

Waste Contracts Officer Grade 9

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Through its statutory function as a Waste Disposal Authority, the Sustainability and Waste Management Service makes provision for residual waste treatment and disposal facilities for all eight Waste Collection Authorities within Staffordshire. This can include the provision of transfer facilities at strategic

locations to ensure efficient haulage of waste to treatment/disposal points and if requested, provision of treatment/recovery facilities for recyclables and organic waste.

It is also responsible for providing specialist advice to the County Council on all matters related to Sustainability and in particular is responsible for producing and maintaining the Corporate Sustainability Strategy, providing specialist input into its implementation and monitoring.

Furthermore, the service operates 14 household waste recycling centres where residents can deposit household waste; manages the environmental integrity of historic landfills under the ownership of the authority, maintains an up to date strategy and makes payments of Recycling Credits to the eight Staffordshire waste collection authorities where appropriate.

The Sustainability and Waste Management service also contributes to a range of other Corporate Priorities including Customer satisfaction, financial control, value for money, health & safety and equalities.

About the Role

The post holder will be responsible for monitoring a selection of the authority's waste transfer, treatment, and disposal contracts. The role will ensure the services are delivered to a high standard, monitoring contract performance and compliance, delivering value for money and driving service improvements. They will work closely with our Partner authorities, supporting with day-to-day operational delivery as well as assisting with the procurement of replacement contracts as required.

This post is designated as a *Casual* car user

Reporting Relationships

Responsible to: Team Manager – Waste Contracts

Responsible for: such staff as may be placed under the postholder's control.

Key Accountabilities

- To deputise for the Team Manager – Waste Contracts as required.

- To provide cover for the other Waste Contract Officers during periods of absence.
- Each Waste Contracts Officer will be responsible for one of the following areas:
 1. To monitor and assist in the management of the W2R Energy Recovery Facility contract and one or more secondary contract.
 2. To monitor and assist in the management of the Hanford Energy from Waste Contract and one or more secondary contract.
 3. To monitor and assist in the management of Staffordshire's Waste Transfer Station Contract and Street Sweeping disposal contracts, and one or more secondary contracts.

Secondary Contracts will be allocated across the Waste Contracts Officer roles to ensure a balanced workload and may vary according to business need.

Generic Responsibilities

In delivery of the above key accountabilities and to ensure associated due diligence and value for money, the postholder will be expected to undertake a number of contract monitoring activities and support improved service delivery through procurement projects. Similarly, the postholder will be expected to work with partner organisations and internal stakeholders to achieve countywide strategic objectives. To this end, the following generic responsibilities apply:

- To monitor contract tonnages/inputs against contractual requirements and verify/authorise associated expenditure/income.
- To assist in project work relating to the contracts.
- To monitor contract performance in accordance with complex Performance Framework regimes.
- To assist in the validation of Monthly and Annual Contract reports.
- To act as a primary point of contact for relevant Waste Collection Authorities (WCA) and Partner Authorities for day-to-day operational issues.

- To assist in the procurement of replacement contracts for services and works as required.
- To act as liaison on behalf of Waste Management and Sustainability with other corporate teams as directed.
- To ensure that any legislative changes identified are suitably implemented in relation to each contract.
- To ensure Health and Safety compliance in relation to each contract; and
- To undertake such other duties as may be allocated from time to time in accordance with the general nature and grading of the post.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.






The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

| = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measure d by
	Qualifications/Professional membership <ul style="list-style-type: none"> Educated to Degree level or other relevant qualification in Waste Management or the Environment, or relevant experience. 	A
  	Knowledge and Experience <ul style="list-style-type: none"> Relevant demonstrable practical experience in waste management, environment or other related work. A high level of knowledge and experience of waste collection and treatment systems. Proven experience of working in project teams. A sound understanding of and the ability to interpret/implement current waste legislation and policy. Previous engagement with relevant external bodies, e.g. Waste Collection Authorities, contractors. Experience of the preparation of reports and complex numerical information. Experience of contracts and procurement 	A/I A/I/T A/I A/I A/I/T A/I/T
	Skills <ul style="list-style-type: none"> Ability to analyse varied information and to provide solutions. Good communication skills. 	A/I A/I/T

	<ul style="list-style-type: none"> • A current driving licence. • Ability to work as a member of a team and develop positive working relationships. • Ability to motivate team members and implement change management initiatives. • Good keyboard skills/computer literate. • Ability to make systematic evaluation of potential solutions <p>This post is designated as a casual car user</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300