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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Waste Project Assistant	Grade: Scale 6
Section: Contracts and Leisure (Waste and Street Cleansing)	Directorate: Environment and Community Services
Responsible to following manager: Waste Strategy Manager	Responsible for following staff: Not applicable
Post Number/s:	Last review date: Not applicable

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement (SSA) between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To assist with the delivery of projects to increase recycling of food waste in Richmond and/or Wandsworth including the roll-out and implementation of food waste recycling services to residential flats and for commercial customers in Richmond and/or to residential houses in Wandsworth. The post holder will support the Waste Projects Officer and report to the Waste Strategy Manager within the SSA Waste Service team.



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Specific Duties and Responsibilities:

1. To support the planning and delivery of the roll-out of food waste recycling services and projects.
2. To proactively plan and conduct assessments at blocks of flats to identify the best available potential locations to site communal food waste recycling containers, visiting sites and liaising with property management agents as necessary.
3. To assist in the development of suitable work plans, ensuring that projects are delivered in an efficient manner including financial and operational considerations.
4. To document and report progress to the Waste Projects Officer, highlighting any issues or concerns relating to project delivery in a timely manner.
5. To produce written proposals and recommendations for installation of communal food waste recycling facilities at blocks of flats based upon your findings from related assessments undertaken to act as the basis for approval by the relevant property management agent.
6. To present your proposals and recommendations to property management agents and other relevant stakeholders in order to gain their full support and buy-in for introducing food waste collection services.
7. To liaise and collaborate with all relevant stakeholders (e.g. residents, residents' associations, waste disposal authorities, businesses) in an appropriate manner be it via email, telephone or site meeting if and where required.
8. To appropriately manage and maintain the relevant project datasets which will include addresses, contact details and service recommendations.
9. To assist in the drafting of project documentation as necessary (e.g. data collection forms, proposal templates, email templates etc.)
10. To assist with the delivery of other waste reduction of recycling projects if and when required.



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Generic Duties and Responsibilities

- To assist with the delivery of waste projects in Richmond and Wandsworth.
- To comply with relevant SSA Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role.
- The SSA will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Required to regularly conduct site visits in all seasons at locations across Richmond and Wandsworth.
- Required on occasion to work outside of normal hours including evenings and weekends should the need arise.
- Ability to travel to locations across the boroughs of Richmond upon Thames and Wandsworth to carry out the duties of the role.



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Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge and application of project delivery / project work	A&I
Knowledge of local authority waste and recycling services, procedures and techniques	A&I
Experience	
Experience of supporting effective and cost-effective complex projects	A&I
Experience of providing waste and recycling services	A&I
Experience of managing, maintaining and working with large datasets	A&I



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Experience of effective communication with project stakeholders	A&I
Skills	
Ability to plan and prioritise own workload	A&I
Ability to work independently both in the field and at home/office (all home working and other equipment necessary for the role will be provided incl. mobile phone)	
Good working knowledge of Microsoft Office packages (specifically Outlook, Word and Excel)	A&I
Ability to communicate effectively with stakeholders using the appropriate medium, including clear presentation of detailed proposals in a confident and persuasive manner	A&I
Qualifications	
Educated to degree level / relevant waste management qualification / or appropriate work experience over a number of years.	A
Full and clean UK driving licence and/or be able to travel to sites across the borough of Richmond on a regular basis.	A

A – Application form

I – Interview

T – Test

C – Certificate