**Job Description**

**Operations Director – Wet Waste**

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| **Job Details** |

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| Reporting to: Managing Director |  | Date: 1st July 2018 |

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| Department: Wet Waste |  | Location: Wokingham and national travel |

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| Responsible for: Wet Waste Operations |

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| **Job Summary** |

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| As Operations Director – Wet Waste, you will provide support at all levels to facilitate the efficient running of Wet Waste activities for the A1 Group. As Operations Director – Wet Waste, you will be required to attend all client site when required to oversee Wet Waste operations and employees. |

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| **Key Responsibilities** |

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| * Managing the day to day tasks involved with running the Wet Waste Business * Resource planning, plant, logistics, and workshop * Maximise equipment availability & utilisation * Maintain business processes ensuring all activities are carried out in-line with agreed business processes * Maintain customer relationships at an operational level by understanding customer requirements and delivering the highest service levels * Ensuring quick and efficient solutions to all customer issues * Hands on support covering for sickness and holiday * Support Directors in continuous improvement activities * Ensuring equipment/vehicle repairs are carried out in accordance with programme and within budget * Ensuring equipment/vehicle meets required standards |

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| **Key Skills** |

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| * Relationship management and interpersonal skills * Communication, influencing and negotiating skills * Strategy development and Implementation * Project management * Research and Report writing skills * Problem solving and decision making * PC literate with PowerPoint, Excel and Word skills |

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| **Knowledge/Experience/Skills Required** |

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| * 5 years Sales experience * High degree of self-drive tenacity and resilience * Drive to deliver * Excellent interpersonal skills, particularly influencing and negotiation skills * Excellent numeric and verbal skills * Excellent Client service skills * Ability to both interpret and compile complex reports * Experience in business process outsource to major business clients * Professional and positive approach * Self-motivated * Strong in building relationships and able to communicate at all levels * Team player, and able to work on own initiative * Dynamic and Creative |

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Job Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |