



Contract Manager

South East of England

£-Attractive

Reporting to the Head of Commercial Manager your primary role is to ensure this particular Waste Collection and Street Cleansing is carried out in line with the local authority contract, maintaining Health and Safety and current relevant legislative requirements and ensure full compliance with the company policies and procedures. Your responsibilities will be but not limited to; The overall Management of the Teams, with specific line management duties; Ensure that all policies and procedures are adhered to; Aim to keep labor turnover to a minimum and levels of attendance to a maximum; Ensure all Health and Safety standards are complied with in line with current legislation; Manage/Review budgets on a regular basis; Report on budgets and resources on a monthly basis. Aim to operate the contract within budget and highlight any potential overspends to the Operations Manager; Manage wages for all staff on a weekly basis and liaise with the Operations Manager to ensure that the wages are administered correctly and on time; Monitor the use of fuel, ensuring propriety in its use, as well as with other supplies and stock items; Use the tracking system to validate the delivery of frontline services; The welfare of the team and support with the resolution of any queries/ concerns; Involvement with Trade Union consultations and negotiations as and when required; Endeavour to build and maintain good relations with all team members and the Client; Maintain a good knowledge of the Contract with the Council and required standards; Maintain Standards and continuously monitor processes; Arrange training for all staff as and when required; Promote new business and represent the company in a positive manner; Manage and set up contracts with subcontractors; Ensure that inspection procedures are maintained including those of wheel security; Liaise with other local council contractors to maintain a good working relationship; Report any problems arising directly to the Operations Manager ; Deputies for the Operations Manager as and when required; Drive in a safe, lawful efficient manner with due regard to traffic legislation and road weather condition. In order to be considered for the role you will have; IOSHH for Managers; Certificate of Professional Competency (Transport Managers); and Keep Britain Tidy-Local Environmental Quality Monitoring (NI 195). Should an individual not have these qualifications the business will provide the required support so that these are obtained; you will have successful completion of an in-house driver assessment process that includes knowledge of the equipment and how it operates. The ability to inspect vehicles and recognize defects; The ability to understand waste management (in particular what is not required); Demonstrate acceptable recent eye examination; Demonstrate acceptable levels of physical fitness; Strong organisational skills; Strong leadership skills; Previous experience of managing/ supervising a team. The duties and responsibilities highlighted are indicative and may vary over time; previous experience working within the environmental services industry; COTC.

For full details, please email a copy of your CV to Rebecca@candovergreen.com quoting job ref: RB2597

