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| POSITION: | Transport Manager |
| REPORTING TO: | Transport Operations Manager |
| LOCATION: | Severn Trent Green Power Head Office , Radford ,Oxfordshire, OX7 4EB and mobile across all STGP Sites (50/50 split of time) |

Due to the ongoing expansion within Severn Trent Green Powers transport division, a new pivotal role has been developed to support the Transport Operations Manager. This role covers the day-to-day management and coordination of the strong LGV fleet to manage the haulage of liquid digestate spreading operations between Anaerobic Digestion (AD) Site Managers, farmers, and spreading operators.

THE ROLE

This role is a key member of the STGP transport team ,having a strong communication link with the Transport Operations Manager, LGV Drivers and Transport Administrator, to ensure the transport team can fully complete their daily duties alongside the operational requirements, digestate spreaders and A.D. plant operators. They will also be a named person on the STGP transport Operators licence and will expected to ensure duties and responsibilities relating to the operator's license undertakings are fully met.

REMUNERATION & BENEFITS:

- Competitive Salary
- 25 days holiday + 8 Bank holidays, option to buy additional annual leave
- Annual company bonus scheme (linked to key performance indicators)
- Company Vehicle
- Company pension scheme
- Occupational health cover and single PMI cover
- Comprehensive flexible benefits scheme including Gymflex, Electric car salary sacrifice scheme, Dental and Critical Illness Insurance and our Technology Scheme where you can spread payment for a variety of Technology purchases
- Sharesave scheme - A chance to save up to £500 per month for three or five years, with the option to buy Severn Trent Plc shares at a discounted rate

Key Accountabilities:

To succeed in this role

- Ensure operations are economically viable by increasing effectiveness and controlling costs, look for new interventions to optimize the transport service.
- Attendance at conferences and workshops (RHA, Transport Commissioner)
- Produce strong and unquestionable Transport data into a KPI format with vehicle weekly costings to the Transport Operations Manager.
- Effective planning of haulage to increase productivity on a daily basis, creating alternative options should operational needs require.
- Management of contractors, third party haulers – ensure all third-party haulers and sub-contractors work to the same service level of Vehicle Maintenance and compliance.
- Strong and clear administration of haulage operations and data collection for accurate invoicing and records.

- Ensure the legal compliance of all vehicles/trailers and associated equipment under the STGP O-licence, produce a well working procedure of reporting any defects or suspected defects with quick and clear action correction plans
- Planning of routine maintenance – daily, weekly, monthly – to minimise down time and ensure we meet the requirements of the O-licence.
- Ensure all administrative requirements both internal and external are completed, including toolbox talks, Work instructions, staff training and transport operators’ licence RHA guidance & FORS accreditation is fulfilled.
- Ensure all maintenance contractors are competently trained and well instructed to complete all relevant maintenance on a truck or trailer. Ensure all maintenance contractors are made aware of any defects reported and also report any further defects found.
- Ensure up to date knowledge is maintained of the legislation for O licence and for compliance with PAS110, PAS100, EA, ABP, DVSA, RHA. FORS.
- Understand and manage the relationship with local farmers, contractors, and hauliers to ensure a safe and compliant operations, by forming a clear spreading plan / operations plan for the current day and future movements.
- Have clear problem-solving solutions to produce a clear system to assist, invoice reconciliation, diversion of vehicle, maintenance issues and day to day planning of spreading and transport operations.
- Build and grow a strong working relationship with drivers, encourage/coach and assist with training when required.

Experience

- Transport Manager CPC qualifications (Certification of Professional Competence) in National Road Haulage. With a refresh of qualification in the last 2 years
- Working within agriculture or organics recycling industries
- Thorough understanding of DVSA regulations and requirements and operator’s license undertakings,
- Support of both office based and external operations
- Excellent knowledge of LGVs & legislation
- Class 2 (C&E) License minimum of 2 years
- 1 years’ experience in field setup operations
- Small team management of up to min of 15 employees
- Management of employee life cycle, performance, training and development
- Strong IT and software and communication skills, with specific knowledge in Excel, Word and management of email.

Capabilities:

- Hands-on, can-do attitude
- Efficient problem solver and takes ownership
- Dynamic
- Innovative - continually improves
- Good team player & communicator but is able to work under own initiative
- Financial awareness
- Proactive
- Takes pride in results
- Ability to work under pressure
- Ability to communicate professionally at all levels