Swindon
BOROUGH COUNCIL

Team Leader

Job Overview

The Team Leader is responsible for the overall on-site operations of the test site, including delivery of testing services, ensuring adherence to health and safety protocol and day-to-day workforce management.

Roles and Responsibilities

- Opens and closes site each day, including making the daily Go/No Go on testing operations
- Runs day-to-day operations including on-site workforce management, managing site health & safety and receiving and managing stock
- Point of escalation for any issues on site, escalates to local public health officials as appropriate
- Provides people support to Site and Test Operative roles
- Ensures all resource have arrived for shift and escalates no shows
- Cascades new information to all team members
- Ensures adherence to SOP and clinical guidance is maintained throughout operations
- Responsible for the quality and risk management of the testing and regularly checking that the site meets the standards required

Experience

- Experience overseeing an operational workforce and day-to-day people management
- Experience in managing compliance against regulatory guidelines preferred
- Experience managing operations in a customer facing environment
- Candidates with management experience at events and or in leisure and hospitality settings would be highly suitable

Skills

- Demonstrated ability to lead multi-faceted teams in a fast changing environment
- Strong stakeholder management and communication skills
- Problem solving skills with strong ability to make quick decisions
- Ability to keep calm under pressure