**Role Description & Person Profile**

|  |  |
| --- | --- |
| **Role**  |  |
| **Job title** | Transport supervisor / Lead Driver |
| **Division** | ABN - Transport |
| **Department** | Distribution |
| **Location** | ABN Enstone  |
| **Team Structure** Reports to, direct reports, etc**.** | Direct report into the Transport Manager. |

|  |  |
| --- | --- |
| **Description** |  |
| **Impact Statement** The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role. | In conjunction with transport colleagues, to oversee and manage the day-to-day transport operation at Enstone, over 6 days a week via a rotating shift pattern. Out of Hours on-call within their 48 hour a week working pattern, ensuring customers are served OTIF and issues are dealt with quickly and efficiently to maintain the highest level of service and legal compliance.Supervising driver absence, managing appropriate systems, and return to works, overseeing execution of the daily delivery schedule to customers and ensuring daily legal compliance is maintained through effecting vehicle defect management & driver infringement processing and prevention, along with ensuring LBT’s and PMI’s are completed on time, and UFAS required vehicles washes completed within timescales. To deliver performance reviews with their teams of drivers incorporating all key KPI’s including tachograph compliance, Driver Scores, absence, complaints and other areas within reason. To be completed in line with HR requirements.  |
| **Role Objectives** The key responsibilities and key accountabilities of role. (5 to 10 areas) | * Support the Transport Manager at Walsingham to ensure compliance to the undertakings of the Operator Licence in their respective site. Ensure weekly PMI/LBT’s and required MOT’s/tachograph calibrations etc are completed in-line with the maintenance planner, paperwork is checked, signed off and filed away accurately including being saved to the online wall planner for auditing. Daily responsibility for checking new vehicle defects, reporting of defects, and managing the process end to end through use of the vehicle defect and VOR policies.
* Responsible for the execution of the daily transport plans, ensuring customers are served in full and on time up to a driver’s legal hours, updating ERP programs where required including Paragon and Microlise(or equivalent) to ensure reports are accurate. Liaise with central transport planning to ensure drivers and vehicles available are reported accurately on Paragon RM. Check Provisional plans against drivers’ legal hours, bio-security requirements, time windows and vehicle specifics. Completing bulk loading plan, despatching shipments, and communicating the plans to the drivers,
* Support with supervision of driver holiday approvals, updating systems within holiday limit requirements.
* Ensure that KPI’s are completed and inputted accurately, traceability records are maintained accurately and UFAS required internal trailer cleaning and sanitisation is completed on time and documented accurately.
* Actively promote Target Zero through promotion of SLO’s including reporting and assigning tasks. Ensure farm reviews are carried out where required and issued to drivers to complete in line with the daily delivery plan. Accurately report and manage all incidents including personal and vehicle accidents, through ‘Golden Hour’ management of ensuring any injured receive care required and incidents are accurately reported through AIMS, to the Transport Manager and suitably escalated where required. Attaining an IOSH Managing Safely qualification is expected to cover this role efficiently. Effective contractor control during their shift including communication where required out of hours with the Mill Team Leaders, ensuring safety and compliance within policies.
* Collaborate with the on-site Driver Assessors, and Regional Driver Trainers to ensure Driver CPCs are booked, planned, and communicated effectively. And Driver Assessments annually and /or post-accident are completed.
* Ensure driver Toolbox Talks and other required training. communication is completed promptly.
* Carry out post-accident investigations and RCA’s, leading to suitable outcomes, and assist in completing Informal Counselling where required for both safety and conduct related issues.
* Ensure daily communication is completed and detailed, including attending site-based morning meetings, daily operations calls, including multi-site teams meetings with Transport Manager in both AM and PM, ad-hoc target zero meetings where required. Ensuring handover / Daily status emails are sent at the end of shift in full of detail.
* Actively mentor, supervise and develop drivers, including supporting with required performance reviews per year against a set criterion of KPI’s established and communicated in every September.
 |
| **Key Stakeholders** What are the challenges of the relationships, communication strategies required, etc  | * Transport Manager of site.
* Lead Drivers (Holiday Cover)
* Driver Workforce
* Regional Distribution Managers
* Regional Driver Trainers
* On Site Driver Assessors
* Cross-business functions (e.g. HSE teams, commercial teams, Logistics Planning Etc.)
 |

|  |  |  |
| --- | --- | --- |
| **Person Profile** |  | **Essential or** **Desirable** |
| **Knowledge**Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Strong Transport Compliance Knowledge including Operator Licence Awareness (OLAT) as a minimum.
* IOSH Managing Safely, a strong H&S knowledge and practical understanding.
* Current and up to date Driver CPC accreditation
* Current and valid LGV Licence.
* Excellent IT skills including Outlook, Word, Excel and experience or Paragon, Microlise, SuccessFactors and/or other relevant systems.
* Highly competent with tachograph/digi card analysis
* A full understanding of driver hours law
* A Transport Managers CPC
* Experience working within LGV/HGV fleets.
* Good people skills including persuasion and conflict resolution.
* Experience of bulk blowing equipment
 | E  DDDEE EDEED |
| **Key Behaviours**Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours. | * A professional approach always required, a true understanding of their own leadership shadow.
* A strong understanding and ability on work prioritisation and delegation skills.
* Effective, appropriate communication skills for a wider variety of audiences including effective stakeholder management.
* A strong focus of health and safety & legislative compliance.
* Actively engages and promotes cross-function, cross-region relationships/working style.
* Continuous improvement and coaching approach to improving individual performance, systems, and operational processes.
* Appreciation of responsibility and fully accountable for their own actions.
 | EEEEEE E |
| **Other Factors** Travel, shift working, HGV Licence, etc. | * Ability to work shifts including 6 day a week cover on a rotating shift pattern.
* A willingness to be flexible with working hours.
 | EE |