for holidays and sickness to enable the teams to run at full capacity.
- Creating a team that is flexible and multi-skilled to cover staff shortages and call outs to deal with facility and operational problems, including internal and external customers, and remaining contactable out of hours.
- To assist in delivering the (agreed) process/production volumes, whilst fully embracing the Management Systems and assisting the Site manager to improve reliability, efficiency, productivity and capability.
- Ensuring that the required inbound and outbound material testing routine is strictly adhered to.
- Ensuring that all product leaving site is to the expected standard.
- Assisting with Leeds staff structure, recruitment and disciplinary issues, taking advice from the Site Manager and recommending change where appropriate with supporting evidence and cost/benefit analysis.
- Assist the Site Manager to maintain and develop site procedures within the management system, to ensuring the continued accreditation of the system to the relevant external standard, and ensuring that all policies and procedures are developed, complied with and applied in a fair and consistent way.
- To ensure the site is maintained in a clean and tidy condition. Leeds is Carbon8's newest development and it is essential the plant reflects the commitment that has been invested by Carbon8.
- Assisting the Site Manager in managing the environmental performance of Leeds in a professional manner to ensure the best interests and reputation of Carbon8 are preserved and enhanced.

Key Skills / Experience

Essential

- Min of 5 years' experience within a company at supervisory management level, and can demonstrate motivational leadership, with the ability to train and develop individual team members.
- Experience of plant and heavy machinery operations and maintenance within a demanding production environment, ideally within the concrete/aggregate/asphalt production industry.
- Ability to change systems and processes within a growing business, and adapting schedules and routines as experience is gained in areas such as plant reliability.
- Willingness to be innovative, work under their own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.
- Must have a flexible approach to work hours and be contactable out of hours.
- Strong communication and people skills are essential, with the ability to communicate clearly and concisely, both written and verbal, across a range of levels.
- Must demonstrate deductive reasoning, analytical thinking and problem-solving skills with the ability to learn new systems such as mix blends and recipes in a suitable time frame and be able to apply this knowledge to the process consistently.
- IOSH managing safely Qualification, or similar
- Training/Coaching experience

Desirable

- Knowledge of waste industry / environmental legislation, with COTC qualification for Waste.
- Hold appropriate, safety training certificates, such as confined space working, face fit, permit to work.
- Certification to NEBOSH or equivalent.

Closing date is 22nd September 2017 *must be available for interview 27th, 28th, 29th Sept*