# Job Description

**Role Profile:**  Strategic Waste Officer - BCP Specialist J

**Service/Team:** Environment

**Reports to:** Waste Strategy Manager/Waste Disposal Manager

**Responsible for**:

**Number of posts**: 5

**Post number**:

**Career Grade**:

**Job Overview**

Design and deliver BCP’s waste strategy, related policies, waste disposal arrangements and infrastructure to enable BCP residents and businesses to manage their waste effectively and sustainably.

## Key Responsibilities

* Review and manage service delivery and policy changes in line with the Council’s waste strategy to deliver service improvements and efficiencies. Write decision-making documentation and provide strategic waste expertise to Corporate Project Management
* Lead consultations, engagement and communications on proposed strategy, service or policy changes to ensure colleagues and residents can actively contribute and participate
* Respond to resident and other stakeholder enquiries and complaints regarding proposed strategy, service or policy changes and offer often complex advice on a range of waste management issues
* Develop and manage the ongoing delivery of BCP’s waste reduction, reuse and recycling initiatives
* Collate and analyse waste data, highlighting relevant trends, issues and recommendations to managers to inform decisions on budget management and policy. Present data in a meaningful and understandable format for difference audiences
* Monitor and report relevant waste performance data required for legal compliance via Waste Data Flow, waste permit requirements, FOIs (Freedom of Information), and other waste performance indicators
* Manage performance of Council contracts and Service Level Agreements in relation to strategic waste (including waste, recycling, and public conveniences). Attend appropriate contractual meetings and visit sites where appropriate. Validate and authorise payments as per contractual terms
* Lead procurement and tendering of internal and external contractors, goods, and services in line with the Corporate Procurement Strategy and Financial Regulations.
* Develop relationships and seek to resolve any barriers to working collaboratively with communities, colleagues and other stakeholders who have an interest in or may contribute to waste management in BCP.

## Specific Qualifications and Experience

* Relevant Degree in Environmental Science, Sustainability, Waste Management or equivalent
* Advanced relevant professional qualification i.e., CIWM, IEMA, Masters (or equivalent experience) with evidence of continuous professional development
* Well-developed knowledge of waste management and environmental practices, processes and procedures (including legal and regulatory requirements), including broader commercial awareness
* Good knowledge of ICT including MS Excel, Word, Outlook and other programmes relevant to the role
* Extensive relevant work experience, demonstrating practical and theoretical knowledge of waste management, sustainability or similar
* Experience of building and managing partnerships and collaborative relationships.
* Experience of writing and presenting reports to senior people and stakeholders.

## Personal Qualities & Attributes

* Strong attention to detail, ability to analyse, interpret and utilise data to plan and deliver required outcomes and improvements
* Confident communicator with strong interpersonal skills and an ability to communicate complex technical guidance on a broad range of waste management activities with a diverse range of stakeholders in an engaging and tailored manner
* Ability to plan and integrate related workstreams and projects within defined parameters and objectives
* Ability to work effectively under pressure, co-ordinate and prioritise workloads across the team, forward plan and meet deadlines
* Positive attitude to the Council’s purpose, values and operations
* Ability to confront and resolve difficult situations or problems
* Committed to challenging ways of working to improve service delivery and meet the needs of the customer.

## Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* Occasional attendance at meetings, conferences and training may be required outside the BCP area to represent the Council or for continual professional development
* Occasional working at weekend or evening may be required

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.