

Waste Minimisation Project Support Officer

Grade 7

About the Service

Economy, Infrastructure and Skills brings together a range of statutory and non-statutory services that help create thriving, prosperous and healthy places in Staffordshire.

Home to a number of our council's universal services, our top priority is to enable the Staffordshire economy to grow and support the creation of more good jobs.

We support the planning, delivery and management of key infrastructure including highways, broadband and 5G, employment sites, minerals and waste sites, transport schemes and flood risk management.

We work closely with partners at a local, regional and national level to grow the economy. We offer our own business support functions and support adult skills and employability through our adult and community learning offer.

A big part of our focus is in securing external funding from a range of sources so we can unlock opportunities for sustainable growth.

We play a key role in supporting the Climate Change agenda, including responsibilities for transport planning and delivery, home to school transport and the safe disposal of waste collected across Staffordshire.

About the Role

The post holder will be supporting the Waste Minimisation Project Officer in all areas of project roll out and continued monitoring, reducing waste and educating audiences of the waste strategy.

This will include working with multiple organisations, charities, community groups, and organisations from other sectors outside of normal working hours.

Reporting Relationships

Responsible to: Waste Minimisation Project Officer

Key Accountabilities:

1. Support the Waste Minimisation Project Officer with the planning, coordination and delivery of reuse projects, by collecting and delivering items, organising and hosting events, delivering presentations, promoting waste reduction, reuse and recycling initiatives.
2. Undertake the day-to-day management, facilitation, delivery and training associated with waste minimisation projects to reduce waste and improve awareness.
3. Plan and manage the day-to-day operation, safety and accessibility of all reuse events, including transport arrangements, event set-up and breakdown.
4. Ensure the safe collection and delivery of all reuse items by complying fully with health and safety procedures.
5. Monitor that all activities are evaluated using appropriate methods and delivered on time and within budget, as directed by the Waste Minimisation Project Officer, to ensure successful project delivery.
6. Organise and attend targeted events, activities and surveys to raise awareness, engage audiences and gather insight and evidence to support and inform the waste strategy.
7. Assist in the reporting and performance monitoring by maintaining and validating accuracy of data held in the system.
8. Work collaboratively with partner organisations, charities, community groups and organisations from other sectors to coordinate activity in support of the waste and sustainability strategic plan.

9. Support in the promotion of the Waste Savvy Staffordshire brand by creating and managing content across digital platforms, social media, e-marketing, events and marketing materials to grow brand awareness and engagement.
10. Direct responsibility for cash and card payment handling and reconciliation, ensuring all monies are processed securely, recorded accurately, and comply with organisational financial controls and audit requirements.
11. Undertake budget monitoring and provide general administrative support to ensure effective service delivery.
12. Respond to enquiries and provide information on waste minimisation projects to members of the public, customers, contractors, district councils and other council departments.
13. Undertake any other duties appropriate to the grading of the post, as required.
14. Work outside normal office hours on occasion, as required by the role.

Person Specification

Qualifications/Professional membership

- Educated to A level / level 3 qualification or equivalent experience in working within Waste Management or Environment / Sustainability

Knowledge and Experience

- Experience in both mitigation and adaptation measures within waste management and/or sustainability,
- Understanding of and the ability to interpret/implement current waste and sustainability legislation.
- Practical knowledge of waste collection/treatment systems, renewable energy technologies, carbon management and energy efficiency measures.
- Practical experience and understanding of the waste industry and/or sustainability industry.
- Experience of dealing with partners and service users.
- Experience of working with data statistics.

Skills

- Proficient IT skills, particularly with Microsoft Office
- Effective presentation skills
- Organisational skills
- Time management skills
- An effective communicator both orally and in writing
- Demonstrate effective, analytical and numerate skills
- Ability to motivate, persuade, develop positive working relationships with colleagues and partners.
- Ability to work within a team and under own initiative, accurately and within defined deadlines.
- Ability to provide a high level of customer service when dealing with service users.
- A current driving licence or the ability to travel across the region of Staffordshire.

This post is designated as a casual car user

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