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## Job Profile comprising Job Description and Person Specification Job Description

<b>Job Title:</b> Recycling Operative	<b>Grade:</b> Scale 4
<b>Section:</b> Contracts and Leisure (Waste and Street Cleansing)	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Senior Site Supervisor	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b>	<b>Last review date:</b> April 2016

### 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 in the delivery of the on-site operations including the management of recycling materials, the sorting of collected items and preparation for collection and to ensure the maintenance of site safety and cleanliness.



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### **Specific Duties and Responsibilities:**

1. To liaise with customers, visitors and contractors and give advice and directions on site use to maximise recycling and minimise waste sent to landfill and to ensure safe use of the site(s).
2. To direct traffic on site if required.
3. To remove all obvious items of contamination from stored material awaiting bulking.
4. To always wear adequate protective clothing (including earplugs and gloves) and to ensure all Health and Safety regulations relating to the MRF and/or Townmead Road operating procedures are adhered to.
5. To assist the Supervisor in ensuring that the quality of materials is maintained and in preventing contamination of materials via agreed procedures.
6. To ensure that the site is kept clean and tidy.
7. To assist in quality control of recycled materials into the site(s), reporting serious contaminations to the Site Supervisor or, in their absence, to the other appropriate officer.
8. To assist in the safe storage of items within the site (e.g. recyclables, compost bins).
9. To carry out basic maintenance and unblocking of recycling equipment and to inform the Supervisor when servicing and additional maintenance is required to plant or machinery.
10. To carry out basic administrative duties associated with the operations (e.g. weighbridge tickets, monitoring forms, etc.).



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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**

- The post holder will be required to work as part of team.
- It is a job requirement that the personal protective equipment provided is worn at all times whilst on operational duties.
- To work anti-social hours including weekends and Bank holidays on a rota basis.



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## Person Specification

<b>Job Title:</b> Recycling Operative	<b>Grade:</b> Scale 4
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<b>Responsible to following manager:</b> Senior/Site Supervisor	<b>Responsible for following staff:</b> Not applicable
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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 positive and helpful means 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 of waste management, legislation, regulation, standards and procedures	A/I
Knowledge and practical application of health and safety legislation	A/I



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Experience	
Experience of working with the public in a customer-facing environment	A/I
Experience of working with contractors, customers and stakeholders to improve service outcomes	A/I
Experience of answering queries and resolving problems	A/I
Skills	
Ability to follow instructions	A/I
Ability to work under own initiative	A/I
Ability to use equipment	A/I
Qualifications	
Relevant certification to NVQ level 1 or equivalent	A

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**