Waste Minimisation Projects Support Officer

Grade 7

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 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

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.​​​​​​​

Reporting Relationships

Responsible to: Team Manager-Waste Contracts

Responsible for: Volunteers

Key Accountabilities:

1. Co-ordination of the waste volunteer scheme by co-ordinating, recruiting and supervising volunteers to host or attend events around the County to raise awareness of climate change and waste management.
2. Procure for materials and services to support the promotion of the Council’s Household Waste Recycling Centres, Climate Change and Waste Minimisation initiatives.
3. Provide operational support to the Technical Support Team in the purchasing of goods or services in relation the waste volunteer scheme or waste minimisation projects, by utilising or interrogating relevant financial systems.
4. Maintain an accurate record of events, volunteers and service materials in accordance with GDPR, in order to demonstrate the successful impact of our services on the community through the production and distribution of newsletters and reports.
5. To undertake research to support the development of business cases undertaken by the Waste Contracts Officer and/or Head of Waste Sustainability.
6. To assist in the development of harmonising and integrating services within the Staffordshire Waste Partnership and / or the Climate Change Partnership by working with the relevant internal departments to highlight their role in promoting waste minimisation, re-use and recycling in the community.
7. To prepare publicity material and attend exhibitions to actively assist other organisations in carbon reduction, energy efficiency, waste minimisation, re-use and recycling activities.
8. In conjunction with the Waste Contracts Officers, implement the Waste minimisation and climate change delivery plan by providing project and administrative support.
9. To develop and deliver an education and waste minimisation programme to schools across Staffordshire in order to increase awareness of kerbside recycling and to increase the public’s knowledge on re-use, minimisation and recycling.
10. To assist in the collation, maintenance and preparation of statistical information to provide regular summary reports to relevant stakeholders and support the monitoring of performance monitoring .
11. Deal with queries, problems or complaints from members of the public, customers, contractors, district councils and other departments of the Council in connection with the Waste Savvy Staffs project.

**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.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * Educated to A level / level 3 qualification or equivalent experience in working within Waste Management or Environment / Sustainability | A/I |
| **employer_small** | **Knowledge and Experience**   * Experience in both mitigation and adaptation measures within waste management and/or climate change, * Understanding of and the ability to interpret/implement current waste and climate change 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 climate change / sustainability industry. * Experience of dealing with contractors, partners, and service users. * Experience of working with statistics. | A/I  A/I  A/I  A/I  A/I  A/I I |
| **employer_small** | **Skills**   * Proficient IT skills, particularly with Microsoft Office * Effective presentation skills * An effective communicator both orally and in writing * Ability to identify trends and assist in the development of business cases * Demonstrate effective, analytical and numerate skills * Ability to motivate, persuade, develop positive working relationships with colleagues, partners, contractors. * 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 | A A A/I A/I  A/I A  A  A/I  A |

**This post is designated as a casual car user**

**employer_small** 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