

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 Better Service Partnership (BSP) between Richmond and Wandsworth Councils. The overall purpose of the BSP 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 BSP 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 improve waste and recycling services and performance in Wandsworth. The post holder will support the Waste Projects Officer and report to the Waste Strategy Manager within the BSP Waste Service team. The post holder will focus mainly on the following projects:

- (i) Weekly food waste recycling collection service (Wandsworth): Borough-wide roll-out to all households
- (ii) Waste and recycling services on Council managed housing estates (Wandsworth): Implementation of improvement plans

The post holder will also assist with the delivery of other waste service-related projects as required, potentially including ones not listed above.

Specific Duties and Responsibilities

1. (Main focus):

Waste and recycling services on Council managed housing estates

(Wandsworth): Implementation of improvement plans

To support the planning and delivery of improvements designed to improve recycling performance and bin capacity/condition and to reduce the escape of litter/dumping around them. This will involve:

- i. proactively liaising with Housing Department and Waste Service colleagues to survey residents, agree waste service improvements and implement them.
- ii. Visiting local housing estates to help identify potential improvements.
- iii. Liaising with operational waste colleagues to identify and address bins requiring replacement.

Weekly food waste recycling collection service (Wandsworth): Borough-wide roll-out to all households

To support the planning and delivery of the roll-out of food waste recycling services to all households. This will involve:

- iv. Proactively planning and conducting assessments at blocks of flats to identify the best available potential locations to site communal food waste recycling containers, visiting sites and liaising with Wandsworth's Housing Department and private property management agents as necessary to secure their agreement.
- v. Producing written proposals and recommendations for installing communal food waste recycling facilities at blocks of flats based upon your findings from site visits and related assessments.
- vi. Seeking approval for your proposals and recommendations from relevant property management agents.

2. To support the planning and delivery of communications, engagement and outreach to support Waste Service related projects.
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 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.
6. To appropriately manage and maintain the relevant project datasets which will include addresses, contact details and service recommendations.

7. To assist in the drafting of project documentation as necessary (e.g. data collection forms, proposal templates, email templates etc.)
8. To supervise deliveries and review their quality/appropriateness on-site as required.
9. To assist with the delivery of other waste reduction or recycling projects if and when required.
10. To assist with the monitoring of contracted waste service provision if and when required.

Generic Duties and Responsibilities

- To assist with the delivery of waste projects in Wandsworth.
- To contribute to the continuous improvement of the services in Wandsworth.
- 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 BSP'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 within the council.
- 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

- Required to regularly conduct site visits in all seasons at locations across Wandsworth.
- Required on occasion to work outside of normal hours including evenings and weekends when the need arises.

- Ability to travel to locations across the borough of Wandsworth to carry out the duties of the role.

Team structure

Director (Waste)

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Assistant Director (Waste)

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Head of Waste & Street Cleansing (Vacant)

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Waste Strategy Manager

Operational Waste Team

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Waste Projects

7 x fixed term Waste Projects Assistants (incl. 5 already in Officer post, two of which are Richmond-based)

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the BSP 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 delivery / project work	x		A & I
Knowledge of local authority waste and recycling services, procedures and techniques	x		A & I
Experience	Essential	Desirable	Assessed
Experience of supporting effective and cost-effective complex projects		x	A & I
Experience of providing waste and recycling services		x	A & I
Experience of liaising with the business community		x	A & I

Experience of managing, maintaining and working with large datasets		x	A & I
Experience of effective communication with project stakeholders		x	A & I
Skills	Essential	Desirable	Assessed
Ability to plan and prioritise own workload	x		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)	x		A & I
Good working knowledge of Microsoft Office packages (specifically Outlook, Word and Excel)	x		A & I
Ability to communicate effectively with stakeholders using the appropriate medium, including clear presentation of detailed proposals in a confident and persuasive manner	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		A
Full and clean UK driving licence and/or be able to travel to sites across the borough of Richmond on a regular basis.	x		A

A – Application form / CV

I – Interview

T – Test

C - Certificate