



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Waste Projects and Strategy Officer	Grade: SO2
Section: Waste and Street Cleansing	Directorate: Resident Services
Responsible to following manager: Senior Waste Projects and Strategy Officer	Responsible for following staff: Not applicable
Post Number/s: POS001376, POS001377, POS001378	Last review date: July 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



Job Purpose

Responsible for the day to day delivery of projects to enhance the current waste and recycling services and the promotion and communication of initiatives across both boroughs.

Specific Duties and Responsibilities

1. To be responsible for the identification, planning, delivery, and project management of the special projects or initiatives and to ensure that projects are focused to meet the needs and expectations of the service and residents.
2. The post holder support day to day management of small contracts, liaising with service providers as required.
3. Manage customer and other complaints related to these areas of service and ensuring any contract deficiencies are rectified and customers are kept informed.
4. Liaise with local communities, Councillors, officers, funders, customers, land management agencies, consultants, the local Waste Disposal Authority and contractors to ensure that special projects or initiatives are fit for the purpose and supported by end users.
5. Develop communications strategies and plans with stakeholders relating to service changes and improvements.
6. Develop initiatives to improve services for recycling.
7. Act as an internal consultee responding to development proposals received by the Planning Service to identify proposals for waste storage and collection which fail to meet the Council's requirements and/or which should be altered to facilitate improved waste management by occupants.
8. Network with the Local Authority Recycling Advisory Committee (LARAC) and London Recycling Officers' Group (LROG) to keep abreast of best practice and new initiatives.
9. Contribute towards delivering climate change objectives as approved by the Councils.



10. Assisting and supporting the Senior Waste Projects and Strategy Officer as and when required.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Management of all capital and revenue budgets associated with projects.
- Required to work outside of normal hours including evenings and weekends.
- To implement policies and procedures necessary to meet customer needs and which reflect the Council's vision and core values.



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge and application of project management	x		A&I
Knowledge of waste management legislation, regulations, policies, standards, procedures and techniques relevant to local government and of current issues facing local government	X		A&I
Experience	Essential	Desirable	Assessed
Experience of successfully delivering effective and cost-effective complex projects	x		A&I



Experience of providing waste and recycling services		x	A&I
Experience of managing contracts and dealing with contractors		x	A&I
Experience of working in a political environment with direct contact with members		x	A&I
Experience of managing budgets within an established set of guidelines		x	A&I
Experience of engagement and development with community groups and stakeholders	x		A&I
Skills	Essential	Desirable	Assessed
Ability to deliver successfully to multiple, competing deadlines		x	A&I
Ability to prepare communication materials		x	A&I
Ability to deliver presentations to both internal and external groups		x	A&I
Qualifications	Essential	Desirable	Assessed
Educated to degree level / relevant waste management qualification / or appropriate work experience over a number of years.	x		C
Full and clean UK driving licence and/or be able to travel to sites across both boroughs on a regular basis.	x		C

A – Application form / CV

I – Interview

T – Test

C - Certificate