

Post title	Haulage and Resources co-ordinator
Directorate	Place
Service	Neighbourhood Environmental Services/Waste Disposal and Contracts
Responsible To	Neighbourhood Environmental Services Manager
Number of post holders	1
Acting up/ Secondment	

Purpose of Job

To ensure the efficient operation of the waste and recycling disposal haulage operation in a manner that complies with relevant laws, good practice and council policies, whilst maximising efficiency and minimising costs.

To manage the disposal driver team and to manage the allocation of disposal staffing team to ensure all sites and vehicles are correctly staffed at all times.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Liaising with site supervisors / chargehands, plan and organise bulk haulage on a daily basis to help ensure sites move bulk waste materials efficiently and within the Waste Management Licence (WML) conditions for each site.
- Monitor the haulage contract to ensure the hauliers are compliant, liaise with contractors to correct any minor cases of non-compliance and escalate where there are major or repeated cases of non-compliance.
- Liaise with site supervisors / chargehands to ensure skips are moved from HWRC to reprocessors efficiently, with minimal 'empty running', timeously and within the WML conditions for each site.
- Organise any other haulage required by the service, including scheduled and ad hoc waste container haulage work for other parts of the council.
- Manage the disposal LGV driver team, (7 staff) and coordinate CEC daily driver workloads and skip uplifts ensuring an efficient, city-wide service is provided to the HWRC, to other customers and to other council services as required.
- Manage the drivers and fleet to ensure they run efficiently, safely and in accordance with the requirements set out by the Scottish Environment Protection Agency (SEPA), The City of Edinburgh Council (CEC), Animal Plant Health Agency (APHA), Health and Safety Executive (HSE), Fleet service, Transport Commissioner, VOSA and other relevant bodies.

- Monitor and manage driver team absence & deliver return to work interviews ensuring compliance with council's absence management procedures.
- Manage driving staff performance levels, annual reviews and development / training.
- Manage the servicing, maintenance and repair of the disposal vehicle fleet in conjunction with Fleet Service and third-party vehicle suppliers, ensuring minimum disruption to operations.
- Enforce vehicle procedures and maintain records to ensure the safety of members of the public, colleagues and site users.
- Manage the allocation of disposal staffing team (drivers, sites staff and chargehands), including the holiday rota, to ensure all sites are correctly staffed at all times.
- Ensure supervisors / chargehands are informed in advance of who will be working at their sites.
- Recruit staff when required, potentially working with site supervisors to do so.
- Manage annual leave for disposal team and driving team to ensure daily staffing levels are met.
- Act as training coordinator for all disposal & driving staff ensuring that the team are trained and qualified for their roles, that training is refreshed when necessary and that full records are kept.
- Work with the CEC training team to provide / source courses as required, both 'off the shelf' and bespoke.
- Develop KPIs for container servicing, haulage & driver efficiency and monitor, report and improve upon performance.
- Introduce & manage computerised systems for efficiency and KPI monitoring.
- Responsible for allocating, directing and checking the work of the disposal driver team on a daily basis, for long term discipline, welfare, training and development (including Annual review, Looking Forward, Looking Backward conversations etc).
- Responsible for ensuring sites are staffed appropriately, with the correct number of trained staff for all roles.
- Responsible for communicating staffing levels and names of staff to supervisors.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Postholder will hold a Certificate of Technical Competence (CoT) or relevant experience and will achieve CoT within 2 years of appointment.
- Excellent coordinating skills are required for this post.
- A good working knowledge of Microsoft programmes including Excel, Word and Teams is essential, as well as an ability to quickly learn new computer programmes from other suppliers.
- A proven ability to adapt quickly in a fast-changing environment is essential.
- The postholder must be able to quickly prioritise and re prioritise tasks throughout the day to ensure all competing demands are dealt with

(ranging from haulage request for contractors' bulk vehicles, breakdowns in the CEC LGV fleet, staff holiday requests, site staffing and qualification checks for tasks.

- An ability to think ahead and anticipate sites' requirements for haulage / staffing will also be useful.
- Innovation and imagination will be required to allocate staff across 4 operational sites 7 days a week as well as to allocate drivers in geographical areas to ensure vehicles are used as efficiently as possible.
- The postholder will be in regular contact with CEC drivers, supervisors and other front-line disposal staff for as well as with contractors' drivers and managers. The postholder will require to maintain a good working relationship with all of these colleagues to ensure that the competing demands of the service are met.
- The postholder will have to analyse the competing priorities of various sites and find creative ways to meet all of these priorities with limited resources (time, staff and vehicles).
- There will be a need to work around problems outwith the services control on a regular basis –including traffic congestion, road closures, vehicle breakdown, contractor vehicle breakdowns, unforeseen delays at reprocessor sites, staff sickness.
- The ability to analyse data from vehicle tracking services and allocate vehicles to increase efficiency is essential.
- The ability to gather data on and create reports on vehicle efficiency and to utilise data and software to improve efficiency is also essential.
- Responsible for minimising spend on overtime, agency or temporary staff as much as possible.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- This job will have numerous conflicting priorities and deadlines.
- The postholder will be able to exercise control over approximately 50-60% of their working day with the remainder being reactive to urgent needs.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities
- The postholder may be onsite at depots working with drivers, checking vehicles, sites etc. This will involve noise, odour, dirt, dust etc - 10% of the time.
- The postholder may be working in the flow of traffic for 2-5% of the time.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- Direct Line management responsibility for up to 10 Disposal Driver Plant Operative.
- Responsible for allocating holiday (possibly including management of a fixed holiday rota) to the entire disposal team, (approx. 65 staff across 4 sites, 4 supervisors).
- Responsible for coordinating supply of agency, temporary or overtime staff where necessary.

RESOURCES

- To manage a budget of £1.5m / year. (External haulage, £800 000 Internal disposal fleet and staff c. £700 000). Maintain records to evidence compliance with all relevant standards.
- The post will be responsible for a range of office equipment and will update and maintain data.
- The post will also have complete responsibility for the disposal vehicle fleet. (5 vehicles), including repair, budgeting, replacement.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

- Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
- All employees are responsible for:
 - Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
 - Co-operating with management and following instructions, safe systems and procedures;
 - Reporting any hazards, damage or defects immediately to their line manager; and
 - Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.