



## **JOB VACANCY - Transport Supervisor (UK Southeast Region)**

### **Job Description**

#### **Summary of Position**

The Transport Supervisor in NVD UK Ltd works closely with and supports the UK Transport Manager. The primary duty of the role is to effectively supervise the transport activities of the Company, primarily in the Southern regions and surrounding geographies in the UK. The role will directly supervise drivers in the region and the deployment of the fleet on a day to day basis. The Transport Supervisor assists the Transport Manager with ensuring compliance with driver hours legislation, health and safety, driver well-being and performance management. The Transport Supervisor also assists with functions such as driver training and engagement and also assists with ensuring that efficiency, fuel and drive score targets are achieved over time.

#### **Specific Responsibilities**

- Supervises the day to day activities of the Drivers in the Southern region and surrounding territories
- Supervises load lane performance and helps drivers in achieving fast truck turnaround and good load factors
- Assists the Transport Manager in ensuring that drivers are compliant in all regulations such as: hours of service, proper licensing and endorsements.
- Assists the Transport Manager in ensuring that drivers are in overall compliance with the OWT Act and working time legislation insofar as it applies to drivers
- Maintains day to day responsibility for the daily performance of drivers and in consultation with the Transport Manager, implements corrective action where required
- Takes an active interest in promoting the driver score and in increasing all driver scores to achieve target.
- Assist with managing fuel usage to lowest possible levels.
- In conjunction with the Planning Office and the Transport Manager, helps to reduce damage and helps the drivers to meet damage targets as may be set from time to time.
- Participates as needed in Transport Meetings or other meetings as required.
- Carries out induction and appraisal process for drivers, ensuring all targets and timelines as set are achieved.
- Positively motivates and supervises the drivers, leading by example and ensures that drivers are positively supported in their work.
- Works closely with the HR and Safety Department to ensure that the NVD transport safety programme is operating to expectations.
- Attends incidents and may assist with conducting safety and performance investigations.
- Ensures health and safety regulations are adhered to and makes recommendation for improvements when / where necessary.
- Liaises closely with the Transport Planning Manager as required
- Works closely with the Fleet Manager if required to facilitate certain maintenance targets, and helps with reducing driver caused maintenance events
- In conjunction with the Transport Manager, supervises driver performance by setting expectations, conducting regular reviews and implementing corrective action processes when needed.
- Works to increase overall driver satisfaction and to improve driver retention.
- Deals with first line driver grievances – working with the HR department and Transport Manager as required to solve driver grievances quickly



- Assists with driver retention.
- Ensures drivers are released for training as may be required.
- Supervises assigned work on a day to day basis.
- Ensures drivers actively engage with keeping their trucks clean, neat and tidy.
- Ensures trucks are released for planned maintenance as required
- Promotes an understanding and compliance with all Company policies and procedures, including the Code of Conduct and contributes to an atmosphere of trust and teamwork that values contributions of all employees in support of a high performance culture.
- Liaises with the Planning Office if there are any operational problems with schedules or loads
- Engages with company lean projects, including 5S and employee engagement.
- Act as the driver advocate toward internal departments to answer driver questions, driver concerns, and/or resolve issues.
- Monitor downloads of cards if required.
- Drive to different locations from time to time.

### **Knowledge, skills and experience required**

- Undertakes refresher training from time to time
- Attends trade association events
- 2-3 years of experience as a Car Transport Driver is preferred
- Good leadership skills
- Interested in organisational, analytical and problem solving challenges
- Proficient with Email and related systems or open to training in this area

### **Person Specification**

- Lead by example and willing to support team in a 'hands on' manner
- Ability to motivate and manage a team
- Practical approach to problem solving
- Works well under pressure
- Organised, focused and disciplined in achieving targets and implementing ideas
- Ability to meet multiple deadlines
- Good communication skills
- Enterprising, innovative and enthusiastic outlook
- Full clean driving licence
- Self-motivated, enthusiastic and driven
- Pays attention to detail
- Mobile & flexible

### **Position reports to** Transport Manager UK

### **Place of Work**

UK Southern Region - flexibility required. South / South East areas preferred (including Southampton / Bristol / Sheerness / Swindon areas).

### **Pay and Benefits:**

A competitive remuneration package will apply.

All CV's and expressions of interest to [Rachel.coughlan@nvd.ie](mailto:Rachel.coughlan@nvd.ie)