

Role Description & Person Profile

Role	
Job title	Transport Manager
Division	AB Connect Mono
Department	Supply Chain Operations
Team Structure Reports to, direct reports, etc.	Reporting to Area Transport Manager Direct Reports : <ul style="list-style-type: none"> LGV Drivers

Description	
Impact Statement The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	Organise and manage the day to day/ periodic transport activity of the site's vehicles and drivers by controlling costs, ensuring compliance within the confines of all relevant legislation. Ensure feed safety, maximise process efficiency, provide service, feed consistency and a safe working environment on a best cost framework.
Role Objectives The key responsibilities and key accountabilities of role. (5 to 10 areas)	<ul style="list-style-type: none"> Management responsibility for all distribution based staff including sickness and holiday cover Working with the planning team to ensure the available resources are fully utilised, keeping them informed of available resources. Monitor and manage driver performance, undertaking trend analysis as appropriate Ensure that the achievement of food safety is always a priority Working with production to ensure the mill is able to manufacture to requirements Working closely with customer services on a daily basis Staff training and development Conduct disciplinary and grievance meetings in accordance with company policy when applicable Identify inefficiencies and implement solutions Continued compliance with Health and Safety and Environmental Law and Policy Demonstrate leadership and motivation together with the creation of a team that readily accepts responsibility and ownership Adopt and support the Continuous Improvement Programme and encourage a culture of engagement across the team Communicate with other functions to understand and ensure customer expectations are met Conduct timely investigations into customer complaints and communicate outcomes and actions to relevant Operations personnel and QA department Maintain hygiene standards and the implementations of all procedures to meet the requirements of Assurance schemes and law

	<ul style="list-style-type: none"> Effectively and accurately maintain records on vehicles and drivers in line with current and future legislation Working with operational management team to control costs and produce relevant KPI's Work with both the garages and contract Management Company to ensure all defects, breakdowns and VOR's are effectively and quickly dealt with <p>Measures</p> <ul style="list-style-type: none"> KPIs, budgets, costs and performance assessments for distribution Internal employee survey scores Health & Safety audit scores, accident statistics and farm hazard reporting Customer Complaints Monthly complaint results Driver, EU and tacho infringements Legal, DVSA and WTD compliance Internal Quality Audit scores ie. vehicle hygiene
<p>Key Stakeholders What are the challenges of the relationships, communication strategies required, etc</p>	<ul style="list-style-type: none"> Operations Manager/Production Manager/Operations Support Manager– Routine progress updates, awareness of issues and resolutions, communicate on performance progress (reliability, cost, energy efficiency). Regional E,H&S – Update on action status from Audits, communication of identified issues. Regional Quality - Update on action status from Audits, communication of identified issues. Regional HR – Comms on training, people performance. Customer Service Team - progress against plan, possible delays Direct Reports– Comms business strategy , personal feedback , daily tasks , objectives , site progress against objectives and KPIs
<p>Scope Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility.</p>	<ul style="list-style-type: none"> Leadership and Ownership of the distribution process Full legislative responsibility (E,H&S) Accountability and ownership of site distribution budget (c.£1 million to £4 million per annum) Full Leadership of all direct and indirect reports Personal Accountability to Continued Professional and Personal Development

Person Profile		Essential or Desirable
<p>Knowledge Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge.</p>	<ul style="list-style-type: none"> • Experience in manufacturing and distribution environment • Good training skills • Fleet Management • CPC National Road Haulage • O Licence Holder • Communications to groups and all levels in business • Report generation and data interpretation • People performance processes • Internal communications management • Lean Management / CI Experience • Knowledge of the agricultural industrial sector • Paragon use 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Key Behaviours Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours.</p>	<ul style="list-style-type: none"> • Responds positively to changing business priorities • Strong influencer • Innovative • Resilient • Applies discretion; communicates to the right people about the right things • Champions change and overcome employees' objections • Recognises when to persist and when to change course • Organisation/prioritisation skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Other Factors Travel, shiftworking, HGV Licence, etc.</p>	<ul style="list-style-type: none"> • Hours to do the role, which will vary according to business priorities 	<p>E</p>