


Job Description Template			
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Job Description – Transfer Station Manager

Department/location:	Environmental Services North West Division, Kirkby
Hours of work:	0830-1700 Mon – Fri
Reports to:	Operations Manager (Treatment & Transfer)
Holiday:	25 days + BHs
Other benefits:	Company pension scheme, annual bonus scheme, death in service benefit, Employee assistance Programme

Summary of job

Development of all transfer activity associated infrastructure and resources to achieve the company objectives.

A day-to-day management role on the safe running of the transfer station, managing the operatives with a high degree of attention to safety, compliance, housekeeping, stock control, throughput and productivity.

Responsibility for all transfer activity including sourcing outlets in the UK, managing cost of disposal, ensuring duty of care and quality of all outgoing loads with particular focus on TFS.

Prioritisation of operations to achieve agreed financial targets and meeting customer service requirements.

Providing technical advice as required to the plant and wider business.


Maintaining and developing infrastructure and company procedures. A strong focus on export activity.

To be a key contact for the technical, commercial and management personnel.

To assist the Treatment Plant Manager in the management of the operational process (treatment), providing support and assistance to the plant throughput through the management of treatment stock within the transfer station.

Main Duties:

- **Manage the Transfer Station team:**
 - Ensure all Transfer Station staff have an up-to-date job description and are aware of their duties
 - Ensure all staff are trained and competent to carry out their tasks
 - Ensure all staff carry out their duties in a safe manner having read/signed, and adhere to, relevant RAMS
 - Ensure all staff have objectives to improve their performance and receive regular 121s to discuss their development and progress against objectives
- **Provide Technical/Operational oversight of the Transfer Station promoting efficient, safe and compliant day to day operations with a view to improving existing systems where possible. In particular:**
 - Ensure all pre-acceptance and acceptance checks are undertaken and recorded for incoming waste
 - Ensure all checks are undertaken and recorded for outgoing waste

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- Ensure any effluent discharge is within permitted limits in terms of volume and composition
- Ensure all records are kept as required by legislation, permitting authorities, customers, the Company and its auditors.
- Produce annual and quarterly reports for the environment agency and customers in line with the hazardous waste regulations.
- Oversee revenue and spending for the department.
- Manage the provision of assets and equipment in line with operational needs.
- Assist in the development Transfer Station business to increase the customer base.
- Assist in the development the Transfer Station - waste type, capacity and activity.

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***
Chemistry Degree	E	CV
ADR	E**	CV
DGSA	E**	CV
Formal management qualification	D	CV
WAMITAB COTC Hazardous Waste Transfer	E**	CV
WAMITAB COTC Hazardous Waste Treatment	D	CV
Experience		
Min 2-years' experience in hazardous waste transfer station operations	E	CV/I
Specific Post Knowledge/Skills		
Understanding/interpretation of waste legislation	D	CV/I
Confidence with financial data (revenues, costs and margins)	E**	CV/I
Good people-management skills to get the best out of the team	E	CV/I
Excellent IT skills in particular MS Excel, Word, Outlook and PowerPoint	E	CV/I
Personal Characteristics		
Conscientious to ensure duties are carried out to required standards	E	I
Adaptable to meet changing situations	E	I
Flexible to meet the needs of the business	E	I
Leads by example	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV (CV); Interview (I); Presentation (P); Practical Assessment (PA)