JOB DESCRIPTION	
Job Title	Waste Strategy Manager
Portfolio	Streetscene and Transportation
Reports to	Regulatory Services Manager
Location	Alltami Depot
Post Reference/ID Number	80000027652

Job Purpose

The role will be responsible for leading multiple strategy projects (including business case development and impact assessments) and will be critical to developing and shaping the long term strategic direction for the waste and recycling service, supporting the implementation of initiatives and education campaigns, reviewing waste and recycling services contracts and ensuring environmental compliance of waste operations.

Principal Accountabilities

1. Contribute to the development and implementation of Health & Safety and Welfare policies and Safe Working arrangements operated by the service to ensure both compliance with statutory obligations and the health and wellbeing of the workforce, staff and contractors engaged by the Council and members of the public coming into contact with these operations.

2. Effective staff, contract and resource management including responsibility for all HR matters for the staff controlled by the post. Implement both service specific and corporate initiatives in order to deliver a highly motivated and efficient workforce.

3. Effective budgetary and service related contract management, inclusive of delegated budget allocation and financial reporting to ensure the Standards agreed for the Streetscene service are achieved within the budget allocated to the service.

4. Prepare, develop, recommend and implement policies and strategy in relation to waste and recycling services that comply and remain consistent with the requirements of relevant governing bodies and legislation. Monitor the progress of these to ensure that the Council meets all the statutory requirements, and interpret data and information to provide intelligence for the strategic future planning of the Council's waste and recycling services to improve the efficiency and effectiveness of the service.

5. Provide professional technical advice and guidance on waste policy and strategy matters; produce reports and presentations; attend formal Council Committees or other meetings; represent the Council at national, regional, and sub-regional groups and forums that apply to the requirements of the job and respond to consultations on the future coordination and development of waste and recycling services.

6. Manage the procurement of contracts for the processing of waste, including waste disposal, Household Waste Recycling Centres, organics processing, transport, recyclate processing and any outsourced collection services, preparing service specifications, evaluating tender submissions and ensuring best value and compliance with the Council's Contract Procedure Rules. Develop and maintain outlets for recyclable materials and compost products; ensuring best quality of product to guarantee value for the Authority. Monitor the performance of contractors against agreed standards and targets, and ensure that any monitoring framework delivers contract compliance, value for money and delivery of the service plan and objectives.

7. Monitor and report on the performance of the waste and recycling service to ensure consistent and accurate data collection is reported within statutory timeframes to governing bodies, ensuring that comprehensive data and records relating to the service are maintained, including reporting through Waste Data Flow, National Waste Returns. Review, develop and implement new and enhanced KPIs where appropriate to monitor service performance.

8. Oversee the management and maintenance of the infrastructure for gas capture, electricity generation and leachate control for the Council's closed landfill sites, ensuring required environmental monitoring and reporting is undertaken within statutory timescales.

9. Analyse and present data and information from a wide range of internal and external sources in order to prepare options appraisals and assist with the strategic planning and commissioning of services. Monitor and evaluate the latest developments in waste legislation and policy, and analyse the impact of any internal and external changes affecting the technical and financial aspects of the service, responding as necessary.

10. Provide technically competent management and advice for all the Authority's waste and recycling disposal facilities to ensure compliance with Environmental Permitting Regulations. Ensure compliance with Duty of Care Regulations for all waste disposed, treated or recycled and ensure that procedures are in place to retain relevant documentation for audit purposes.

11. Manage the ongoing development and maintenance of the ISO14001 and ISO9001 management systems for the Council's waste disposal facilities and ensure ongoing certification to the PAS100 and Quality Protocol standard at the Greenfield Composting Facility.

12. Develop, promote and maintain a programme of education, awareness and engagement with service users and stakeholders and to establish links and working relationships with other public bodies such as the Natural Resource Wales and other Wales Local Authorities through regional groups.

13. Review, investigate and resolve complaints and service requests relating to waste and recycling services to ensure compliance with the Council's Customer Care Charter.

14. Develop, promote and maintain mutually beneficial working relationships with other Council Off Members, North Wales Police, Community Councils, Community Groups and service provide colleagues and understand and adhere to the corporate value of dignity at work. Support all contacts the service's objectives, and to carry out any other duties commensurate with the grade, skills, a purpose of the post, as directed by the line-manager.

Supervision/Management of People

This role has the management responsibility for:

6 x Recycling and Compliance Data Officer
1 x Environmental Improvement Coordinator

Employment Checks/Specific Requirement i.e. DBS

This post is subject to general pre-employment checks

Special Working Conditions

The nature of this post involves working both indoors in an office environment, including working at home, and working outdoors (waste management facilities, Flintshire communities, community events).

The role is required to work in public environments with the requirement to lift and carry promotional materials and presentation stands.

The post holder must be prepared to attend occasional evening and weekend meetings/events where necessary

This role involves driving, a full UK Driving Licence is essential for the role

Job Context

The Streetscene & Transportation portfolio provides the necessary technical expertise and resource to carry out an integrated provision which delivers the following frontline services:

- Highway Maintenance
- Grounds Maintenance
- Street Cleansing
- Waste Collection and disposal
- Fleet Maintenance and management
- Civil Enforcement
- Transportation
- Bereavement Services

The service will operate within a highly controlled and closely monitored environment which will link to a strategy of continuous improvement for service provision. The post holder will be a key member of the team responsible for procuring, delivering and managing a wide range of essential frontline services in an efficient and cost effective manner.

The Service operates a quality management environment. Consequently, performance monitoring and management are important features of the job and link with the Welsh Government Strategy of continuous improvement.

The post will support the Streetscene & Transportation portfolio in developing and maintaining good working relationships with other Portfolios and external customers, which will assist with meeting the Council's objectives and key priorities especially

The postholder will comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post, including promoting a “safety culture” within the service; controlling and minimising risk; reporting any apparent deficiencies; undertaking relevant training and development activities and responding positively to new and alternative systems of work.

The postholder has to comply with all legislation, governance and regulations relevant to the role, ensuring any changes are highlighted, and implementing any necessary updates or changes when required. It follows nationally recognised good practices to deliver maximum efficiency, flexibility and value whilst complying with the Council’s statutory, regulatory, advisory and strategic responsibilities for the service and its stakeholders.

Contacts & Relationships

The post holder typically deals with a wide range of contacts which are not straight forward and can be complicated and or contentious.

Service Managers	Policy direction, guidance, information and advice
Operational Managers and Service Managers	Policy compliance, guidance, information, recommendations and advice with regard to operational compliance.
Trade Unions	Employee Relations
Elected Members	Enquiries, research, investigation, consultation, responding to complaints, service requests
Departmental staff at all levels e.g. Planning & Environment, Education, Housing, Finance, HR etc.	Service management, career development, retention, recruitment, establishing good working relationships to enable best practice to be achieved and to discuss operational matters
Other Local Authorities	Consultation, liaison for shared sharing best practice and partnership working
Town and Community Councils including other stakeholders.	Enquiries, research, investigation, consultation, complaints, service requests
Enforcement Agencies	Enquiries, consultation, resolving complaints.
General Public	Co-ordination, consultation. Resolution of contentious problems, support and direction.
Contractors/Suppliers	Negotiation, direct, report, establish and engage on operational and performance matters, issue sanctions in accordance with contract conditions. Robustly manage contractors on a day to day basis and as the Council's representative in contract management meetings

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	**Essential / Desirable**	**How this will be assessed?**
Degree standard or significant relevant experience in a waste management background	Essential	Application
Chartered status to a Chartered Institute of Waste Management	Desirable	Application
Hold a Relevant Certificate of Technical Competence (COTC) for waste activities	Desirable	Application
Knowledge and Experience		
An understanding of Streetscene operational activities	Desirable	Application/interview
Health and Safety knowledge and understanding	Essential	Application/interview

Good knowledge and understanding of key legislation and regulations relating to waste services	Essential	Application/interview
Be conversant with the Authority's Waste Strategy objectives and targets, and the all Wales Waste Strategy "Towards Zero Waste"	Desirable	Application
Manage staff through effective performance management, team building and motivational techniques	Essential	Application
Strategic planning and development or business improvement, including solving complex, unstructured problems.	Essential	Application
Plan and prioritise workload for both themselves and the teams that report to them and work effectively under pressure.	Essential	Application
Demonstrate excellent communication skills, both oral and written, for dealing with internal staff at all levels and customer enquiries	Essential	Application
Stakeholder management skills are essential, with the ability to interact with senior leaders, operational and technical leads.	Essential	Application
Good project management experience; excellent organisational and time management skills.	Essential	Application
Skills		
Demonstrate behaviours that role model and reinforce the Streetscene & Transportation Values of Safety, Teams, Accountability, Respect and Service Excellence	Essential	Application/Interview
Welsh Language	Desirable	Application
IT skills (Microsoft Word, Excel, Power point)	Essential	Application
Communication skills – for confident and professional liaison with internal and external customers	Essential	Application
Public speaking and engagement	Essential	Application/Interview
Self-motivation	Essential	Interview
Strong time management and organisational skills	Essential	Application/Interview

Flintshire County Council Core Behavioural Competencies		
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview