**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Waste Project Assistant (x4) | **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:** RWE1902; RWE1903; RWE1904; RWE1905 | **Last review date:**Not applicable |

**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**

To assist with the delivery of projects to improve (i) waste and recycling services and performance in Wandsworth; and (ii) community toilet provision in Richmond. The three post holders will support the Waste Projects Officer and report to the Waste Strategy Manager within the SSA Waste Service team. Each post holder will focus on one of the following projects:

1. Weekly food waste recycling collection service (Wandsworth): Borough-wide roll-out to all households
2. Waste and recycling services on Council managed housing estates (Wandsworth): Implementation of improvement plans
3. Community Toilet scheme (Richmond): To improve the quality of provision in partnership with local businesses including the number and distribution of locations across the borough and disabled access.

Each 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):

**Post Holder 1: Waste Projects Officer- Richmond only (recycling support)** The post holder will support efforts to improve recycling performance with a particular focus on extending weekly food waste recycling collections to flats and increasing residents use of this and other recycling services.

**Post Holder 2: 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:

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

**Post Holder 3: 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:

1. 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.
2. 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.
3. Seeking approval for your proposals and recommendations from relevant property management agents.

**Post Holder 4: Community Toilet scheme (Richmond)**

To improve the quality of provision in partnership with local businesses including the number and distribution of locations across the borough and disabled access.It is anticipated that this project will continue for around 6 months, after which time the Post Holder will switch to focussing on the first two projects above, working alongside Post Holders 1 and 2. The project will involve:

1. Mapping and assessing existing scheme coverage to identify gaps and potential improvements.
2. Liaising with local businesses to recruit new businesses to the scheme.
3. Improving disabled access coverage and monitoring compliance.
4. To support the planning and delivery of communications, engagement and outreach to support Waste Service related projects.

1. To assist in the development of suitable work plans, ensuring that projects are delivered in an efficient manner including financial and operational considerations.
2. To document and report progress to the Waste Projects Officer, highlighting any issues or concerns relating to project delivery in a timely manner.
3. 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.
4. To appropriately manage and maintain the relevant project datasets which will include addresses, contact details and service recommendations.
5. To assist in the drafting of project documentation as necessary (e.g. data collection forms, proposal templates, email templates etc.)
6. To supervise deliveries and review their quality/appropriateness on-site as required.
7. To assist with the delivery of other waste reduction of recycling projects if and when required.
8. 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 Richmond and Wandsworth.
* 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 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 Richmond and 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 boroughs of Richmond upon Thames and Wandsworth to carry out the duties of the role.

**Team structure**

Assistant Director (Waste)

 I

Head of Waste & Street Cleansing

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Waste Strategy Manager Operational Waste Team

I I

Waste Projects 5 x fixed term Waste Projects Assistants (incl. one already in Officer post)

**Person Specification**

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| --- | --- |
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**Our Values**

**THINK BIGGER**

**EMBRACE DIFFERENCE**

**CONNECT BETTER**

**LEAD BY EXAMPLE**

**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **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**