

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Transport Supervisor |
| **Reports to** | Transport Manager (Darren Whitrow) |
| **Band** | 3 |
| **Department/Directorate** | Estates and Facilities Management (EFM) / Transport |

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| **JOB PURPOSE** |
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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| |  | | --- | | Specifically the post holder will, in conjunction with the Transport Management Team:   * Monitor the Transport work rosta and schedules ensuring all routes are covered   .   * Ensure that the department is compliant with relevant statutory instruments such as UK Road Transport Legislation, Uk Operator Licencing Regulation, Current Health and safety Law      * Promote a culture of continuous improvement and share this knowledge across to improve efficiencies & drive down costs. * Ensure implementation and continual compliance with relevant Standard operating Procedures (SOPs). * Ensure that departmental risk assessments are carried out and updated accordingly within a given timeframe. * Ensure that any accidents/incidents are entered correctly and timely onto the Trust system * Ensure that staff training is up to date at all times and provide in house training where required * Assist in the continuous audit of all vehicles and systems within the department to ensure roadworthiness and compliance is maintained at all times. * Assist in the input of data gathered and use of this information in conjunction with the departmental fleet management system and fuel management systems. * Take part in any role specific training to enable the post holder to carry out any of the above. | |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  There is also a requirement to deal with external contractors collecting the waste streams on occasions.  This will include verbal and written interactions  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Transport Manager | * Hire Companies | | * Transport Operations Manager | * Maintenance Service Provider | | * Deputy Service Manager | * Service Users | | * Service Manager * Head of Departments * Transport Staff * Estates * Logistics * Post * Waste | * Members of the public | |  |  | |

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| **ORGANISATIONAL CHART** |
| HGV Drivers  Courier Drivers |
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| **FREEDOM TO ACT** |
| To follow well defined Department Standard Operating Procedures and Policy. Supervision available for advice and guidance, if required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| To be able to communicate orally, using the Trust (Waste Department) mobile phones provided, to give and receive routine information mainly with work colleagues. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Judgements / decisions will need to be made on routine tasks involving straightforward facts or situations. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Planning and organising own day to day activities ii) planning straightforward tasks, as detailed below  Follow a set work routine, liaising with colleagues, Transport management team, as and when required.  To work an on-call roster system to consist of out of hours working periods including weekends and Bank Holidays.  To be flexible to have shifts changed to cover for colleagues’ absences if required. Management will give as much notice as possible, but shift changes for cover other than annual leave will often be at short notice.  To be able to access the Electronic staff records (ESR) for the booking of annual leave and to keep up with training requirements, (ESR is also available via a mobile app).  To input data into the health roster system to reflect the teams working pattern |
| **PATIENT/CLIENT CARE** |
| To be polite and courteous to staff, patient and visitors during periodic incidental contacts. |
| **POLICY/SERVICE DEVELOPMENT** |
| To be able to refer to and follow Trust Policies and Standard Operating Procedures for own area of work. May be asked to comment on Departmental policies and procedures.  To understand Health & Safety and Confidentiality guidelines, promptly reporting any untoward incident to the Transport Operations Manager and Transport manager, completing any appropriate accident/incident reports in line with Trust policy (Datix) |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Responsible for maintaining stock control and/or security of stock  Responsible for the purchase of some physical assets or supplies |
| **HUMAN RESOURCES** |
| May be required to demonstrate and provide advice to new and less experience staff. |
| **INFORMATION RESOURCES** |
| Responsible for data entry, text processing or storage of data compiled by others, utilising paper or computer-based data entry systems |
| **RESEARCH AND DEVELOPMENT** |
| Occasionally undertakes surveys or audits, as necessary for own vehicles and Hired/Lease vehicles |
| **PHYSICAL SKILLS** |
| Ability to push and pull cages/trolleys and occasional heavy lifting required for the removal of items. |
| **PHYSICAL EFFORT** |
| There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time |
| **MENTAL EFFORT** |
| There is a frequent requirement for concentration where the work pattern is unpredictable. A high level of concentration when driving motor vehicles |
| **EMOTIONAL EFFORT** |
| Occasional indirect exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| There are adverse environmental conditions, inclement weather conditions, potential of road traffic accidents, extended periods of time working with a VDU |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Transport Supervisor |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  3 GCSE’s Grade A-D or equivalent including Maths and English  Full HGV Licence (Cat C Minimum requirement)  Full HGV Driver CPC  Basic IT Skills Training | D  D  D  D | D  E  E  E |
| **KNOWLEDGE/SKILLS**  Ability to enthuse, motive and involve individuals and understand performance expectations  Ability to engage and influence staff within their area of responsibility  Ability to effectively supervise staff on a day to day basis  Analytical skills and ability to problem solve  Ability to prioritise work and manage deadlines to respond to changing demands  Proven excellent organisational skills  Knowledge of relevant road Transport Legislation  Proven previous courier driver experience  Ability to follow timed delivery/collection schedules  Ability to carry out daily/weekly vehicle checks  Ability to use own initiative  Ability to follow instruction  Good verbal communication skills  Good written communication skills  Good numeric skills  Ability to work under pressure  Awareness of the need for confidentiality  Good organisational skills  Knowledge of appropriate health and safety issues  Good basic motor vehicle engineering knowledge | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**  5 Years minimum experience of working within the road transport industry  Experience of working with Customers  Experience of day to day supervision of staff  Experience of working in an acute hospital environment  Experience of managing sickness absence  Experience in management of vehicles | E  E  E  D  D  E | E  E  E  E  E  E |
| **PERSONAL ATTRIBUTES**  Excellent interpersonal and communications skills  Ability to prioritise work and manage deadlines  Ability to work on own initiative and as part of a team  Reliability and flexibility | E  E  E  E | E  E  E  E |
| **OTHER REQUIREMENTS**  CRB Checked  Flexible to changes in workload  Committed to ongoing professional development | E  E  E | E  E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | X |
| Contact with patients | Y |  | X |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y | X |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y |  | X |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  |  |  | X |
| Driving | Y |  |  |  | X |
| Food handling | Y |  | X |  |  |
| Night working | Y | X |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | X |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | Y |  | X |  |  |