


Job Description Template			
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Job Description – Site Chemist (Transfer)

Department/location:	Kirkby Treatment & Transfer
Hours of work:	40 hours per week
Reports to:	Site Chemist (Transfer)
Salary/wages:	£21,000 - 23,000 PA (depends on experience)
Holiday:	20 days PA plus 8 BHs
Other benefits:	Company Pension and Bonus Schemes

General:

The Site Chemist (Transfer) is responsible for the safe running of the transfer station, managing the intakes and reception with a high degree of attention to safety, compliance, housekeeping, throughput and productivity.

To assist the Senior Site Chemist (Transfer) in the management of the operational process, maintaining and improve safety, environmental and quality standards.


Prioritisation to achieve agreed production targets and meeting customer service requirements. Providing technical advice as required to the plant and wider business.

To ensure the operational activity meets the business growth in transfer station activity with a focus on transfer;

- Up to 7+ loads per day of packaged waste
- Loads are received, sorted and repacked as required.
- Labels are accurate, clearly displayed. Old markings are removed.

Main Duties:

- **Safety:**
 - Ensure that all activities within the operational area are carried out in a safe manner in line with the Company Safety Policy and Legislative requirements.
 - Ensure that appropriate attention to satisfy this requirement and all activities are in line with company procedures.
- **Planning and Development:**
 - In consultation with the senior site chemist, prioritise in line with the production forecasts, customer and legislative requirements.
 - Ensure that outgoing loads are prepared on receipt and information is relayed to the technical team to allow fast uplift/removal
 - Ensure stock is transferred quickly; Reception, preparation and outgoing loads
- **Operations**
 - A focus on safety, compliance (labelling, storage, packaging) and housekeeping
 - Incoming Loads;
 - Incoming loads are correctly labelled
 - Incoming loads are packaged correctly for their final disposal/recovery route; repackaging/sorting or bulking as necessary. Repacking where undertaken is reported as a non-conformance to ensure the commercial team can address with the supplier (through non-conformance)
 - All activity is undertaken within our company procedures, any variation requires approval from the Plant Manager and the QHSE Manager
 - Liaison with necessary personnel and provide technical advice
 - Authorise all paperwork in line with customer and legislative requirements.
 - Ensure all transfers/outgoing loads are safe for transport;
 - Labels are correct
 - Packaging is appropriate (e.g. UN approved)
 - Pallets are sound and banding/stretch wrapped as required
 - Pallets are loaded safely for road transport.

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General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

Person Specification

Qualifications/Training	E / D*	How assessed***
Degree in Chemistry or related discipline	E	CV
Valid driving licence Cat B	E	CV
Experience		
experienced with MS Word and Excel including use of formulas	E	CV/interview
Specific Post Knowledge/Skills		
High levels of numeracy, literacy	E	CV/interview
Knowledge of Health and Safety Legislation	E**	
Knowledge of relevant Environmental Legislation and the Permit conditions at Kirkby	E**	
Personal Characteristics		
Good communication verbal and written skills	E	CV/interview
Effective planning skills	E	CV/interview
Team building skills	E	CV/interview

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment