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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Waste Projects Officer	<b>Grade:</b> SO2
<b>Section:</b> Contracts and Leisure (Waste and Street Cleansing)	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Waste Strategy Manager	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b>	<b>Last review date:</b> December 2019

#### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement 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:

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.



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### **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 will also be responsible for the day to day management of textile recycling services, 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. Collate, maintain and submit quarterly waste and recycling tonnage data and monthly fly-tip incidents and enforcement data to the "WasteDataFlow" website.
8. 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.
9. Network with the Local Authority Recycling Advisory Committee (LARAC) and London Recycling Officers' Group (LROG) to keep abreast of best practice and new initiatives.
10. Contribute towards delivering climate change objectives as approved by the Councils.
11. Assisting and supporting the Waste Strategy Manager as and when required.



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### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- 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 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 within the council.
- The Shared Staffing Arrangement 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**

- 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.



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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 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)
<b>Knowledge</b>		
Knowledge and application of project management		A&I
Knowledge of waste management legislation, regulations, policies, standards, procedures and techniques relevant to local government and of current issues facing local government		A&I
<b>Experience</b>		
Experience of successfully delivering effective and cost-effective complex projects		A&I
Experience of providing waste and recycling services		A&I
Experience of managing contracts and dealing with contractors		A&I



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Experience of working in a political environment with direct contact with members	A&I
Experience of managing budgets within an established set of guidelines	A&I
Experience of engagement and development with community groups and stakeholders	A&I
<b>Skills</b>	
Ability to deliver successfully to multiple, competing deadlines	A&I
Ability to prepare communication materials	A&I
Ability to deliver presentations to both internal and external groups	
<b>Qualifications</b>	
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 both boroughs on a regular basis.	

**A – application form**

**I – Interview**

**T –Test**

**C – Certificate**