



Job description and employee specification

Job title:	Operations and Transport Manger	Location:	Tewkesbury (Swindon Road, Cheltenham)
Reports to:	Head of Operations (HoO)	Working hours:	37 per week
Job number:		Salary grade:	£47,181 – £48,226 Per Annum
Supervises:			
Main purpose of the job:	Support Head of Operations to ensure compliance across the operations. Assist with improving performance & standards to achieve business objectives.		



Key duties and responsibilities:

This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.

This is what we need you to do:

- Manage the operational delivery of household and commercial waste and recycling collections and bulking services in line with legislation, best practice and contract standards.
- Implement service change where necessary and monitor existing service delivery to maintain efficient and cost-effective operations.
- Support the HoO in developing operational policies and procedures and the setting of resource plans and budgets.
- Maintain constructive and productive working relationships with customers, trade unions, partners, other agencies, voluntary groups and community groups.
- Participate in emergency management and business continuity management.
- Ensure compliance with our Operator licence undertakings and Ubico Fleet Compliance.
- Assist the Head of Operations Manager to identify new market opportunities and assess their viability.
- Represent the company at meetings, providing professional advice and guidance.
- Ensure that all staff keep up to date with current professional/technical practice.
- Manage and control the day to day provision, use and maintenance of vehicles, plant and equipment.
- Ensure compliance with our Waste Management licences.

All employees of Ubico are also expected to:

- Work to add value to, and be a valued member of, the team and to be valued by customers.
- Comply with the organisation's health and safety policies and safe systems of working.
- Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.



	<ul style="list-style-type: none"> • Be committed to and demonstrate the values of the organisation which are to: • Deliver quality – what we do, we do well. • Be safe – look out for yourself and others. • Do the right thing – make good decisions and treat people with respect. • Care for our environment – protect where we live and work. Strive to be cleaner and greener. • Work together – communicate well and help each other.
Essential requirements - qualifications, skills, abilities, knowledge and experience:	<p>Qualifications</p> <ul style="list-style-type: none"> • Full Driving Licence. • Experience in a similar role. • Certificate of Professional Competence in Transport Management (Road Haulage). • Certificate of Technical Competence (COTC) Level 4 - Managing Transfer Operations. • IOSH Managing Safely certificate or recognised equivalent or prepared to work towards. • Experience of managing a team. <p>Skills and abilities</p> <ul style="list-style-type: none"> • Flexible approach to working hours and tasks allocated. • Good level of IT skills. • Excellent verbal and written communication skills – presentation skills. • Good organisational skills. • Good knowledge and understanding of Health and Safety legislation/procedures and how to put them in to practice. • Numerical/ budget management skills. • Production of reports. • Prioritises and meets tight deadlines; achieves results and maintains composure under pressure. • Works together with employees, colleagues and customers to resolve problems and implement change initiatives. • Leadership skills – ability to coach and mentor employees. • Good interpersonal skills – able to build relationships and manage conflict. • Experience of working with a unionised workforce.



Desirable requirements - qualifications, skills, abilities and experience:	<ul style="list-style-type: none"> • Class C licence. • Membership of the Chartered Institute of Waste Management. • NEBOSH. • Knowledge of In cab Technology 	
Special conditions:	<ul style="list-style-type: none"> • There may be a requirement to work at other locations to meet the needs of the business. 	
	<ul style="list-style-type: none"> • Expected to work reasonable additional hours in line with the needs of the service • You will need use of a car for work purposes. 	
Date created:	29/07/2025	
Date reviewed:	29/07/2025	
Created/reviewed by:	Name: Marvyn Langston	Job title: Head of Operations

