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| **Role Title:** | Transport Shift Manager |
| **Location:** | Supply Chain |
| **Reports to Role:** | Transport Manager |
| **Direct Reports:** | All Drivers, Transport Coordinators, Transport Administrator |
| **Grade:** | 3 |
| **Notice Period:** | 4 Weeks |
| **Version Number and date:** | May 2019 |

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| **ROLE PURPOSE** |
| To deliver consistent performance overseeing the day to day running of the transport operations to ensure that all daily targets are met in the most cost effective, efficient and safe manner in line with Domino’s Pizza standards and procedures. To take responsibility for supporting aspects of team performance whilst encouraging/leading continuous improvement activities within the department. |

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| **MAIN AREAS OF RESPONSIBILITY** |
| * To lead, motivate, supervise and develop the operational team to ensure that they are effective in terms of legislative obligations, standard operating procedures as well as commercial obligations to the customer.
* Ensure optimum business efficiency is achieved at all times through maintaining adequate staffing levels and effective roster management, including managing absence and authorisation of overtime with justification.
* Engage with the team though regular 1-2-1's, ensuring staff reviews are conducted mid and end year for HGV drivers and monthly for other colleagues ensuring clear constructive feedback on performance and coaching on areas of improvement
* Maintain an awareness of costs, ensuring that the department operates within the agreed forecasts / budgets.
* Initiate investigations into root causes of vehicle and personal accidents, interview staff concerned to determine responsibility, take actions on findings, including the need for additional training and submit reports to the Transport Manager and Health & Safety Manager.
* With guidance from the HR Department conduct disciplinary/grievance investigations and provide note taking support in accordance with Company policy and procedures and employment legislation.
* Comply with all legal and Company policies and procedures regarding health and safety to ensure you work in a manner that keeps you and your colleagues safe.
* Comply with all applicable UK and Ireland Data Protection and ePrivacy legislation and report non-compliances where identified to the Data Protection team
* Responsible for actively participating in Domino’s performance development process to ensure knowledge and skills remain current and relevant for role.

The main areas of responsibility are not intended to be exhaustive but gives a general indication of the role. It is the nature of the Company that tasks and responsibilities are in many circumstances, unpredictable and varied. All colleagues are therefore, expected to work in a flexible way when the occasion arises and acknowledge that tasks not specifically covered in their role profile are not excluded. |
| **ACCOUNTABILITY** |
| * To act as a reliable and approachable point of contact for direct reports
* Whilst there are significant policies and procedures in place, the role holder will be required to display a significant level of judgement and autonomy in resolving delivery issues in a timely manner.
* Participate in maintaining the strong relationship between Domino’s Pizza Group and its Franchisee’s
* Manage the Fleet, Operation and Colleagues throughout your shift to ensure an effective service delivery to stores
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|  **KNOWLEDGE, SKILLS, ABILITY & EXPERIENCE** |
| * Previous experience gained within a Transport environment
* Strong understanding of Transport Legislation, Working Time Directive, EU Driver’s Hours and Tachograph law
* Experienced people manager who has developed successful teams by encouraging, inspiring and enabling the team to be the very best they can be
* Strong Organisational skills with ability to prioritise both own workload and that of your team
* Ability to identify and evaluate potential risks and develop solutions at pace
* A good understanding of Health and Safety Legislation and Food Safety Standards
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|  **COMPETENCIES** |
| ***At Domino’s we recruit, develop and retain the best talent, we work hard and have fun along the way, and our colleagues are;*** A close up of a sign  Description automatically generated     |
| Proud & Enthusiastic: A positive advocate of their brand energises others through their passion. Results Driven: Exceeds goals, pushes themselves to deliver, gets the job done at pace. Focused & Agile: Works towards business goals, flexible to adapt and innovate as needed. Open & Honest: Has sincere and two-way conversations, listens to and respects the views of others**.** Supportive: Encourages and helps others, builds relationships, contributes to a positive environment  |