



Role Profile/Job Spec – Transport Manager

Service	Compliance Support Services
Job title	Transport Manager
Post No	
Salary Grade	Management Grade
Hours	40 hours Per Week
Responsible To	Head of Compliance
Responsible For	Assistant Transport Manager and up to 2 x Supervisors (20 operatives)

Role Purpose

1. To be the primary authorised person employed to ensure that **all** elements of Operators Licence requirements are satisfactorily met and fully auditable, supported by the Greener Ealing Ltd (GEL) Head of Compliance in respect of Transport Management and vehicle maintenance provisions.
2. Oversee onsite workshop contractor activities including annual maintenance planner, daily defect reporting/repairs, winter maintenance and ensure full auditable compliance is maintained at all times.
3. Ensure efficient and cost-effective operation of the Transport department, safe and legal operation of the company's vehicle fleet and Transport activities.
4. To confer with various departments regarding the needs and issues of vehicles that need to be addressed and ensure timely resolution of relevant conflicts and make sure that the vehicles are fully maintained and working properly.
5. Manage Road Fines and/or penalty charges which are applied to Greener Ealing Vehicles.
6. Responsible for all H&S incident/accident investigations involving fleet, drivers and third party.
7. Ensure Compliance with legal requirements relating to driver hours, WTD, Daily Vehicle checks and company policies are managed within relevant guidelines.
8. Utilise Telematics data to manage/improve driver behaviour.
9. Work closely with our insurers regarding claim management and appropriate steps to reduce claims, which include updating online portals with accidents information and CCTV footage from vehicles.
10. Ensure that the provision and maintenance of vehicles and plant for all operational services is delivered to contract and within agreed budget.
11. To ensure that the provision of bunkered fuel and or associated fuel cards is effectively procured and managed to support operational delivery of services and business continuity requirements.
12. Establish high level of credibility and manage strong working relationships with internal and external parties including contractors and suppliers.
13. To lead by example, encouraging a positive work culture for all employees.
14. Explore the market to transition current cohort of ICE vehicles over to EV or alternative fuel source.
15. Plan, manage and execute CO2 reduction strategy in line with company values.



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People Management

16. To Line manage the Transport Business Incident Coordinator and Transport Admin apprentice. Foster development in line with GEL requirements and company Values: ensure that staff take ownership of their responsibilities for guiding and directing subordinate staff in delivery of GEL's Vision and Values.
17. Ensure that all Transport compliance staff are inducted and onboarded properly and are aware of relevant GEL HR and Health and Safety policies, and GEL's expectations.

Operations Management

18. Deliver Transport Compliance service in line with statutory legal requirements, GEL Policies, Key Performance Indicators, and in accordance with GEL's Vision and Values, seeking to identify improvements to current ways of working in order to deliver a more efficient and effective service for internal as well external customers.
19. Coordinate staff training, recruitment, Induction, on-boarding and holidays, ensuring that holidays are taken without causing undue pressure on the provision of service.
20. Ensure quality control standards are being met for Transport provisions.
21. Monitor employee activities and provide guidance where needed.
22. Encourage a positive work environment and culture for all employees.

Management Team

23. Attend meetings of GEL's Senior Management Team, present reports and updates on Transport Compliance/ Procurement/ Improvements, giving early sight of potential issues or challenges to the MD and SMT and suggest options for resolution or improvement.
24. Attend, where required, meetings of the GEL Board; or Council Scrutiny; or other committees as required by the London Borough of Ealing.

Health & Safety

25. Responsible for ensuring that all duties involved with Transport Compliance are undertaken safely, in line with Safe Systems of Work (SSOW), in accordance with Greener Ealing's policies on Health & Safety, the Health and Safety at Work Act 1974 and other relevant legislation.
26. Work closely with the Compliance Team and the HSEQ Training Manager to ensure that a culture of Health and Safety is embedded in waste collections.

Vision and Values

27. Understand GEL's Vision "to be recognised as one of the leading environmental service providers in West London and across the capital" and help GEL to achieve



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this Vision through adhering to the GEL Values (4 Cs): Customer Comes First; Collaborative; Caring and Committed.

28. Act as an exemplar of GEL's Values and ensure that these are embedded within the Transport Management, vehicle maintenance

Notes:

1. The postholder may be deployed into other service area(s) within GEL, in line with the needs of the service, as directed by the Managing Director.
2. The tasks listed in this job description are not exhaustive and the postholder may be asked to undertake additional duties in line with the needs of the service, as directed by the line manager.

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ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<p>Full UK driving licence or equivalent (Max of 3 penalty points)</p> <p>Good level of general education</p> <p>Certificate of Professional Competence (Goods National)</p>	<p>HGV licence</p> <p>Degree level education</p> <p>Waste Management Qualification</p> <p>IOSH</p> <p>COTC</p>	<p>Qualification/Licence/ Application form</p>
Relevant Experience	<p>Extensive experience of working at management/supervisory level in transport/waste/environmental services industry.</p> <p>Knowledge and understanding of Equal Opportunities issues.</p> <p>Knowledge of Health and Safety requirements relative to this post.</p> <p>Budget experience.</p>	<p>Knowledge of current legislation relevant to the post</p>	<p>Application Form/Interview</p>
Personal skills	<p>Ability to meet deadlines and ensure that others do so.</p> <p>Able to work as part of a team.</p> <p>Good communication skills able to work closely with and establish positive relationships with Senior colleagues, and other stakeholders.</p> <p>Must be able to complete relevant paperwork associated with the post.</p>	<p>Able to demonstrate leadership qualities and inspire others towards achieving desired goals</p> <p>Proven ability to work with minimum supervision.</p>	<p>Application Form/Interview</p>



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	<p>Excellent report writing and presentational skills.</p>	<p>Displays highest standards of personal integrity.</p> <p>Commitment to highest levels of service delivery.</p>	
<p>Specialist working conditions</p>	<p>May be required to work some unsociable hours including weekend working.</p> <p>Prepared to adopt a flexible approach to undertaking broadly similar duties in other sections as the workload demands.</p>		<p>Application Form/Interview</p>



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Our Values – 4Cs

Gel's values set out what we stand for and how we will behave at work. They are the basis of how we will deliver our Vision of *being recognised as one of the leading environmental services providers in West London and across the capital.*

1. **Customer comes first** – remembering our purpose and doing the very best for the people we serve.
 - We achieve this by - being considerate, responsive and polite at all times and by being careful not to leave any mess.
 - We don't achieve this unless we treat our customers as we would like to be treated ourselves.

2. **Collaboration** – with workmates and others.
 - We achieve this if we - act as one organisation or team, sharing information and knowledge, and if we support each other wherever we can
 - We don't achieve this if we - don't work as a team, ignore what others are doing or planning to do, or if we make decisions without involving other service users

3. **Caring** – about the health safety and welfare of our employees.
 - We achieve this when we – take responsibility for our own health, safety, welfare and wellbeing and also that of others. This includes being respectful and supportive towards colleagues, taking care to maintain a healthy work-life balance, and challenging behaviours that are inconsistent with Gel's Dignity at Work policy.
 - We don't achieve this if we – not serious enough about health, safety, welfare and wellbeing; are unsupportive; or if we don't have each others' backs.

4. **Committed** – to delivering services, to innovation, tackling problems and finding better ways of working.
 - We achieve this when we – take the initiative to find or suggest better ways of working, listen to each other, and share good ideas.
 - We don't achieve this unless we – keep an open mind and accept there may be better ways to get the work done.

We know that we will only deliver our Vision through each of us pulling together, working within the spirit of our Values, to make GEL one of the leading environmental services providers in West London and across the capital.