



JOB TITLE:	<b>Site Manager</b>
LOCATION:	<b>Avonmouth</b>
REPORTS TO:	<b>Head of Operations - Sites</b>
RESPONSIBLE FOR:	<b>Avonmouth Aggregate Manufacturing Site and the direct reporting manager for Senior Site Supervisor, Operation Support Supervisor, Engineering Supervisor, QCT's and Site Admin.</b>
INTERACTS WITH:	<b>Heads of Operations, UK Management Team, Board of Directors, Site Personnel, Contractors, Customers, Suppliers and the general public</b>
HOURS OF WORK:	<b>37½ hours per week, typically 8am to 4pm Monday to Friday but with flexibility over the potential operating hours of the plant and as required by the production volumes to meet customer demand.</b>

#### **JOB PURPOSE**

A hands-on role, working closely with the Heads of Operations, all Avonmouth Site staff and other Site Managers across the business.

As the most senior employee at the location, the job holder will support the Board of Directors and Heads of Operations by operating a safe and efficient site, optimising the production quality and capacity of the plant, whilst promoting and maintaining a good culture within the business.

With a current head count of around 31 (FTE) staff, the job holder will develop a consistent and efficient team of well-trained, multi-functional and capable individuals. The provision of maintenance and support services, including troubleshooting any problems that arise are key components of the role, with the goal of increasing the reliability and efficiency of the existing and future "Avonmouth" facilities.

By developing a detailed understanding of the facility, the job holder will establish, review and continuously improve systems, to ensure they work properly and that they comply with Health, Safety, Environment and Quality regulations. It is expected that the job holder will analyse the operational processes alongside cost/benefit ratios and, when identified, propose and implement improvements, whilst delivering initiatives from the Head of Operations and Board of Directors.

The job holder will be required to maximise the two production lines over a 5-day week, delivering a reliable and consistent production capacity, which is permitted to process 90,000 tonnes of thermal residues per annum and creating up to approximately 207,000 tonnes of aggregate.

Reporting to the Head of Operations the jobholder is responsible for the safe and efficient operation of the Aggregate Manufacturing Site, including budgetary control, employee structure, shift systems and HR management for site employees, whilst continually improving health, safety, quality, and environmental processes, in accordance with regulations, policies procedures and our accredited management systems (ISO45001, 9001, 14001, BES6001 and Competency Management System). By developing relationships and communicating at a range of levels with appropriate individuals and organisations, the job holder will meticulously plan and adjust to ensure best value, transport and co-ordination of inward materials such as sand and Air Pollution Control residues, and outward Aggregate sales, to facilitate our production capabilities and plant operations with the changing needs of our multiple and growing suppliers and customers.



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Group Limited (registered in the UK Company Number 15112154)

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Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU



## KEY DUTIES

To ensure (by appropriate supervision currently between 06:00 and 06:00 Mon to Fri and a shift on some Saturdays), the health, safety and welfare of employees, contractors and visitors whilst they are within the site buildings or associated areas, ensuring that the site is operated in a safe and legal manner in full compliance with statutory requirements, permits and the Company's management system.

Ensure high levels of Health and Safety are maintained by visually leading on Health and Safety, adopting initiatives and driving continuous improvements.

Ensure regular meetings take place with employees to encourage feedback and to share new ideas in a consistent way, developing the Company's assets (both people and plant) to continually improve performance.

Ensuring a high level of motivation and morale is maintained and individual potential is encouraged and developed, setting challenging targets without detriment to product quality.

Hands-on guidance and leadership, to assist the teams with both preventative and reactive maintenance requirements associated with the plant and equipment, including review and development of further maintenance plans, by determining the most effective strategies for each element of the facility.

Flexibility to cover staff shortages and call outs to deal with facility and operational problems, including with internal and external customers, and remaining contactable out of hours.

To assist in setting and delivering the (agreed) budget including process/production volumes, and all site operational costs, whilst fully embracing the management systems, alongside cost-benefit analysis of plant modifications to improve reliability, efficiency, productivity and capability.

Responsibility for site staff structure, recruitment and disciplinary issues, taking advice when and where appropriate and recommending change where appropriate with supporting evidence and cost/benefit analysis.

Meticulous planning, contingency planning and attention to detail, in particular related to vehicle movements, storage capacity, and throughput of key products and materials.

Maintain and develop site procedures within the management systems (ISO45001, 9001, 14001, BES6001 and Competency Management System), including responsibility for ensuring the continued accreditation of the systems and that all policies and procedures are developed, complied with and applied in a fair and consistent way.

To ensure the site is maintained in a clean and tidy condition.

Liaison with the Environment Agency, local authorities and local community in a professional manner to ensure the best interests and reputation of the business are preserved and enhanced.

## ESSENTIAL SKILLS / EXPERIENCE

Certification to IOSH / NEBOSH or equivalent standard with experience in managing Health & Safety in a production environment. Certification and qualifications will be authenticated.

Proven experience within a senior managerial role as a motivational leader, with the ability to train and develop individual team members.

Experience of plant and heavy machinery operations and maintenance within a demanding production environment, ideally within the aggregates or concrete products production industry.

Ability to change systems and processes within a growing business and adapt schedules and routines as experience is gained in areas such as plant reliability.

Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.



A flexible approach to work and be contactable out of hours.

Strong communication and people skills, with the ability to communicate clearly and concisely, both in writing and verbally, across a range of levels.

Demonstrable deductive reasoning, analytical thinking and problem-solving skills.

#### **DESIRABLE SKILLS / EXPERIENCE**

Knowledge of waste industry / environmental legislation, with COTC qualification for Waste.

Experience of aggregate (virgin or recycled)/concrete/asphalt would be advantageous.

Sound knowledge of ISO 45001, 9001, 14001 and Competency Management Systems (CMS)

Six Sigma or Lean practices.