

Hertfordshire County Council Job Outline



JOB TITLE: Waste Aware Co-ordinator
GRADE: *H8 / H9*
REPORTS TO: Partnership Development Manager
TEAM: Environment & Commercial Services
DEPARTMENT: Waste Management

PURPOSE OF THE JOB

The WasteAware Campaign Co-ordinator is required to project manage the WasteAware campaign by developing, implementing and co-ordinating projects in partnership with the District and Borough Councils of Hertfordshire and other relevant organisations.

MAIN AREAS OF RESPONSIBILITY

Delivery of a successful high-impact, WasteAware campaign in accordance with the agreed work plan working with the various partner organisations and project sponsors.

The development and maintenance of a suitable WasteAware campaign work plan through liaison with the partner authorities of the Hertfordshire Waste Partnership and any other funding organisations and project partners.

Deliver presentations and prepare exhibitions on the objectives and achievements of the WasteAware campaign, to Members, colleagues in the Hertfordshire Waste Partnership, fellow professionals and the general public.

Maintain and track the WasteAware campaign work plan, create campaigning opportunities and improve joint working on awareness, waste reduction, waste recycling and the wider street scene environment.

Provide marketing expertise and administrative support to Hertfordshire partners thereby assisting them to fulfil their respective roles in the WasteAware campaign.

Seek and secure campaign funding from all available external funding sources.

Attend public and internal events / road shows as required.

Record and manage the campaign budget in accordance with agreed procedures.

Work with the Communications / Public Relations departments in each of the 11 Partner Authorities as required.

You will need to hold a full, current and valid driving licence and it is essential that you will have the use of a vehicle when required.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. The job may require occasional evening and weekend work.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

PERSON SPECIFICATION

You will have a strong background and track record in a communications and behavioural change working with range of stakeholders based on effective partnership working.

You must have broad experience of providing advice to senior managers and colleagues in pursuit of building trusted and respected relations. You will also have sound experience of handling new communication and behaviour change initiatives, from developing ideas, through to successful hands on delivery.

You will have the ability to develop and deliver effective programmes to deliver the Partnerships objectives, on time, to budget, and ensuring focus, quality and consistency. You will also have the ability to lead and manage resources to make best use to meet demanding workloads.

With strong influencing and negotiation skills, you will possess strong awareness of partnership dynamics and display a high level of personal drive and energy, with a capacity for sustained effort and performance.

You must maintain high ethical standards both personally and professionally, show integrity, reliability and trustworthiness when supporting Partner organisations which on occasion will include members and senior officers from Partner organisations.

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format, your application may be rejected.

KEY QUESTIONS

Please provide a supporting statement covering the 6 key questions below:

1. Please give details of any proven experience within the waste industry or in a public relations co-ordination role.
2. Please give examples of your ability to deliver presentations to council Members, colleagues, the public and other interested groups, about waste and environmental issues, with clarity and confidence.
3. Please tell us about your ability to manage or oversee multiple projects and deliver to deadlines including experience in managing project finances.
4. Please give details about how you have the ability to make effective contact with the public, colleagues, Members and partners, by telephone, in writing and face-to-face.
5. Please tell us about your ability to work under pressure with a wide range of partners to achieve common objectives.
6. It is essential that you have a keen interest in the subject of waste management and you should have a sound knowledge of waste management practices and an understanding of recycling principles. Please give us detail and examples that demonstrate this.

