

## HWRC Supervisor Grade 7

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **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, 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 citizens
- 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. Similarly, it is also responsible for the County Council's activities in providing community leadership through partnership working and the Local Economic Partnership.

Furthermore, the service operates 14 household waste recycling centres (HWRC) 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

### **Reporting Relationships**

**Responsible to: HWRC Operations Officer**

**Responsible for: Senior Recycling Advisors**

### **Key Accountabilities**

To ensure HWRCs are being operated and maintained in a safe and professional manner, in accordance with their environmental permit, planning permissions and councils' procedures.

1. Ensure all day to day activity, including the management of contractors, is legally and contractually compliant and ensuring adherence to all council policy, including . the allocation of PPE, record and assess safe and fit for purpose equipment, organising the maintenance and repair of equipment and infrastructure.
2. To organise the safe and efficient operation of the sites, whilst promoting high profile helpful, courteous and professional customer service

practices across sites within the allocated area in accordance with management instructions, policies & procedures, health and safety and legislative requirements laid down in working plans, planning permissions, environmental permit etc.

3. Responsible for ensuring staff and visitor safety on site by communicating health and safety policies, ensuring safe use of specialist equipment and council vehicles, investigating near/accidents and dangerous situations and acting a site co-ordinator for emergency procedures relating to fire, spillages and first aid.
4. To ensure that high recycling levels are achieved and material contamination is kept to a minimum across all centres to minimize landfill by controlling site operations safely and efficiently, including the prevention of unauthorised persons from sorting, disturbing, removing or interfering with any waste on site. Carefully using specialist equipment such as mobile plant, ensure it is operated and maintained in accordance with all Health and Safety regulations, as well as ensure that all daily checks and records are carried out. Report all defects to mobile plant and site to the HWRC Supervisor.
5. To achieve maximum site capacity through effectively managing the haulage contractors for the sites within the allocated area. Accurate capacity monitoring of recycling and waste containers so that no waste builds up or is stored directly on the floor.
6. To ensure legislative compliance to Duty of Care, Waste Carriers Certification and Consignment Note documentation through monitoring and assessing the accurate completion and storage of these documents.
7. Ensure Traffic Management Plans are in place and effectively communicated to all staff for all allocated sites to maintain the safety of the public at all times.
8. Promote pride and efficient ways of working on site by undertaking inspections and ensuring sites are compliant with the environmental permit requirements, including maintaining a clean and tidy site office and outside areas free from litters and spillages.

9. Carrying out operational checks and auditing Senior Recycling Advisors operational checks. Responsible for reviewing, retaining and maintaining records as contractually or legally required.
10. Support the Senior Operations officer to maximise HWRC revenue through monitoring of all council's trade, KPI's, chargeable and van permits policies, ensuring policies are enforced, and all payments are taken across sites.
11. Ensure the ongoing delivery of the HWRC service by deputising for the Senior Operations Officer.
12. 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**

Additionally, the post holder is required to contribute to the achievement of the Council, Directorate, Strategic HR and individual objectives through:

### **Financial Management**

- Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

### **Continued Prof Dev / Training**

- To maintain an up to date knowledge of Waste Management legislation and policy.
- To be prepared to undertake further training as and when required.

### **People Management**

- Participation and contribution in the My Performance Conversation process.

### **Equalities**

- Ensure 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 County Council's corporate climate change strategy.

### **Health and Safety**

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





### **Safeguarding**


- To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.

The content of this job description and person specification will be reviewed on an annual basis in line with the Directorate's training and development review policy.

## Person Specification

A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>NVQ Level 4 in Waste Management Operations or equivalent qualification or experience.</li> <li>GCSE or equivalent in English and Maths.</li> <li>Willingness to undertake training to operate waste plant in a live environment.</li> </ul>	<p>A</p> <p>A</p> <p>A/I</p>
    	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrable experience of working in a waste management operation.</li> <li>Knowledge and experience of the waste management legislation and duty of care requirements.</li> <li>Understanding and experience of working with health and safety legislations and regulations within waste operation.</li> <li>Significant experience of working within a team and under own initiative, accurately and within defined deadlines.</li> <li>Significant experience of managing a complex workload, achieving targets and responding flexibly to changing circumstances</li> <li>Knowledge and experience of delivering excellent customer service and the achievement of high-quality services.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> <li>• Experience of supervising staff and managing work outputs.</li> <li>• Experience of dealing with contractors, partners, and service users.</li> </ul>	<p>A/I</p> <p>A/I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Effective interpersonal skills, with an ability to build and maintain positive links with colleagues and a range of stakeholders, including members of the public and contractors.</li> <li>• Enthusiastic approach with the ability to motivate self and others</li> <li>• Ability to adapt to change in a fast-paced environment.</li> <li>• An effective communicator, both orally and in writing.</li> <li>• Ability to identify trends and assist in the development of financial, administration and technical support system.</li> <li>• Ability to demonstrate effective analytical and numerate skills.</li> <li>• Clean driving licence with the ability to travel within the county.</li> <li>• Effective IT keyboard skills and computer literate.</li> </ul> <p><b>This position is classified as a Casual Car User</b></p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



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 Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

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