

JOB TITLE: Waste Manager - Operations
GRADE: M3
REPORTS TO: Team Leader – Waste Operations and Strategy
TEAM: Waste Management
DEPARTMENT: Environment and Infrastructure

Purpose of the Job

To manage and lead projects, develop initiatives and provide technical support related to the effective and efficient delivery of the statutory functions of the Waste Management Unit in its role as Waste Disposal Authority for Hertfordshire.

In particular to manage a range of contracts for the transfer, disposal and recycling of municipal wastes and to contribute to the development of waste infrastructure and the HWRC networks.

Main Areas of Responsibility

1. Contract management of waste treatment, disposal and transfer arrangements.
2. Contribute to the operational aspects of the development of infrastructure, for example construction of Transfer Stations and new Recycling Centres.
3. Liaison with Contractors, the Waste Collection Authorities and other stakeholders to ensure contracts are effectively managed.
4. Working with the Team Leader for Operations and Strategy on devising and developing future waste management services and strategies.
5. Managing and co-ordinating specific work projects and reporting progress, both written and verbal, to senior officers and Members.
6. Management of the operations team including appropriate leadership and line management of staff and resources.

7. In conjunction with the Team Leader overseeing the procurement of new contracts.
8. Contributing to contractor and stakeholder engagement via contract meetings, education programmes, site visits etc
9. Identifying good practice in the waste management industry and keeping colleagues updated on current thinking to use in their planning and service delivery

10. Assist with other projects within the Waste Management Unit as appropriate.

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.

Person Specification

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.

Qualifications

You should have a recognised degree-level or equivalent qualification in Waste Management or a related subject.

Experience

You will have a thorough, practical and demonstrable understanding of local authority waste management services and responsibilities and a good working knowledge of legislation relevant to the role, including private sector interests.

Skills & Attributes

You will need a comprehensive understanding of contract and risk management within a local authority context and be able to demonstrate practical applications of these skills and knowledge.

You will have an excellent working knowledge of all Microsoft Office Suite applications with the ability to create presentations in Powerpoint and effectively use Excel to collate and analyse data and produce reports.

You will possess good communication skills, demonstrable in a variety of media and to a range of audiences, coupled with a collaborative, problem-solving management style.

You will have the ability to work in and lead a team and will remain calm under pressure and be able to prioritise your workload to meet deadlines.

You will also be willing to commit to Hertfordshire County Council's values & behaviours.

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available 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 (access needs will be met for those with a disability)