

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Performance Information Officer	Grade: SO1
Employer: Western Riverside Waste Authority	
Responsible to following manager: Deputy General Manager	Responsible for following staff: None
Last review date: November 2024	

Job Purpose

To be responsible to the Deputy General Manager for providing accurate and insightful information required for the Authority’s waste and materials performance and contract management and for modelling the impacts of new waste trends, policies and projects. This includes daily collation and analysis of waste operational data and the delivery of waste and recycling analysis and modelling projects using a range of analytical tools, principally using, but not limited to Excel-based models.

To undertake data analysis and projections to support understanding of waste trends, the impact of policy and operational decisions and to underpin the Authority’s strategic decision-making, including drafting reports to enable understanding of key trends and forecasts. The role requires data to be presented in clear, concise manner for a variety of audiences, in easy-to-understand formats.

Specific Duties and Responsibilities

1. To be responsible for providing daily performance reports and analyses for the Authority’s Operations Manager using various spreadsheets, databases and web-based recording systems, specifically to:
 - a. Collect, import and reconcile waste and recycling tonnage data and amend to correct errors.
 - b. Update information systems to timescales for the presentation of management information and trend analysis.

- c. Input data onto web-based systems designed for UK local authorities to report on waste and recycling tonnage data, including the national Waste Data Flow system.
 - d. Contribute to the development, where appropriate, of new systems for recording, analysing and presenting data.
2. To assist the Operations Manager in the reconciliation of data relating to waste management contract payments.
3. To support the Operations Manager in the updating of the financial spreadsheets to assist in the preparation of Budgets and Budget forecasting.
4. To undertake analysis of relevant materials, commodities, trading schemes and power generation markets to understand the impact on our current and future waste management services.
5. Operation and maintenance of existing Excel-based models for current and projected data analysis and modelling of the Authority's waste and recycling services and waste flows from the four collection authorities and WRWA's waste data analysis.
6. To develop, use and maintain new models for the purposes of forecasting the impact of service level changes from the four collection authorities, local, regional and national government policy changes and other specific local circumstances on expected waste arisings, compositions, waste and materials flows and costs that the Authority will need to manage.
7. To undertake data collection and analysis from publicly available sources and specialist databases as well as from the Authority's contractors to gather relevant data to provide evidence-based analyses.
8. To prepare analytical reports that underpin and support decision-making around the continuation of existing projects and the implementation of new projects and the associated business plans.
9. To provide regular monitoring analysis of operational and financial impact of the implementation of the Authority's Joint Municipal Waste Management Strategy including:
 - a. Reporting of Key Performance Information (KPIs)
 - b. Impact of collection scheme changes
 - c. Impact of WRWA facility upgrades and service delivery changes
 - d. Impact of household growth in the WRWA area and on a Borough basis
 - e. Impact on waste arisings and composition linked to local and national economics and/or the impact of policy instruments such as the implementation of the Environment Act
10. To provide key data analyses to support the Authority's decision-making through its'

procurement strategy and contract expiry work programmes, including but not limited to:

- a. Waste and material tonnages
 - b. Compositional analyses
 - c. Facility capacities and throughputs – current and future needs
 - d. Provisional cost/income and operational implications to support options analyses
11. To undertake environmental assessments to support options analyses and provide data on the environmental impacts and carbon emissions associated with the Authority's services, using publicly available tools including environmental and carbon impact accounting tools.
 12. To prepare and present insightful reports, briefing notes and presentations for a range of audiences, in a manner and format to enhance understanding and distillation of the key facts and impacts to support decision-making.
 13. Answer routine telephone enquiries from the public, referring more complex queries to the relevant colleague.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Western Riverside Waste Authority.
- To comply with relevant 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 Authority'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 the Authority's duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the Authority.
- 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.

Person Specification

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Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
A knowledge and understanding of current waste management, recycling and environmental issues		✓	A/I
Strong awareness of diversity and inclusion (essential)	✓		A/I
Experience	Essential	Desirable	Assessed
Experience of producing and presenting performance management reports and researching and analysing information to model different future scenarios.	✓		A/I
Experience of using MS Office-based IT including email, MS Word and Excel to an advanced standard.	✓		A/I/T
Practical experience in delivering waste and recycling modelling projects for or on behalf of local authorities or waste management contractors including use of a range of tools and models		✓	A/I
Experience and knowledge of using databases, MS Access and other analytical tools		✓	A/I
Skills	Essential	Desirable	Assessed
Good written English and verbal communication skills, including the ability to communicate technical information and results in an accessible format	✓		A/I/T

Excellent data research, collection and analysis skills including the ability to work with and manipulate large datasets	✓		A/I/T
Excellent level of numeracy demonstrated both academically and practically	✓		A/I
Excellent IT skills including advanced Excel skills, preferably including VBA	✓		A/I/T
Ability to quickly learn how to use existing internal and publicly available modelling tools	✓		A/I
A methodical and rigorous approach with a high level of attention to detail and ability to produce work of a consistently high standard	✓		A/I
Good organisational and planning skills with ability to prioritise workload and meet deadlines	✓		A/I/T
An ability to work on own initiative as well as working as a member of a team	✓		A/I
Ability to develop positive effective working relationships with a range of people	✓		A/I
Qualifications	Essential	Desirable	Assessed

A – Application form

I – Interview

T – Test

C - Certificate