

Job Vacancy



Compliance Officer – Polypipe Civils & Green Urbanisation

An exciting opportunity has arisen to appoint a Compliance Officer within Transport at the Horncastle Site, reporting directly to the Transport Manager.

Role Outline

The role of Transport Compliance Officer is vital to the effective management of the company's own account vehicles and drivers, ensuring that infringements are communicated effectively and dealt with efficiently.

Core Responsibilities

- Legal and operational efficiency, safety and compliance of the commercial vehicle fleet and drivers
- Ensure vehicles are maintained in line with transport regulations.
- Assist and instruct contracts/operations on vehicle, driver, and O Licence issues.
- Reviewing driver card downloads to ensure full coverage for the agreed frequency.
- Keeping a running total of; Driving hours, Working time hours to report to management the availability of driver hours
- Interpret reports from the client's digital tachograph card management system / generating infringement reports.
- Ensure Fleetcheck remains up to date and in line with Zenith Scheduling
- Assess driver's performance, advise individuals on improvements utilising Microlise Telematics
- Actively liaise with the transport planning teams ensuring objectives are in place to ensure legal compliance.

Key knowledge, skills and abilities

- Experience working in logistics desirable
- CPC in Road Haulage
- Ability to prioritise workloads and multi-task
- Excellent attention to detail
- Able to manage own schedule
- Excellent PC skills, in particular Excel
- A strong, confident communicator able to deal with drivers in a professional, understanding manner.

To apply for this position, please submit an up-to-date CV along with a covering letter to the HR Department at cguhr@polypipe.com.

Closing date for applications is Wednesday 31st May 2023



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GROUP

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