Job Description

**1. Job Details:**

**Job Title:** Transport Manager

##### Division: Wakefield Food Service

Department: Transport

Responsible to: General Manager

Weekly working Hours: Mon – Fri and 1 Saturday in a 4 week rota

Contract Type: Full Time, Permanent

**2. Job Purpose:**

* To oversee the organisation and control of efficient and profitable transport operations within the Depot in order to provide a high quality service to the customer, whilst working within the constraints of Company policy and relevant legal requirements.

**3. Key Tasks / Responsibilities:**

* Oversee the supervision and implementation of the Standard Hours Scheme, driver CPC and continual driver training
* Ensure adherence to / review of operational systems and procedures (to include maintenance) and implementation of continuous improvements where necessary
* Ensure legal compliance and adherence to company policy, systems and procedures, with particular reference to food safety, health and safety, security, the environment and employment law and tachograph regulations
* Ensure all company and legally required documentation is obtained (to include all training records)
* Creation of tender documentation for future proposals
* Oversee direct reports in relation to all aspects of performance and development in line with the leadership competencies

**4. Financial Responsibilities:**

* Assist with the preparation of operational budgets
* Control of operational costs in accordance with agreed budgets
* Control of purchasing, maintenance and servicing of all equipment / vehicles

**5. Generic Responsibilities**

* Ensure compliance with all aspects of “The Blakemore Way” and appropriate levels of the Competency Framework
* Maintain employee and organisational confidentiality in line with Data Protection Act
* Demonstrate commitment to Equality and Diversity
* Comply with Health and Safety responsibilities in line with the company Health, Safety & Environmental Policy
* Comply with all other policy and legal requirements in relation to role

**6. Other:**

This job description describes the main responsibilities of the post holder but is not intended to cover in detail all the tasks required of the post. The post holder may be required to carry out other duties as requested by management; however these will not be unreasonable and will be appropriate to the level of post. As circumstances change, responsibilities may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

On occasions the post holder will be required to work away from designated work place which may involve staying away from home as and when required in accordance with the needs of the business. The post holder will be responsible for the appropriate use and maintenance of company vehicle.

**Signature of post holder:**

**Name of post holder: Date:**

**Person Specification**

**1. Job Title:** Transport Manager

**2. Last Revision Date:** December 2011

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| **3. Education / Qualifications / Licences** | | |
| Essential | **Desirable** | **Measured By** |
| * HGV Licence | * Food hygiene level 3 * Basic numeracy and literacy * CPC | Application Form / CV / Original Documentation |
| **4. Skills / Abilities / Knowledge / Experience** | | |
| Essential | **Desirable** | **Measured By** |
| * Basic IT literacy * Written and verbal communication * Knowledge of the standard hours scheme * Knowledge of tachograph regulations * Ability to liaise with a diverse range of people * Knowledge of vehicle maintenance schedules * Knowledge of driver CPC * Consistent adherence to policy and procedures * Budget preparation and control | * Tender documentation * Previous line management experience * Basic knowledge of employment law/HR policy | Competency Based Interview / Assessment |
| **5. Behaviour / Attitude** | | |
| Essential | **Desirable** | **Measured By** |
|  |  | Competency Based Interview / Assessment |

**6. Core Competency Framework:**

**Signature of post holder:**

**Name of post holder: Date:**