Job Description		
Job title:		Assistant Manager – Waste and Fleet
Contracting Council:		ELDC
Service/ Function:		Waste and Fleet Services
Grade and Salary:		Grade 7
Hours:		37 pw
Reports to:		Service Manager – Waste and Fleet
Liaison with: (e.g. Officers, Councillors, Town and Parish Councils, Partners)		Officers, Councillors, external partners, members of the public
Resource Accountability	**Financial**	Yes
	Direct Reports	Waste Supervisors, Market Erection Team
	Physical and Information	Louth Street Scene depot,

Purpose of the job	
Overall purpose	Primarily to provide senior operational management support to the Service Manager – Waste and Fleet. Act as the lead senior officer for the safe effective operation of the Council operated markets, including ad hoc events such as specialist markets. To assist in the development and implementation of strategies and initiatives that support delivery of the South and East Lincolnshire Partnership (SELCP) strategic priorities plus alignment and Delivery Plan, and ELDC service delivery objectives.
Service Related	Provide day to day management to Supervisors and staff. Responsibility for the operational management and development of staff and service succession planning through delivery of the service's training and development plan and in accordance with Council's vacancy management procedure. Providing professional direction, and guidance, within the service area with service planning, financial planning and management, performance management and people management as high level objectives. Creation and development of service policies and procedures and their periodical review to ensure compliance with statutory legislative requirements, and best practice. Preparation and presentation of reports on operational issues, legal and technical implications and service resourcing for the consideration of senior leadership team, and/or an appropriate elected members To cover as Transport Manager as/when required and manage the operator's licence

	Working with established partners and the creation of new partnerships to enhance and improve service delivery for the service user. Identify and develop opportunities for ongoing service efficiencies and improvements and explore new ways of working in order to benefit service users in the context of the Council's continuing commitment to transformation.
Corporate	Contribute to and collaborate with other Council services to develop and deliver corporate projects. Ensuring accurate interpretation and compliance with legislation and internal policies and procedures. Working within the Council's performance management protocol, collecting and reporting service performance indicators. Maintain a working knowledge of, and ensure adherence to, the corporate Risk Management Strategy Consult and liaise with the assigned portfolio holder for the service and any other individual Members or committees as required.

Key accountabilities (include responsibility for service users)

- Responsibility for service compliance to health and safety policies and procedures
- On behalf of the Service Manager provide full support to the waste, markets and fleet staff. To ensure all work is carried out in the most efficient and effective manner whilst delivering high standards of service at all times.
- Responsibility for service compliance with GDPR regulations, ensuring the development, maintenance of and adherence to the service asset register and retention schedule
- Delivering and managing contracts with external service providers and suppliers
- Prioritising the wellbeing and engagement of staff within the service in line with the Council's people strategy, and values and behaviours.
- Ensuring the service objectives and delivery, drive forward the Council's key priorities in line with the Corporate Strategy.

Knowledge and Skills (include interpersonal/ communication skills and physical and mental skills)

Essential	Desirable:
• Experience leading and managing a waste and recycling collection service. • Detailed understanding of the relevant legislation related to this area of work plus a detailed understanding of the underlying concepts and principles of the specialist area • Detailed knowledge of the associated organisational policies, practices and procedures in this specialist area • Detailed knowledge and understanding of health, safety and Welfare requirements relating to the service. • Experience of strategy development, target setting and monitoring performance. • Experience of employee management, and ensuring the delivery of HR procedures. • Experience of assisting in initiating, managing and	• Knowledge of ICT software relating to waste services • Excellent organisation skills

delivering projects. • Able to communicate at all levels both verbally and in written form. • Able to monitor analyse information / data in order to make informed judgements. • Able to continuously keep updated on and understand relevant legislation, policy and processes in order to disseminate key issues to relevant parties and stakeholders • Excellent team working and advisory skills • Knowledge of health and safety requirements and legislation	

Educations/ Qualification

Essential:	Desirable:
• Previous experience in the Waste Management field, plus extensive post-qualification experience at a senior organisational level in relevant areas of work • A recognised Health, Safety and Welfare management qualification • Ability to travel across sites	• Member of CIWM or similar accreditation • Transport manager CPC accreditation

Mental Skills

The jobholder is regularly faced with problems or situations which he/she must resolve personally and some of the more difficult ones are not covered by existing rules, procedures or instructions. Some of these problems will require the jobholder to apply creative skills in order to develop new solutions, incorporating ideas or concepts which were previously untried within the sector. The jobholder is required to develop strategies or solutions for future implementation, up to a year ahead. This planning activity can take up to a month to complete.

Interpersonal and Communication Skills

The jobholder is regularly required to motivate and/or train other members of staff and this requires developed training, developmental, leadership or motivational skills. The job regularly requires advisory, guiding, negotiating and/or persuasive skills at a highly developed level. The jobholder is required to communicate information which can be both complex and potentially contentious to a range of different types of audience, including non-specialists. This can cover topics across a whole specialist area. The post holder may also represent the Service Manager at meetings with external agencies, organisations and other groups as requested.

Physical Skills

Keyboard and/or mouse skills, for more than just e-mails, memos, short letters or the equivalent, are necessary and integral to the main duties of the job. The ability to drive is necessary to undertake the full range of duties and the normal workload of this job.

Initiative and Independence

The jobholder is required to interpret policies and procedures for own work, and, in these situations, only organisational policies or Chief Executive (or equivalent SLT posts) control constrain the jobholder's freedom of action. The jobholder is expected to use wide discretion and initiative over a very broad area of activity. He/she has to seek the agreement of other peers or more senior colleagues on major policy issues, such as resourcing and policy issues.

Physical Demands

The activities in this job are undertaken mainly in a sedentary position. There may be limited requirements for standing, walking, bending or stretching; or an occasional need to lift or carry items.

Mental Demands

Concentrated mental attention is required to ensure that the tasks and duties of this job are carried out correctly. This has to be applied over medium periods of time at least once a week. In addition, the job requires medium periods of enhanced mental attention at least once a week. There is a need for concentrated sensory attention by the jobholder for medium periods. Working to deadlines is a feature of

this job. While some of these are foreseeable in the normal cycle of work, others are unpredictable in nature and occur regularly. He/she is regularly subject to conflicting demands, with more than one person requiring a service or assistance simultaneously. Unavoidable interruptions are frequent, often forcing the jobholder to re-plan his/her main project or activity.

Emotional Demands

The job involves dealing with subject matter which could cause the jobholder emotional upset because of the personal circumstances of the people to whom it relates. The post holder will work closely with HR and manage employees under relevant policies i.e. Absence and Sickness

Responsibility for People

The jobholder has an impact on the well-being of individual, or groups of, people through the provision of a service or services to them. Some of these people are directly reliant on the jobholder for their care and/or welfare. He/she also personally implements Statutory Regulations which can have a direct impact on the health, safety or well-being of people. The jobholder also has a shared responsibility for the development of the Organisation's policies and supporting procedures or practices in relation to the well-being of people, to meet changes in the social, economic, political or relevant legal or technical environment. This shared responsibility impacts across a whole service. He/she also provides advice and guidance both on established internal policy and on external regulations or legislation.

Responsibility for Supervision/Direction/Co-ordination of Employees

The jobholder is required to supervise or manage Organisation employees, or other people in an equivalent position, co-ordinating and/or managing them through two or more managers/supervisors. Responsibilities include the recruitment, induction, training, discipline, monitoring and development of some or all of these people, including agency staff. The jobholder is also responsible for the evaluation and improvement of activities and working methods. He/she has this responsibility for a large number of people and two or three different areas of activity are covered by the work which these people carry out. These people are all based in the same workplace.

Responsibility For Financial Resources

The jobholder is responsible for income generation or expenditure budget(s) which are very large, with moderate discretionary authority, and contributes to its/their monitoring and setting, in which he/she has a contributory role.

Responsibility for Physical Resources

The jobholder's main responsibility for physical resources is for manual and/or computer information. He/she personally produces or processes some of this information and is expected to apply normal levels of care, accuracy, confidentiality and/or security when doing this. The handling of this data is a regular task, occupying at least 25% of the jobholder's total working time. The jobholder also has a responsibility for supplies and/or stocks and this includes responsibility for procuring or ordering a moderate range of these, to meet service or other requirements. The post holder is responsible for depot site security and other management arrangements at the Councils depot premises to include vehicles, equipment and other material assets under the post holders area of responsibility.

Working Conditions

The jobholder normally works indoors and free from exposure to disagreeable or unpleasant environments. Verbal abuse, aggression or other anti-social behaviour from members of the public is a feature of this job, but it rarely lasts for long and no response from the jobholder is expected or required

General

Other duties – the duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time within the context of the grade for this post. Any such duties should not however substantially change the general character of the post and if it appears that they will then the post holder should refer the matter to their manager/personnel or union/staff representative

GDPR – the post holder must ensure that functions are delivered in a manner compliant with the requirements of the General Data Protection Regulation 2018 and any other legal or professional standards of confidentiality and propriety.

Equal Opportunities – the post holder must carry out his/ her duties with full regard to the Councils Equal Opportunities policy.

Safeguarding – it is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at risk. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

Health and Safety – the post holder must ensure that their duties are delivered in a manner compliant with corporate (and legal) health and safety policies and procedures. All employees must familiarise themselves with and comply with the organisations, and their departmental, health and safety policies including departmental procedures and safe systems at work.

If the post holder does not understand how the above clauses affect them, they must ensure they seek clarification from their line manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to GDPR, Equal Opportunities, Health & Safety and Safeguarding.