# CYNGOR SIR *POWYS* COUNTY COUNCIL

## JOB DESCRIPTION

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| **Position Title:** | **Waste & Recycling Supervisor** |
| **Position Number:** | **HTR1685** |
| **JE Code:** | **LES296** |
| **Service:** | **Highways, Transport & Recycling** |
| **Location/Work Base:** | **Abermule** |

(this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified)

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| **Grade:** | **Grade 9**<br>**Point 23 to Point 25**<br>**£35,570 to £37,563 per annum**<br>**£18.43 to £19.46 per hour** |
| **Contracted hours:** | **37 hours, Permanent** |
| **Reporting to:** | **Waste & Recycling Manager** |
| **Responsible for:** | **W&R Foremen & W&R Operatives (L1) and (L2)** |

## Summary

### About the role:

This is a great opportunity to be part of a team providing one of the most important services to Powys residents as well as increasing recycling.
Waste and Recycling is collected from every resident and in Powys we are one of the best performing Councils in Wales which as a country is second in the world for recycling! If it wasn't for our frontline staff, we could never achieve this.
If you want to be a part of this team as a Supervisor, really making a difference, we want to hear from you!

### About you:

- • You must have experience of working in a supervisory position demonstrating the ability to organise an operational workforce and schedule a programme of work to provide effective services
• You must have knowledge and experience of environmental waste legislation, health and safety requirements and local government understanding

- Have effective communication and presentation skills, competent IT skills using Microsoft packages
- Be able to provide effective leadership and ensure staff have positive team principals of trust and motivation.
- Work to tight deadlines in a challenging fast paced environment, remaining calm in stressful situations with a flexible approach to work and willingness to work outside of normal office hours.
- Commitment to undertake any appropriate training, continuing professional development.

**What you will do:**

1. Provide effective leadership and ensure staff adopt positive team principals of trust, motivation, empowerment and confidence. Manage performance and identify training and development needs within the framework of the business planning process.
2. Manage and co-ordinate the day-to-day operation of collecting refuse and recycling. Ensure all refuse and recycling tasks are carried out within the scheduled programme.
3. Responsible for all operational works carried out either by the in-house workforce or approved contractors. Responsible for supervising labour and the use and maintenance of vehicles, plant and material resources across the depot. Monitor and effectively manage any accidents or incidents of misuse.
4. Undertake risk assessments and ensure that staff adopt the relevant safety measures and follow approved method statements. Deliver tool-box talks to ensure staff have the relevant knowledge to carry out the roles effectively.
5. To develop and manage data collection and monitoring systems and produce timely reports to the area manager.
6. To maintain a stock control system.

**If you have any questions about the role, please contact:**

**Amanda Griffiths, Area Manager (North)**
**Phone: 07483716444**
**Email: amanda.griffiths@powys.gov.uk**

**Your responsibilities will be:**

- To supervise and co-ordinate the work of a number of multifunctional teams for the waste and recycling operational service. To assist in taking the operational function through considerable change with regard to it's collection methods, the change in attitude and approach and the need to work with customers to educate them and encourage their participation. To monitor improvements in performance and actively manage enforcement of the waste and recycling function for the Authority.

- Actively promote recycling with customers to ensure an efficient and effective service to the stakeholders that meets the Council's and the Governments performance criteria including continuous improvement.

- To support the Waste & Recycling Manager in delivering the Council's commissioning model. This may occur through identifying and implementing operational processes to enable commercial opportunities to be achieved from recycled waste. Ensure that the delivery of the service is focused upon meeting the needs of citizens and customers and is providing value for money.

- To have responsibility for depot security and limited stock ordering e.g. PPE

**Principal Responsibilities:**

1. Responsible for all operational works carried out either by the in-house workforce or approved contractors. Responsible for supervising labour and the use and maintenance of vehicles, plant and material resources across designated areas. The vehicles used for recycling have been made bespoke for PCC, they are extremely expensive and need to be handled and maintained with care. The supervisor needs to ensure staff have been trained to load the vehicles and to drive them and maintain them properly. This is a new approach for the service and different to the previous collection of refuse process.

2. Manage and co-ordinate the day to day operation of collecting domestic, trade and clinical refuse and co-ordinate the recycling and other related activities. Ensure all refuse and recycling tasks are carried out within the scheduled programme. Could be expected to participate in carrying out some manual aspects to support the Waste & Recycling service. Ensure allocated work is achieved to the required standard, efficiently and safely.

3. Support the Waste & Recycling Manager to produce accurate financial data for the service budget reports and support the Strategy Manager to report against the government targets by monitoring and supplying accurate operational performance data. The Welsh Government statutory recycling targets are very stringent and attract significant fines for failure to comply.

4. Make best use of the service plant and transport resources to ensure maximum utilisation and to monitor and effectively manage any incidents of misuse.

5. Provide effective leadership and management and ensure staff adopt positive team principals of trust, motivation, empowerment and confidence.

6. Monitor the ongoing work to assess if it is being carried out to the standards required. Manage issues of poor performance with staff to achieve the required standards. Adopt a formal approach where improvements are not being maintained.

7. Undertake risk assessments and ensure that staff adopt the relevant safety measures and follow approved method statements. Deliver tool-box talks as required by Waste & Recycling Manager.

8. Support the Waste & Recycling Manager to maintain a training programme to achieve the training priorities as identified, which can be influenced by the needs of the operational staff. Ensure the operational staff are released from their duties to attend the scheduled training and ensure cover is provided as required. This is an essential action to ensure staff can move from the old refuse function to the new waste and recycling function with the correct skills, attitude and approach to enable them to carry out their role effectively by using the policy guidance from the Waste Compliance Officer to make decisions on when and how to carry out the enforcement process and to ensure they can also work effectively with their customers.

9. Work with other staff in the waste and recycling service to undertake and assist in refuse and recycling promotion and enforcement duties and work in close liaison with the Trade Waste Officer to increase business and the Waste Compliance Officer to bring forward prosecutions where appropriate. Ensure staff know what their enforcement responsibilities are and how to carry them out. If the enforcement process culminates in a prosecution, assist with the prosecution as required.

10. Liaise with members of the public, utilities and suppliers to identify and resolve problems that are not straight forward so work can progress. Ensure council procedures are followed and inform the Waste Recycling Manager of any operational issues that may impact on the service delivery in general.

## DBS:

There is no DBS Check requirement for this position.

## Health and Safety Statement:

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.

## Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

## Welsh Language Requirement:

Welsh language skills are desirable

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the ‘Principal Responsibilities of the Job’.

# PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

## Experience

### Essential

- At least three years experience of working in a Supervisory position demonstrating the ability to organise an operational workforce and schedule a programme of work to provide effective services.

- Computer; IT skills. Ability to input and analyse data in respect of service performance and the ability to produce reports and interpret the data.

### Desirable

- Experience of working within a Local Government environment**.**

## Knowledge

### Essential

- A working knowledge and experience of waste & recycling collection activities.
- Understanding of the work area and the skills/trades required to carry out the given work. Understanding of the range of equipment used by the teams and able to provide advice on best practice and how to overcome problems.

- Basic understanding of budget management.

### Desirable

- Knowledge of vehicle/fleet legislation and waste & recycling management legislation.

## Qualifications and Training

### Essential

- Relevant certificates of competence; qualifications or experience equivalent to NVQ Level 4.
- Health and Safety Certificate to a minimum standard of IOSH 'Managing Safely' or equivalent / or commitment to work towards achievement of this certificate.

- Willingness to undertake appropriate waste, health & safety or quality training.
- Must be able to visit various sites and hold a full driving licence.

**Desirable**

- Membership of CIWM or other appropriate body.
- HGV/LGV full driving licence

## Personal Qualities

**Essential**

- Ability to plan ahead and deliver programmes and reports to tight deadlines.
- Ability to manage and prioritise conflicting demands.
- Ability to deal with the public to defuse potentially difficult situations.
- A good knowledge of Windows based computer applications.

## Skills

**Essential**

- Good organisation skills.
- Communicate effectively both orally and in writing at all levels.

## Other Requirements

**Essential**

- Ability to work in confidence and with minimum supervision.

Welsh language skills are desirable

**Recruiting manager:** Lisa Griffiths
**Date: 28/10/2014**

**Our values:**

**Professional**
Whatever role we play in the council, we act with professionalism and integrity

**Positive**
We take a positive attitude in all we do

**Progressive**
We take a proactive and responsible approach to planning for the future

**Open**
We keep each other informed, share knowledge and act with honesty and integrity

**Collaborative**
We work constructively and willingly on joint initiatives

## How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

**Top tips**:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## Next steps

The closing date for applications is 22/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 25/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 02/12/2026

We wish you luck with your application.