

Senior Recycling Advisor Grade 5

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 Supervisor

Responsible for: Recycling Advisor/ Recycling Advisor & Material Handler

Key Accountabilities

1. To follow safe and efficient operation of the 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. To include the accurate completion of all site records and waste movement records.
2. Ensuring SCC is compliant to the Environmental permit requirements including such things as maintaining the site office and outside area in a clean and tidy manner, free from windblown litter.

3. Supervise the site team on following Health and Safety policy and procedures are followed by all staff, visitors, contractors and members of the public whilst on site. To report to the HWRC Supervisor any breach of site rules, act of dishonesty, malpractice or corruption by any member of the public, visitor to the site or member of staff. Record all accidents, near-misses or dangerous situations, in line with Staffordshire County Council processes or procedures. Implement and enforce that site users follow the Traffic Management Plan at all times.
4. To promote high profile helpful, courteous and professional customer service practices across sites within the allocated areaControl, assist and advise the public, as well as supervise the deposition of the household waste, to ensure that the material is deposited in the correct containers with the aim of maximising recycling and diversion from landfill. Ensuring that all necessary Health and Safety precautions are taken. Prevent unauthorised person from sorting, disturbing, removing or interfering with any waste on site.
5. 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.
6. Ensure all legislative Duty of Care, Waste Carriers Certification and Consignment Note documentation is completed and stored correctly.
7. To monitor, manage and report stock levels on site, coordinating with the haulage contractors' the site requirements, ensure recycling and waste containers always have capacity and are available for the public.
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. Maintain and manage daily log of events and activities at the HWRC, record all visitors other than those depositing waste and keep such records as are contractually or legally required.

9. Supervise all Council's Trade, chargeable and vehicle permits policies and ensure they are enforced and all payments are taken.
10. 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
	Qualifications/Professional membership <ul style="list-style-type: none"> • NVQ Level 4 in Waste Management Operations or equivalent qualification or experience. • GCSE or equivalent in English and Maths. • Willingess to undertake training to operate waste plant in a live environment. 	A A A/I
	Knowledge and Experience <ul style="list-style-type: none"> • Demonstrable experience of working in a waste management operation. 	A/I
	<ul style="list-style-type: none"> • Knowledge and experience of the waste management legislation and duty of care requirements. 	A/I
	<ul style="list-style-type: none"> • Understanding and experience of working with health and safety legislations and regulations within waste operation. 	A/I
	<ul style="list-style-type: none"> • Significant experience of working within a team and under own initiative, accurately and within defined deadlines. 	A/I
	<ul style="list-style-type: none"> • Significant experience of managing a complex workload, achieving targets and responding flexibly to changing circumstances • Knowledge and experience of delivering excellent customer service and the achievement of high-quality services. • Experience of supervising staff and managing work outputs. 	A/I

<ul style="list-style-type: none"> • Experience of dealing with contractors, partners, and service users. 	<p>Skills</p> <ul style="list-style-type: none"> • 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. • Enthusiastic approach with the ability to motivate self and others • Ability to adapt to change in a fast-paced environment. • An effective communicator, both orally and in writing. • Ability to identify trends and assist in the development of financial, administration and technical support system. • Ability to demonstrate effective analytical and numerate skills. • Ability and commitment to provide a high level of customer service. • Clean driving licence with the ability to travel within the county. • Effective IT keyboard skills and computer literate. 	<p>A/I</p>
	<p>This position is classified as a Casual Car User.</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.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Recruitment Team on 01785 276113**