

# Green Power

## JOB DESCRIPTION AQDe78a

Position: West Birmingham AD Site Supervisor

Line Manager: West Birmingham AD Site Manager

Location: West Birmingham AD Facility, (Roundhill) Lloyd Way, Kinver,  
Stourbridge DY7 6NZ

### The Company

Severn Trent Green Power, part of the Severn Trent plc group of companies is a successful, national, waste company with an excellent reputation in the organic waste and renewable energy sector. We operate 8 anaerobic digestion facilities, 2 in-vessel compost sites, and 3 open windrow compost sites. The company's strategy is to continue to develop as a market leader in the recycling and processing of organic wastes and generating enough renewable energy throughout the business to meet our triple carbon pledge to be carbon neutral by 2030

### Brief description of your role (what you need to do)

You will support the manager for the safety of all people on the site and for site compliance with regard to health; welfare; people management; cost; quality; legislative; and environmental matters. You are responsible for ensuring that site targets are achieved. You may on occasions need to communicate with external people including clients, contractors, suppliers the Environment Agency, Animal Health and any visitors to the site.

As Site Supervisor you will supervise and manage others in the operation of all technology, plant and machinery within the site during daily operations. Working Monday- Friday, there will be requirements for occasional weekends, Bank holidays and be a part of the standby rota.

### Major responsibilities

- Safe and compliant operation of the site and all ancillary activities
- Strong communication is maintained to build a skilled motivated team that deliver agreed output.
- Maintaining relevant Site Health, Safety, Quality and Environmental standards and records
- Organising and managing the workforce to achieve agreed production rates, quality control and compliance of the operation against internal and statutory standards.
- Accurate and transparent record keeping and, where required, the collection, review and dispatch of relevant paperwork to Head Office and clients.
- Management and review of operational budgets and forecasting to ensure an efficient and cost-effective operation
- Maintaining and controlling the Plant and vehicle/machinery service routines, requirements, and records as per Company and Plant procedures.
- Supporting the manager with maintaining spares for the site
- Facilitating all Site administration, including personnel, within agreed timeframes.
- Liaison with clients' operational staff and management connected to deliveries.

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- Liaising with the Compliance department to deliver 100% site compliance, building confidence and working relationships with the applicable regulatory bodies.
- Maintain a tidy, safe working environment
- Ensure required paperwork is completed
- Assist with the management of contractors and suppliers
- Maintain the security of the Workshop.
- Supporting the manager with assisting on the standby rota
- Adhere to and promote the Company's Health and Safety, Environmental and Quality policies in accordance with the Business Management System

The above duties are not without limitation thereto.

### Core Skills, Qualifications and work attitude needed for this position

Skills	Qualifications & experience*	Work attitude
<ul style="list-style-type: none"> <li>• Proven experience in working within an industry with clear quality protocols</li> <li>• Previous ability/qualification of ensuring site and team safety</li> <li>• Previous ability/qualification of leading and motivating a team</li> <li>• Computer literate</li> <li>• Knowledge and proven ability or working within an ISO Management System or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical/electrical aptitude</li> <li>• Operation of plant and machinery</li> <li>• Telehandler/ loading shovel</li> <li>• Sensitivity to the biological process</li> <li>• WAMITAB COTC 4 would be advantageous</li> <li>• Formal training in managing operational Health &amp; Safety would be advantageous</li> <li>• Abrasive Wheel Certificate desirable</li> <li>• Confined Space Trained an advantage.</li> <li>• Agricultural background would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• A collaborative team worker who communicates well. Ownership and</li> <li>• responsibility to get the</li> <li>• job done safely and on</li> <li>• time</li> <li>• Flexible with a can-do attitude</li> <li>• Good problem solver</li> <li>• Continually improve what they, and the team can deliver</li> </ul>

\* You must not operate any equipment until your Line Manager has confirmed you are competent to do so safely.

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### What does success look like?

Severn Trent Green Power is dependent on continually meeting and exceeding customer expectations, whilst maintaining the safety of all employees and visitors, compliance with all regulatory requirements and strict cost control. You should strive to continually improve the efficiency and appearance of the Site, operating in compliance with the company's procedures and other regulations will make your working environment a safer, healthier place.