

Job Description

Post Name	Waste Manager
Job Evaluation Post No	JD 1245
Service Area	Local Environment Services - HES
Grade SCP and salary	Grade 12 (SP 35-37)
Job Purpose	<p>Under the general direction of the Service Manager Local Environment Services to be responsible for the management and delivery of Waste Management service which includes:</p> <ul style="list-style-type: none"> • Managing the waste collection service • Managing waste infrastructure and facilities • Managing day to day liaison with the Service's contractors • Helping to ensure a clean and healthy local environment <p>The above is not exhaustive and is subject to change</p>
Location	The post will be based at Glanyrafon or Penrhos Depot. Working from other locations may be required to be undertaken e.g. site visits, meetings etc.
Hours of Work	<p>37 hours/week with flexible working hours</p> <p>Occasional evenings, weekends and Bank Holiday working will be required</p>
Type of Contract	Full Time
Length of Contract	Permanent
Immediate Line Managers job title	Service Manager Local Environment Services
Supervisory/Managerial responsibilities – if applicable	<ul style="list-style-type: none"> • Manage a core workforce of c.60. The structure includes two Work Leaders who supervise the daily activities of the workforce. • Manage a fleet of vehicles, plant and equipment • Manage allocated budget and budget for specific projects.

	<ul style="list-style-type: none"> • Responsible for Council owned waste management infrastructure
<p>Duties and responsibilities</p>	<p>The below is a list of duties, tasks and responsibilities that are related to the efficient delivery of the service. It is not exhaustive and the post holder is expected to undertake other duties that are considered within the scope and scale of the post.</p> <p>The post holder will:</p> <ol style="list-style-type: none"> 1. Lead on: <ul style="list-style-type: none"> • Commissioning for all vehicles and large plant. • Procurement of plant, equipment, goods and services including contract materials relating to waste collection. 2. Ensure that all procurement is undertaken in keeping with the Authority's procurement policies and procedures and that all expenditure is within budget. 3. Ensure the on-going maintenance of vehicles, plant and equipment as specified by the relevant schedules along with preparing and delivering a replacement programme. 4. Ensure that systems are in place that mean all activities are undertaken giving due consideration to all Health and Safety legislation and requirements. This includes ensuring all issues relating to Personal Protective Equipment are adhered to. 5. Manage the waste collection service including: <ul style="list-style-type: none"> • Ensure that the waste collection service operates as scheduled and that effective communication with stakeholders is in place should this not be possible • Ensuring systems are in place for the management of waste services that are available on request, such as AHP, bulky household waste, garden waste, assisted waste collections • The Authority's trade waste service 6. Manage waste infrastructure and facilities including: <ul style="list-style-type: none"> • Management of dis-used landfill sites, waste transfer stations, household waste sites and any other waste management facility owned and/or operated by the Authority • Ensuring that policies and procedures are in place and adhered to for the effective management of health and safety at the sites and facilities • Prepare business cases for the development of infrastructure and facilities as deemed necessary • Ensure compliance with Environmental Permits and environmental management systems • Ensure sufficient numbers of competent staff are available at all times

7. Review on an on-going basis how the Service is delivered with a view of identifying means of continuous improvement. This will include leading on, identifying and evaluating performance management methodologies. Including:
 - Develop new ideas for improving the service
 - Undertake options appraisals of different operational methodologies and subsequently prepare reports and present findings
 - Provide an input on the Authority's responsibilities in relation to how the services can be most efficiently procured and delivered.
 - Identify opportunities to help meet Local Environment performance targets
 - Implement any changes to operational methodologies as required
8. Lead on all Human Resource processes to include:
 - Recruitment and Selection
 - Induction
 - Allocate, instruct, direct, organise work
 - Check work
 - Training
 - Discipline
 - Motivation
 - Conduct performance reviews
9. Create a working environment that is conducive to delivering a high level of service delivery.
10. Respond to queries and questions in various formats from elected members, members of the public and other stakeholders.
11. Provide input and responses to various relevant consultations.
12. Represent the Service / Authority on relevant internal and external working groups, meetings and other events.
13. Investigate opportunities to secure funding for projects which support wider economic and environmental benefits.
14. Manage external contractors undertaking work on behalf of the service.
15. Manage and maintain all records and systems related to the delivery of the service.
16. Prepare and plan work programmes.
17. Deal regularly with client officers, senior representatives of external public and statutory bodies, planning officers, and contractors.

	<p>18. Prepare orders for Council work, contractual correspondence and certificates for financial payments.</p> <p>19. The post holder will be expected to:</p> <ul style="list-style-type: none"> • Ensure that the highest possible level of customer care is delivered with respect the services provided • Promote the work of the Service through publicity, information and presentations, utilising all forms of information technology. • Be physically capable of undertaking site visits and inspections. • Be responsible for their laptop computer and mobile phone. • Ensure adequate records are maintained in particular relation to compliance matters. • Communicate effectively with contractors, service managers, Council staff and members of the public <p>20. The post holder is expected to help ensure a clean and healthy local environment including:</p> <ul style="list-style-type: none"> • Work in close liaison with the Street Scene Manager and Grounds Maintenance Manger to ensure that teams are working together to address local environment issues. This includes sharing resources as required and ensuring that teams have a shared ethos and common priorities • Work in close liaison with other Council teams to respond to issues and plan for Local Environment improvement • Help create solutions to address issues affecting Local Environment Services such as the causes of waste related litter and nuisances <p>21. There will be a requirement for some of the duties of the post to be in unpleasant conditions e.g. heat/cold, dirt/dust, noise, weather, vibrations etc.</p> <p>22. Carry out any other duties commensurate with the grade of the post, and as requested by the Service Manager.</p>
<p>Accountability</p>	<p>Guidance will be given but the post holder will be required to work under their own initiative to ensure the effective management of the service whilst balancing competing priorities and keeping up-to-date with operational requirements, national legislation and regulations and advise officers when appropriate.</p> <p>The post-holder will be responsible for equipment necessary to undertake their duties at a variety of locations (laptop computer and mobile phone)</p>

	The post holder will hold a Certificate of Technical Competency (WAMITAB) level 4 and be responsible for all waste management infrastructure owned and/or operated by the Authority
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Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Educated to degree level or equivalent in a relevant discipline and/or be demonstrable evidence of relevant successful experience. Full UK driving licence			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	3	2	2	Essential*
Practical/personal skills required for the post	<ul style="list-style-type: none"> Excellent management skills including a sound understanding of financial management in a local government environment. Enthusiastic and self-motivated individual with an appetite to embrace change for the better. Ability to lead by example, motivate and inspire others Excellent interpersonal, negotiation and communication skills. The ability to develop stakeholder relationships to an outstanding level. A sound knowledge and understanding of Health and Safety policies and procedures in a Waste management context and environment. A sound understanding of local government being sensitive to the organisational and political dimensions. A positive attitude to self-development and the development through appropriate training opportunities of others forming part of service. An excellent communicator, with an ability to work well with operational teams 			

	<ul style="list-style-type: none"> • Able to work outdoors in all weather conditions. • A Willingness to undertake duties outside normal working hours. • The ability to effectively plan, prioritize and execute tasks in a high-pressure environment with tight timescales and constantly changing priorities. • The ability to think imaginatively using creative problem solving skills. • Able to work collaboratively with others with a high level of problem solving, negotiating and influencing skills. • Flexible and able to work under pressure, both independently and as a member of a team • The ability to resolve conflicts and deal with issues of a complex and contentious nature • The ability to present ideas, explain complex information and set out salient information and the steps needed to be taken to improve the Local Environment services • ICT literate with the ability to produce reports. • Ability to change attitudes and behaviours and promote the Caru Ceredigion ethos • Demonstrable enthusiasm and drive for improving the local environment • Positive attitude towards change and a desire to make a positive difference
<p>Experience required for the post</p>	<ul style="list-style-type: none"> • Minimum five years' experience in a relevant field • Minimum two years' experience of leading a team(s) and supervising service provision • Demonstrable human resource management experience • Experience of working to tight timelines and prioritising tasks

<p>Training/education required to be undertaken for the post/worked towards</p>	<p>The post holder will need to hold a Certificate of Technical Competency (WAMITAB) level 4</p> <p>Demonstrate up to date and current Continual Professional Development and be willing to participate in appropriate management training.</p> <p>The post holder will be required to meet the linguistic levels within two years of the appointment and training will be provided as necessary.</p>
<p>Desirable Skills/Qualifications</p>	<ul style="list-style-type: none"> • Membership of a relevant professional body • GIS and database management skills • Practical or vocational qualifications / licences • Management qualification • Practical experience of partnership approach to service delivery