**BCP Council**

**JOB DESCRIPTION**

**SERVICE UNIT: Environment**

**JOB TITLE: Waste Management Officer**

**REF No: 9262**

**GRADE: H**

**RESPONSIBLE TO: Waste Strategy & Resource Manager/Waste Disposal & Infrastructure Manager**

**MAIN PURPOSE**

* To bring expertise and knowledge to the strategy, policies, contracts, projects and programmes that contribute to shaping and sustaining Bournemouth, Christchurch and Poole as a world class coastal city region where people and businesses want to be.
* To develop and maintain an infrastructure that enables BCP residents and businesses to manage their waste safely and sustainably.

**SPECIFIC PURPOSE FOR ROLES**

* To contribute to waste management through expertise and knowledge of waste disposal, waste technology, strategies and policies regarding the collection of waste, and operation of waste disposal facilities.

**MAIN RESPONSIBILITIES**

1. To bring expertise and knowledge of strategic waste to contract management, data management and analysis, environmental strategy and policy development, implementation and communication, along with contributing to projects and programmes from conception to completion using a structured project and contract management approach.
2. Where appropriate to develop robust business cases, project plans and documentation, including committee reports, that incorporate methods of financial control and risk management.
3. To provide effective and accurate progress reports and make recommendations as appropriate on a regular basis to Senior Officers, Project Managers or Project Board.
4. To ensure that strategic waste priorities, projects and programmes comply with relevant legislation, policy, licences and the purpose and values of BCP Council.
5. To bring environmental and waste expertise and knowledge to procurement and tendering of internal and external contractors, goods, and services in line with the Corporate Procurement Strategy and Financial Regulations.
6. To identify and secure suitable internal and external funding streams to deliver capital projects and ongoing financial sustainability.
7. To work in a joined-up way with communities, partners and internal stakeholders who have an interest in and contribute to environmental development in BCP.
8. To manage engagement and consultations about proposed projects, programmes, strategies and policies to ensure residents are at the heart of everything we do.
9. To lead, plan, organise and prioritise own workload whilst being flexible to changes and competing deadlines, demands and expectations.
10. To introduce measures in specialist areas that allow for a constant review on whether the work carried out is meeting the customers and councils purpose.
11. To keep records, monitor and analyse performance of Council contracts and Service Level Agreements in relation to strategic waste work (including waste, recycling, and public conveniences). To attend appropriate contractual meetings and make site visits where appropriate in order to manage contractual performance
12. To provide, collate and be able to analyse data to be used in budget control and policy decision making.
13. To co-ordinate all allocated work streams under the guidance of the line manager to ensure that the work meets defined outcomes and deadlines.
14. To undertake such other duties as may be required from time to time commensurate with the level of the post.
15. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

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| **PERSON SPECIFICATION ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * An interest or passion in the environment, sustainability or waste * Proven experience of building and managing partnerships and collaborative relationships. * Proven experience of writing and presenting reports to senior people and stakeholders. | Essential  Essential  Essential | Application Form  Interview  References |
| **QUALIFICATIONS / TRAINING**   * Degree or equivalent specialist experience in an environmental discipline e.g. waste management, environmental science | Essential | Application Form  Certificates |
| **APTITUDES /ABILITIES**   * Confident communicator with excellent interpersonal skills. * Ability to work effectively under pressure, prioritise, forward plan and meet deadlines. * Ability to co-ordinate work across multi-skilled teams. * Ability to pass on detailed information to others in a manner that is understood. | Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **KNOWLEDGE**  Good working knowledge of the theory, policy and practice of environmental issues with specific knowledge of waste management, waste disposal, waste technology, strategies and policies on the collection of waste, operation of waste disposal facilities. | Essential | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   * Positive attitudes to the Council’s purpose and values and the way it operates. * Able to confront difficult situations or problems and seek their resolution. * Committed to seeking out new ways of working to improve service delivery. * Celebrates team success and generates a team spirit. * A strong commitment to delivering services that meet the needs of the customer. | Essential  Essential  Essential  Essential  Essential | Application Form  Interview  References |

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| **OTHER FACTORS**   * Ability to travel around the BCP area in an agreed timely manner. * Available to work evenings and weekends as required in order to attend engagement events and committee meetings if required. * The post will be a combination of home working and attendance at various Council locations or contractor sites | Essential  Essential  Essential | Application Form  Interview |