

JOB DESCRIPTION

Job Title:	Waste & Recycling Officer		
Directorate:	Communities	Salary:	£29,093 - £34,314 FTE plus £706 London weighting and £963 Essential Car User allowance
Section:	Contract Services	Grade:	BG-H, SCP15-24
Location:	Time Square	Work Style:	Free

Key Objectives of the role

- To carry out under the direction and guidance of the Waste and Recycling Manager, sometimes outside normal office hours, the duties of a Waste and Recycling Officer. This includes dealing with complaints and enquiries, and the organisation of all promotional activities in relation to recycling and waste minimisation.
- To be part of a small team responsible for carrying out all duties and responsibilities of the Council in relation to recycling and waste minimisation, in order to help achieve the Council's internal and statutory waste and recycling targets.
- To proactively seek out opportunities to engage with the public, to develop their understanding of the need and opportunities for local recycling and help increase the tonnages being recycled and decrease those to landfill.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. To deal with complaints and enquiries and work alongside our waste collection contractor, following up reports about recycling bin contamination and misuse of the refuse bins.
2. To assist in the day-to-day monitoring of the performance of the waste collection contract relating to kerbside recycling and garden waste collection. Meeting with the Contract Manager or Supervisor as required to resolve relevant issues and to identify service improvements.
3. To assist the team in the production and keeping of adequate and approved records, to compile reports using statistics or other relevant material as may be required, and report trends to the Waste and Recycling Manager.
4. To communicate with individuals and groups, face to face, at formal and informal settings including on the doorstep, local fetes, giving presentations to interested groups including schools, and other audiences of all ages. Drawing on national promotional materials and personal knowledge, etc, to ensure minimal contamination of recycling, to comply with waste acceptance protocol for recycling and garden waste, and to effect waste minimisation and help reduce the impacts of climate change.
5. To seek out, create and establish opportunities to engage with the Borough's residents and work with them help improve the quality and quantity of material recycled and reduce waste to landfill.
6. To promote the Council's recycling incentive scheme and any related new schemes or services as may be introduced by the Council.
7. To monitor the maintenance and cleansing of all recycling sites in the Borough and liaise with relevant contractors/charities.
8. To work as part of a team to help plan and attend local public meetings with schools, businesses and community groups, to respond to matters relating to educating and helping residents to present their household waste and recycling items correctly.
9. To assist in developing relevant promotional activities and to liaise with contractors and the re3 partners in relation to joint recycling promotional activities, keeping abreast of both local and national changes in relation to related waste and recycling matters so as to be able to positively engage with the public.
10. Provide assistance to the Waste and Recycling Manager with planning applications in relation to refuse and recycling requirements for new developments.
11. To be aware of the safety and welfare at work of yourself, of any staff and/or member of the public affected by your work or the work of any agency employee or contractor and report to the Waste and Recycling Manager any work-related activities that give rise to significant risks to staff or public safety.
12. To undertake such other work as the Council or the Assistant Director: Contract Services may determine which is compatible with the responsibility levels of the post.

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

The post holder has no budgetary responsibility. The nature of the work directly influences the delivery of the statutory national recycling targets, key performance indicators and the Council's annual plan and objectives. The post holder controls no staff.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> A minimum of 5 GCSE passes (inc English and Maths) or equivalent. 	<ul style="list-style-type: none"> Educated to degree level in an environment related subject.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Enthusiastic about recycling and working towards minimising the impacts of climate change. Ability to communicate effectively and professionally at all levels particularly with the public verbally and in writing. Ability to devise and make presentations to community groups and schools. Ability to analyse information and present findings in a coherent form. Competent in the use of IT. Ability to prioritise and achieve conflicting deadlines. Excellent organisational skills. Ability to analyse information and present findings. Experience and knowledge of marketing and promotional activities. 	<ul style="list-style-type: none"> Good presentation skills. Experience working in a local authority. Working knowledge of the waste, and recycling industry. Good working knowledge of relevant and related EPA and other waste legislation. Experience of management of contractors and monitoring of performance.
Work-related Personal Requirements	<ul style="list-style-type: none"> Ability to blend tact with firmness. Ability to remain calm and polite in difficult and contentious situations. Self-motivated, adaptable and able to use initiative. Enthusiastic and persuasive. A good team player with the ability to relate to and work alongside others. 	
Other Work Requirements	<ul style="list-style-type: none"> Must be prepared to work flexibly sometimes alone outside normal office working hours with occasional weekend working to meet the requirements of the job. Ability to travel within the Borough as the nature of the work requires. Access to the Borough where there is limited or no public transport at anytime of the day or night. 	

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2024

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