

Job Description – Household Waste Recycling Centre Team Leader

Grade 5 +2 scale points

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 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: N/A

Key Accountabilities

To ensure all HWRCs are being operated and maintained in a safe and professional manner, in accordance with their Environmental Permit, Planning Permissions and councils' procedures.

Generic Responsibilities

- To control, manage and co-ordinate the safe and efficient operation of the sites in accordance with management instructions, policies & procedures, Health and Safety and legislative requirements laid down in working plans, planning permissions, environmental permit etc.
- To promote high profile, helpful, courteous, and professional customer service practices.

- To promote and enforce the need for high recycling levels and quality of material at the HWRC and ensure all recycling opportunities are maximised.
- Be responsible for the opening/closing of the HWRC in accordance with the operational hours. Ensuring pre-opening checks are completed.
- Ensure regular and informative communication is maintained with HWRC supervisors.
- To manage subordinate staff and day-to-day operations, including:
 - Reporting any planned/unplanned absence.
 - Induction of new employees/temporary labour and/or visitors to site.
 - Induct all subcontractors on site and monitor their work.
 - Ensure correct PPE is worn at the facility.
 - Ensure stock levels and waste capacity are accurately monitored, recorded, and submitted.
- 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.
- Ensure all legislative Duty of Care, Waste Carriers Certification and Consignment Note documentation is completed and stored correctly.
- Ensure all paperwork is accurately completed along with the requirements of the data system used on the Staffordshire HWRC network.
- 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.

- 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.
- Control 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.
- Assist with loading of residents' waste and recycling into the appropriate containers, making sure that all necessary Health and Safety precautions are taken.
- Ensure that all waste is dealt with in line with the Council's procedures, Environment permit and planning Permission.
- Prevent unauthorised person from sorting, disturbing, removing or interfering with any waste on site.
- 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.
- Be responsible for the housekeeping of the HWRC.
- 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.

- Supervise all Council's Trade, chargeable and vehicle permits policies and ensure they are enforced and all payments are taken.
- Manage the traffic movements and container exchanges at the HWRC ensuring safe operation.
- Act as the site coordinator for emergency procedures in relation to fire, spillages and first aid if accidents occur on the site, ensuring they are documented correctly.
- To undertake such other duties as may be allocated from time to time, in accordance with the general nature and grading of the post.
- Undertake plant training where necessary and complete safe operation and use of plant for compacting/handling of waste.
- The postholder will be required to work weekends and Bank holidays as standard.
- Able to travel to other HWRC facilities within the Staffordshire network to support operation requirements.

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>Qualifications/Professional membership</p> <ul style="list-style-type: none"> NVQ Level 2 in Waste Management Operations or equivalent. GCSE level or equivalent in English and Maths. Undertaken required training to operate waste plant machinery in a live environment. 	<p>A</p> <p>A/I</p>
  	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Substantial experience of working in a waste management operation. Knowledge of the Waste Management Legislation and Duty of Care requirements. Understanding of the Health and Safety legislations and regulations, and how they apply in a waste operation. Experience of working on own initiative with a minimum of supervision. 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. 	<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"> • Experience of working as a member of a team and developing positive working relationships • Experience of leading small teams. 	<p>A/I</p> <p>A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> • Ability to operate and undertake basic daily/weekly maintenance of mobile plant in a live environment. • Enthusiastic approach, particularly in relation to the development of skills, and willingness to undertake additional training as required. • Excellent communication skills, with an ability to build and maintain positive links with colleagues and a range of stakeholders, including members of the public and contractors. • Excellent interpersonal and communication skills at all levels, including internal and external customers. • Ability to work under own initiative. • Ability to adapt to change in a fast-paced environment. • Positive attitude. • Time management. • Enthusiastic Leadership. 	<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.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Talent and Resourcing Team on 01785 237800**