



# Job summary

**Role title: Recycling & Refuse Loader**

**Department: Recycling & Refuse**

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## General description of role

Working with others in your refuse crew, you will ensure that the neighbourhoods in the Borough have their paper and mixed recycling, food waste, garden waste and refuse, regularly removed and disposed of responsibly.

## Top ten duties / responsibilities of role

1. Collect recycling and refuse from residences and businesses in the Borough taking care not to miss any containers.
2. Assist collection of bulky household waste.
3. Work with other team members to support each other, and train new staff in how to provide a tidy and efficient collection service.
4. Advise customers of how to properly dispose of different types of waste, according to the Borough's recycling & refuse protocols.
5. Promote an efficient and effective image of the service and the Council, and at all times act within the council's Customer Care policy.
6. Assist in general duties in the Council's depot, such as cleaning and tidying the site.
7. Adhere to the Council's Health and Safety policies & guidelines, wearing safety clothing & safety boots at all times.
8. Report any concerns or issues experienced on the round to line manager as soon as possible.
9. Promote ideas for improving the Refuse & Recycling Services.
10. Undertake ad hoc duties as required, within the scope of the job.

# Person specification and interview assessment form



<b>Candidate name</b>			
<b>Contact number</b>			
<b>Role title</b>	Recycling & Refuse Loader		
<b>Date of interview</b>		<b>Signed by recruiting manager</b>	

Selection and Interview Criteria		Scoring	
Criteria	Criteria importance E = Essential P = Preferred	Score 3 = Met with full example 2 = Partly met with example 1 = Partly met no example 0 = Not demonstrated	Score rationale/interview notes
<b>Experience and Skills</b>			
Basic written and maths skills	P		
Physical ability to walk in excess of 10 miles per day, and move heavy large wheeled refuse bins	E		
Knowledge of Borough residential roads	P		
Ability to learn, understand and carry out health and safety instructions	E		
Demonstrate good customer care skills	E		
Previous experience of working outdoors in all weathers	E		
<b>Role required competencies and behaviours</b>			
Good listening skills - ability to take and carry out instructions from others.	E		
Good timekeeper	E		
<b>Corporately required personal qualities and behaviours</b>			
Innovative	E		

Supportive	E		
Flexible	E		
Positive	E		
<b>Total Criteria Score</b>			<b>Feedback to be given to candidate:</b>
Essential Criteria Score			
Preferred Criteria Score			
<b>Appointment choice number</b>		1st / 2nd / 3rd	

# Summary of employment package

<b>Place of work</b>	The role will be primarily based at <b>Earlswood Depot</b> . We may require you to work from another place of work within the Borough or a neighbouring Borough or District, or further afield by prior agreement.
<b>Salary</b>	Graded as an <b>Operative</b> , the salary range is <b>£30,232.50 - £32,227.50</b> per annum. Annum. Cost of living awards are reviewed annually on 1 April. Incremental progression and bonuses may be payable in line with the appraisal scheme.
<b>Duration of contract</b>	The contract will be offered on a permanent basis.
<b>Probationary period</b>	Upon joining the Council, all staff are required to satisfactorily complete a six-month probationary period.
<b>Hours of work</b>	Hours of work are 45 per week.
<b>Employment Benefits</b>	
<b>Annual leave</b>	The basic leave entitlement is 259.2 hours per annum pro rata (equivalent to 36 standard days), rising to 295.2 hours per annum (equivalent to 41 standard days) pro rata after five years continuous local government service, inclusive of Bank Holidays.
<b>Pension</b>	<p>You will be auto enrolled into the Local Government Pension Scheme (LGPS) to which the Council contributes 15% of your earnings each year.</p> <p>You are able to transfer funds into the LGPS within the first twelve months of employment. However, you can also choose not to join the scheme and make your own arrangements. If you wish to opt out of the scheme you will not be able to do so until after your first day.</p> <p>Your pension contribution rate will depend on your full time equivalent annual salary. The salary and rates are reviewed annually on 1 April each year. The current rates can be found on the Surrey Pension Fund website: <a href="http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates">http://www.surreypensionfund.org/surrey-pension-fund/paying-in/membership-and-contributions/#contribution-rates</a></p>
<b>Training and development</b>	<p>The Council actively encourages continued professional development and talent development.</p> <p>Learning facilities are available in-house, including a dedicated Training Room for both individual and group learning. The Council also has a number of Computer Based Training packages.</p>
<b>Car parking / Travel loan scheme</b>	Carparking is available but not guaranteed. The Council offers interest free loans to encourage staff to travel by alternative methods to solo car use. Loans are available to purchase bicycles and accessories to the value of £1000, for quarterly/yearly rail season or bus tickets or a season car park pass.

<b>Cycle purchase scheme</b>	The Council offers staff who have passed the probation period and are employed for 18 months or more, the opportunity to lease/purchase bikes and related safety equipment up to £1000, reducing tax and National Insurance deductions. Staff are required to use the bike mainly for journeys between home and work.
<b>Employee discounts</b>	All staff have access to special offers and discounts on national and local high street shops, restaurants, motoring benefits, discount cinema and theatre tickets, holidays, insurance and much more.  Full annual discounted membership is available for the 'Better' run leisure centres at Tadworth, Donyngs and Horley.

<b>Other Conditions</b>	
<b>Pre-employment checks</b>	<p>Appointments are offered subject to several pre-employment checks:</p> <ul style="list-style-type: none"> <li>• at least two satisfactory references</li> <li>• eligibility to work within the UK, and proof of your identity</li> <li>• evidence of relevant qualifications</li> <li>• medical clearance (as manual handling/driving is an intrinsic requirement of the role)</li> </ul>
<b>Paid work with another employer</b>	<p>If you are appointed, your contract with the Council should normally be classed as your main employment.</p> <p>You will devote your whole-time service to our work and not be involved in any other business or take up any other appointment without getting written permission from your manager or the Chief Executive.</p>
<b>Disclaimer</b>	Please note that this document outlines the likely employment package for this role but does not form part of your terms and conditions of employment if you are subsequently employed by Reigate & Banstead Borough Council. These will be outlined in any contractual documents addressed to you directly.

# Great People at Reigate & Banstead

Our great working environment and the values and behaviours of every individual and team in the Council, help to evolve the culture of our organisation to become more commercial, innovative and embracing of change.

Successful applicants to our career opportunities will be able to demonstrate they share the values and behaviours we seek in our organisation.

## Our Vision

Working together to make a great place to live, work and enjoy.

## Our Values

Making a difference, doing the right thing, being bold and confident.

## Our Behaviours

We should demonstrate our values by being positive, supportive, flexible, and innovative.

### Positive: I maintain a “can do” attitude and a smile

- ✓ Create an encouraging and optimistic environment and bring others with me
- ✓ Approach others in a pleasant, happy and upbeat manner
- ✓ Maintain enthusiasm in difficult times
- ✓ Demonstrate commitment to my own service and to the Council
- ✓ Demonstrate an "I care" attitude

### Supportive: I create an environment where the people I work with feel valued and respected and have confidence to develop

- ✓ Understand the council's priorities and work towards a common goal
- ✓ Work across boundaries to develop relationships, share information and keep others informed
- ✓ Listen to the views of others allowing the best way forward to be found
- ✓ Communicate in a courteous and respectful manner
- ✓ Behave in ways that promote the fair and equal treatment of all

### Flexible: Adapting the way I work, I can deal confidently with change and accept new and different ideas and approaches

- ✓ Accept that change is an integral part of working at Reigate & Banstead
- ✓ Demonstrate an open mind to new ideas and proposals
- ✓ Display a willingness to do things differently
- ✓ View change in working practices as an opportunity for improving and developing
- ✓ Adopt a flexible approach to meet the team's requirements

### Innovative: I work to develop new ideas and workable solutions to drive the Council forward

- ✓ Question currently accepted ways of doing things
- ✓ Implement good ideas, learn from others, both internally and externally
- ✓ Identify novel ways of resolving issues using own initiative
- ✓ Suggest and try out new approaches
- ✓ Challenge the status quo in a constructive way

## Great People

