**BRETT**- **JOB OUTLINE**

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| **JOB TITLE**:  | Assistant Manager |
| **DEPARTMENT**: | Operations London & Home Counties |
| **COMPANY:** | Brett Aggregates Ltd  |
| **LOCATION**: | Hithermoor & Wembley  |
| **REPORTS TO**:  | Area Production Manager |
| 1. **ORGANISATION:** (Show where this job fits in the organisation)
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| 1. **RESOURCES:**

***Budget(s) Controlled/Influenced:*** Repairs and Maintenance Plant HireRail operationsSub-contract labour***Number of Direct/Indirect Subordinates:*** 5 direct plus long-term sub-contractors ***Plant/Equipment Responsible For:*** Responsible for oversight of maintenance schedules and ensuring that defects are reported, and all Brett assets are being maintained by the Site Supervisor***Key Internal/External Contacts:***Internal –Area Production Manager, Supervisor, Capital Concrete, Logistics Planner, Technical Department, Field Sales Representatives & Sales StaffExternal – Contractors, Environment Agency, Planning and Council Officers, Neighbours, and other site visitors to site |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)
* Supervise and coordinate all activities and sub-contractors operating at the site – in line with Legislation, Company Policy and Procedure requirements
* To ensure all third party hired equipment is up to standard and being utilised in the most cost-effective way for Brett
* Close and effective relationship with Capital Concrete Limited at Wembley ensuring stock levels are maintained so as to minimise costs whilst insuring uninterrupted supply
* To monitor inbound material quality for suitability for either Recycling or supply to Capital Concrete Ltd
* Have a proactive approach to the Health and Safety, leading by example and encouraging a positive Health & Safety Culture
* Deal with and report all accidents/incidents and any unsafe practice to the line manager without delay – in line with Company Policy and Requirements
* Ensure site is operated in line with all applicable licenses and permissions
* Maintain good housekeeping levels on plant, roads, stockpiles and site entrance
* Monitoring and reduction of energy consumption to ensure costs are minimised wherever possible
* To be a key point of contact with customers using our site and to work to maintain and develop our customers relationships
* Inform line manager of any significant material changes
* To undertake inspections and maintenance of plant, equipment, site and sub-contractors as required by company procedures
* Be flexible and work at or Supervise at other sites as instructed by your line manager
* Provide cover for the Area Production Manager as the Regulation 8 appointment or COTC holder as required
* To monitor KPIs, record data and prepare reports for the Area Production Manager as required
* To comply with all company rules and procedures
* Encourage and share best practise with all colleagues
* Demonstrate leadership through Alive & Wells being a tool of two-way communication, setting and maintaining standards in all aspects of site operations
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| 1. **KEY DELIVERABLES:** (What are the 3-4 main outputs or results this role is required to deliver?)
* To safely manage all operations and to ensure efficient and profitable operations in accordance with company procedures and expectations
* To effectively communicate material requirements, availability, and material changes with relevant internal stakeholders to ensure a reliable and consistent supply to the customer
* To ensure all operations and sub-contractors comply with legal and QHEST procedure requirements
* To manage all site personnel to ensure they are working to the best of their ability and ensuing that all personnel issues are dealt with and reported in a timely manager in line with company policy
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| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do? Include specific performance standards wherever possible)
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| Responsibilities/Tasks: Safety, Health and the Environment.Personnel managementProduction performance and QualityPlant and EquipmentDeal with internal and external customers and stake holders to ensure we deliver to customer expectationsResponsible for ensuring Health, Safety and Environmental Legislation, Waste Regulatory control, Brett Policies, Brett Procedures and site-specific procedures are adhered to within area of responsibility. Effective employee and contractor control | Performance Standards:Manage all aspects of site operations to prevent accident or injury and all aspects of site operations to minimise environmental impactsEnsure all staff and contractors are aware of duties and responsibilities and are carried out to required standard and in line with Brett procedures and values To ensure site meets required targets and materials of suitable quality are received in line with technical specifications from source sites (internal and external) To ensure all plant at the site is maintained to a good standardLiaise directly with Logistics Planner, Sales and Transport DepartmentIn line with Legislation Requirements and RegulationsIn line with site permissions and site-specific requirements and In line with Company Policy and Procedures (QHEST) |
| * This job outline covers the main/most frequent responsibilities and duties included in the job. Other reasonable duties will be expected from time to time.
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| 1. **MAJOR JOB CHALLENGES/ANY OTHER RELEVANT INFORMATION:**

To keep up to date, through training organised by line management, with changes in legislation and company procedures. Undertake additional training as required. |
| **7. BRETT QUALITIES:**Customer Care: Personal, understand customer needs and display professionalismIntegrity: We will do what we say; we value people not positions, doing things honestly, total respect for safety, the environment and our neighbours.Quality: Attention to detail, people who deliver quality and a superior service |
| **KNOWLEDGE AND SKILLS:**Essential: * Responsible for ensuring Health, Safety and Environmental Legislation, Waste Regulatory control, Brett Policies, Procedures, and site-specific procedures are adhered to within area of responsibility. Effective contractor control
* Ability to operate computer using excel, word or similar programme with a willingness and ability to learn their operation if necessary
* Flexibility and ability to work under pressure
* Reasonable standard of English and Maths
* Ability to work well with others as part of a small operational team
* Good organisational skills, able to organise own time efficiently.
* Able to identify and solve problems
* Customer focussed and understands that the customer comes first
* Able to work at other local sites if required
* Able to establish and maintain relationships with other individuals or groups
* Enthusiastic and able to find solutions as well as problems
* Confident to deal with regulatory bodies particularly in terms of inspiring confidence that Brett are competently managing site operations
* Experience operating heavy plant and machinery
 | Desirable: * Experience of sand and gravel, railheads, recycling operations & Waste Duty of Care requirements
* Experience of working in a recycling or aggregates production role
* Experience with working with document management systems
* Leadership – inspiring enthusiasm in others, leading by examples, building managing and motivating a team
* Sound knowledge of Health and Safety legislation
* Previous experience of working in a pressured role where quick results are required
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**BRETT – PERSON SPECIFICATION**

SPECIFICATION OF PERSON REQUIRED TO FILL THIS ROLE EFFECTIVELY

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| **GENERAL EDUCATION:** |  |
| Essential:Good level of Maths, English and ability to work and communicate effectively | Desirable:CSE / ‘O’ Level / GCSE’s grades A – C / |
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| **SPECIFIC TRAINING/PROFESSIONAL QUALIFICATIONS:** |  |
| Essential: | Desirable: |
| NVQ Level 4 or QCF Level 6 in SHE Management Full UK Driving LicenseIOSH Managing Safely Qualification | First Aid certificateMobile Plant NVQ/QCFNVQ Level 3 or QCF Level 4 in SHELoading shovel qualification |
| **PREVIOUS INDUSTRY/JOB EXPERIENCE:** |  |
| Essential: | Desirable: |
| Previous experience of successfully leading a teamExperience in a role responding to pressure | Previous experience in aggregate, waste management and quarry or recycling operations |
| **OTHER SPECIFIC REQUIREMENTS:** |  |
| Essential: | Desirable: |
| Flexible, energetic, tenacious, driven and ambitious personalitySelf-MotivatedStrong leadership skillsAttention to detailExcellent organisational skillsGood manner and standards of personal presentationExperience developing risk assessments and method statement and communicating them | Good presentation skills Experience of driving change and improving SHE systems on site |