

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Waste Management Officer

REFERENCE NO: COM912

SALARY SCALE: SO1 (scp 26-29) £36,124 to £38,626 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: C61

SERVICE AREA: Engineering Services

RESPONSIBLE TO: Head of Engineering Services

JOB PURPOSE: To take a strategic role in the development of the council's waste management policy and to assist in its practical application

KEY RESULT AREAS:

- To lead in the formulation of the Council's waste management policies and to co-ordinate the Council's waste management activities and assist in the production of service plans and strategies.
- To work with other service managers in the efficient and effective co-ordination of those services which contribute to the delivery of the Council's policies and objectives relating to waste management.
- To liaise regularly with internal and external contractors in order to secure value for money for the Council and continually improve the quality of service provided.
- To supervise the activities of contractors providing the Council's waste management services.
- To check accounts submitted for payment in respect of contract works and make recommendations for appropriate payments to the Council.
- To monitor budgets relating to the delivery of waste management services and produce reports on a regular basis.
- To monitor compliance with contract specifications, making recommendations regarding any contract variations as appropriate and assist in the development of service specifications for waste management services.
- To provide leadership and motivation for all people involved with the delivery of waste management services.

- To have overall responsibility for the office management of the Council's Commercial Waste Service, including the supervision of the Waste Admin Officer.
- To ensure that all waste management performance data and all other statistical information is produced and provided to the relevant bodies as frequently as required.
- To seek external funding and support in respect of the operation or development of waste management activities.
- To prepare reports, attend committees and other relevant meetings in respect of all issues connected with the Council's waste management services.
- To develop an active programme of performance management for all waste management related services delivered by the Council.
- To develop initiatives which promote sustainable recycling activities within the borough.
- To contribute to the development of the Council's capital programme in respect of projects or purchases relating to waste management activities.
- To work with schools and other community based groups to raise awareness of the benefits of recycling and waste minimisation and encourage behavioural change leading to increased participation levels in all waste management related services.
- To work in partnership with other service managers in the Street Scene section by playing a positive and active supporting role in the delivery of the objectives of their services.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
Educated to degree level or equivalent in a related discipline		Application Form/ Interview
Must be literate and numerate		Application Form/ Interview
Full UK driving licence		
Experience		
Some experience of waste management and recycling techniques		Application Form/ Interview
Comprehensive experience of policy information and development; effectively interpreting legislation and data into policies, strategies and outputs.		Application Form/ Interview
Experience in project and performance management		Application Form/ Interview
	Dealing with voluntary organisations and members of the public	Application Form/ Interview
	Dealing with contractors (both internal and external)	Application Form/ Interview
	Drafting a recycling plan	Application Form/ Interview
Skills/Knowledge		
Knowledge of relevant legislation including Environmental Protection Act and the Government's Waste Strategy 2000		Application Form/ Interview
Critical reasoning and strategic thinking		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge (continued)		
High level of literacy and numeracy skills		Application Form/ Interview
Customer focussed		Application Form/ Interview
Computer literate		Application Form/ Interview
	Knowledge of databases	Application Form/ Interview
	Good presentation skills	Application Form/ Interview
	Current knowledge of waste reduction technologies	Application Form/ Interview
Additional		
Ability to respond to challenges		Application Form/ Interview
Ability to work along or as part of a team		Application Form/ Interview
Ability to think 'outside the box' and challenge conventional wisdom		Application Form/ Interview
Able to work at pace and meet tight deadlines		Application Form/ Interview
Accuracy and attention to detail, methodical approach		Application Form/ Interview