

JOB DESCRIPTION



JOB TITLE: Recycling Officer

POST NUMBER: 1956 & 1957

DIVISION: Environmental Services

GRADE: 4

ACCOUNTABLE TO: Contract Manager - Waste and Recycling

LOCATION: City Offices / Depot although it is expected that some of the working day will be site based as required.

POST OBJECTIVE

To work with the Future of Waste and Recycling Project Team and the project communications officer to promote and communicate the delivery of changes to recycling services such as the introduction of a new food waste collections and to increase participation, improve recycling rates, reduce contamination, and reduce waste overall. The overall aim is to improve the City Councils recycling rates and to reduce residual waste.

SPECIFIC TASKS:

1. To work with the project and contract management teams to assist with delivery of an effective implementation plan with associated communication campaigns and other required practical tasks for the rollout of new services and recycling initiatives. This will initially include food waste to our 60,000 households and will extend to other recycling enhancements and the nationwide deposit return scheme.
2. To liaise with housing providers, local universities, community groups, parish councils, schools, local environmental groups and other associated bodies in order to deliver these objectives.
3. Work with the Council's waste contractor and the County Council to identify recycling and contamination trends from collections data. Analyse this data to inform activities, target areas needing improvement and measure the effectiveness of interventions.
4. To support enforcement efforts to reduce contamination and promote good recycling practices by targeted engagement with relevant communities, raising awareness, and identifying and resolving obstacles to participation. Initially this is likely to involve delivery of projects aimed at improvement participation and reducing contamination at communal properties.
5. In consultation with the communications officer, to generate publicity material, press releases and public relations activities regarding recycling and waste collection and to identify opportunities for further public engagement through other channels such as social media.
6. Support the communications officer to develop Waste Minimisation strategies including behaviour change campaigns for food waste recycling and other identified intervention strategies such as 'Love Food, Hate Waste'.
7. To undertake such other duties as determined by the Contract manager commensurate with the grade of the post, the abilities of the post-holder and the general post objective.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

June 2025

Signed.....

Date.....

PERSON SPECIFICATION



Winchester
City Council

JOB TITLE Recycling Officer

POST NUMBER: 1956 & 1957

DIVISION Environment

DATE: June 2025

Requirements

Weighting

Assessment Method

Skills

General IT skills (MS Office and document management)	2	A&I
Ability to keep accurate records and demonstrate organisation and time management skill	2	A&I
Excellent communication and written skills with the ability to engage with people from all backgrounds	3	Test
Able to use tact and diplomacy when dealing with customers through all contact channels	3	A&I

Personal Qualities & Experience

A good team player, able to contribute positively to a team environment	3	A&I
Passion to make connections and build rapport with people from all backgrounds	3	A&I
Able to solve problems and clearly and concisely share and exchange information	2	A&I
Self- motivated and flexible in approach	3	A&I
Able to work on own initiative	3	A&I
Demonstrates a calm manner and an ability to handle difficult situations	2	A&I
Customer focused with a keen desire to bring about positive change	3	A&I

Specific Job Requirements

Knowledge of environmental issues or a particular interest in waste and recycling	3	A&I
Willing to work outside of core hours, including occasional evening and weekend work when required, with notice	2	A&I
Full driving license and access to own transport	3	A&I
Able to obtain business use car insurance	3	A&I

Qualifications

3 GCSEs (incl. English at grade c or above) or equivalent	3	Q
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Weighting

- 3 – Essential for the successful performance of the job
- 2 – Desirable but can be achieved through on the job training or experience
- 1 – Useful but not essential for successful performance of the job

Assessment

Application Form A

Interview I

Tests T

References R

Presentation P

Evidence of Qualifications Q