



# Depot Controller

Service	Reporting to	Location	Grade
Construction Services	Operations Manager	Swinton Hall Road Depot	3A

## About the role

- To effectively assist in ensuring the smooth operation of the Depot, ensuring its materials and plant machinery is safe and secure at all times.
- Have overall responsibility of all vehicle/plant machinery movements, overseeing that all paperwork is being completed and submitted.
- Ensure adequate stock levels are kept and maintained for all stock at the depot, managing and having overall responsibility for stock and stock taking, working closely with deputy depot controller. Organise goods received, order stock daily for jobs as operatives require to complete tasks.
- Maintaining health and safety down at the depot, ensuring all vehicles and plant machinery parking complies with H&S. Identifying and managing any maintenance needs. Maintain Health and Safety for offices as well as the yard.
- Manage any and all waste movements for the yard taking responsibility for any financial transactions associated with waste removals (e.g. scrap metal removals).
- Provide cover to operate the JCB and forklift truck to facilitate stock movements and deliveries around the depot
- To undertake such additional duties as are reasonably commensurate with the level of the role which includes, but is not limited to, highways maintenance activities and gully wagon operations
- Supervise Deputy depot controller, ensuring they are carrying out duties required of them
- Be a key holder for the Depot
- Working with the fire Marshal ensuring fire safety compliance at the Depot

Job code:  
Job score:  
Date of evaluation:

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## Key outcomes

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- Responsibility for office/depot facilities, ensuring that all buildings and materials are stored safely and securely. Maintain the depot security.
- Responsible for Depot stock levels, employees are recording the logging out of plant machinery, machinery is also checked for any maintenance issues and serviced when faults are reported.
- High compliance with Health and Safety for the depot, following SCC Health & Safety policy in all activities
- Carry out their duties with full regard to the City Council's Equal Opportunities, Health & Safety and Community Strategy policies
- Contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy
- Supervise Deputy Controller, ensuring they are compliant in tasks and health and safety at all time.

## What we need from you

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- To model and demonstrate our values and behaviours.
- Proven experience within a similar environment
- Forklift licence is essential for this role, to allow the movement of all plant machinery and goods. Candidates with a class 2 HGV licence would be an advantage.
- Previous experience of working with a team, supporting colleagues to complete their tasks.
- Some previous experience of stock control and stock taking activities
- Understanding and working knowledge of Health and Safety at work
- Previous experience of supervising staff

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on the Institute of apprenticeships website.

### Tailored Development

We can offer on the job training and CPD opportunities

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

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## Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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