



Job Title:	Area Manager (Depots)
Department:	Commercial
Base Location:	Flexible
Hours:	40 Hours Per Week (Flexibility Required)
Relationships:	Management Team
Responsible to:	Commercial Manager
Responsible for:	Depot Managers

JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

Overview:

Responsible for all leadership and operational aspects of the Company's distribution depots. Using excellent situational leadership techniques this dynamic role will provide an adaptive approach and support to the Depot Manager functions to deliver an efficient, target driven and safety focussed culture across all depot locations, whilst ensuring that the Company's values and standards are communicated, monitored and achieved through their leadership.

Main Duties & Responsibilities:

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- Direct leadership of the distribution Depot Management teams (Tewkesbury site excluded).
- Ensure that the company's values and standards are achieved through the development of an open, interactive and communicative culture.
- Regular travel between depot locations to support, lead and review activities.
- Be available to support Depot Management team as required.
- Utilise situational leadership skills to recognise when support is required over direction and adapt leadership style as required.
- Support successful recruitment across all locations in line with pre-defined headcounts.
- Take responsibility for staff training systems, ensuring all staff are trained to company standards.
- Ensure all legislative and regulatory requirements are met with emphasis in food safety, the environment, H&S and transport / driving legislation.
- Identify critical success factors for operations and performance, ensuring these are continuously monitored and targets achieved.
- Lead and support the Depot Management teams in the implementation of improvements and coach them through change.
- Continuously support Depot Management team to deliver improvements, change and project work across their locations.
- Through leadership of the Depot Managers drive a safe working environment for all employees, seeking opportunities to raise the profile of health & safety at every opportunity.
- Sustained focus of delivering efficient working environments and processes.
- Constant review of operations to ensure maximum efficiencies are achieved.
- Provide leading customer service levels whilst identifying critical success factors.
- Capacity planning linked to commercial activities.
- Regular resource reviews against agreed headcount.
- Ensure standard operating procedures (SOPs) are in use and adhered to at all locations.
- Apply LEAN Management to all processes and procedures to increase efficiency and eradicate waste.
- Support Depot Managers with any HR requirements as needed.
- Set clear goals and targets for direct reports through the personal development process, recognise good performance and professionally manage poor performance.
- Regularly review and define the capability and succession planning required in the team and generate career progression opportunities for individuals who have the potential to develop.
- Liaising with Sales teams and marketing to support sales growth.

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- Ensure operational activities are capable of meeting commercial demand.
- To have a thorough understanding of managing a Depot, all roles within the Depot, and the operating computer systems and platforms used.
- Attend regular management meetings at all company locations as required.
- Overnight stays required.
- Provide cover for Depot Managers during essential situations.
- Any other duties as required by the Directors / Senior Management Team.

Skills (Essentials):

- Demonstrable leadership experience in a similar role.
- Previous experience of running a site / depot / operation or similar.
- Excellent situational leadership skills.
- A coaching and supportive leadership style, with the ability to motivate and engage staff to drive performance to achieve objectives.
- Knowledge of appropriate legislation.
- Good understanding / knowledge of P&L accounts and analysis or reports.
- Possessing a positive attitude with high levels of commitment, motivation and flexibility;
- Ability to thrive under pressure whilst managing multiple priorities and working to critical deadlines and objectives;
- Strong organisational and communication skills
- An ability to deliver change through engagement.
- Willingness to travel and a full UK driving licence.

Skills (Desirable):

- Management Qualification
- Continuous Improvement Qualification

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