


Job Description Template			
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Review Date:	21/01/2021	Next Review Date:	21/01/2023

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Job Description – Assistant Transport Manager

Department/location:	Transport - Honiton
Hours of work:	Mon-Fri 08.30 – 17.00 + On call for evenings & weekends as required
Reports to:	Transport Manager
Holiday:	25 days plus Bank/Public Holidays
Other benefits:	Bonus scheme Company pension after 3 months Death in service scheme

General:

To ensure continuity of Transport operations by providing operational support to the Transport Manager and ensuring compliance with the Company's legal & other responsibilities.

Main Duties:

- Schedule & book annual MOTs/ADRs/Tank Tests
- Monitor driver hours & infringements on Clockwatcher
- Maintain vehicle maintenance records on R2C
- Carry out regular vehicle gate checks to ensure continued compliance
- Monitor, review & investigate near misses
- Audit 3rd party maintenance providers alongside Workshop Foreman
- Raising PON's for Workshop & Transport Office
- Provide administration support
- Provide vehicle scheduling cover as required by TM Order and issue supplier key fobs/tags
- Issue Transport department PPE
- Provide cover for the Transport Manager during periods of absence
- Provide 24hr cover on a rota basis as required


General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
ADR Licence	D	CV
IOSH Working Safely	E**	CV
Transport Manager CPC (International)	E**	CV
Experience		
At least 1 year working in a general office-based role	E	CV
Working in the waste or transport industries	D	CV
Transport Operations and Planning	E	CV/I
Transport Legislation	E	CV/I
Health & Safety in a Transport Environment	E	CV/I
Working in the Waste Industry	D	CV/I
Specific Post Knowledge/Skills		
Good customer communication skills (telephone, written)	E	CV/I
Computer literate (Excel, Word, Outlook)	E	CV/I
Good organisational skills	E	CV/I
Good decision making	E	CV/I
Geographical knowledge of GB	E	CV/I
Problem solving	E	CV/I
Good user level of MS Office (Word, Excel, Outlook)	E	CV/I
Accurate typing/data entry skills & typing to 30+ WPM	E	CV/I
Basic knowledge of relevant waste legislation (duty of care, EWC/SIC codes, premises codes etc)	E**	CV/I
Good working knowledge of Drivers hours regulations	E	CV/I
Good working knowledge of Working Time Directive and Domestic Hour Rules	E	CV/I
Personal Characteristics		
Conscientious to get work done without the need for direct supervision	E	I
Keen to develop own knowledge in support of operations	E	I
Polite	E	I
Calm under pressure	E	I
Work well as part of a team	E	I
Professional approach to work	E	I
Good customer service manner	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment