

JOB TITLE: Recycling Supervisor

GRADE: H5

REPORTS TO: Procurement & Supply Chain Manager (P&SCM)

DEPARTMENT: Hertfordshire Equipment Service

TEAM: Adult Care Services

Purpose of the Job

Support the (P&SCM) in maintaining a smooth-running recycling department and that team activities are allocated and actions are taken to ensure all members are contributing equally to the operation. Ensure all team members comply with Health and Safety requirements and take responsibility for housekeeping and highlighting areas of improvement. Ensuring the recycling team adhere strictly to all infection control procedures and standards.

Main Areas of Responsibility

- To be the first point of contact for the team operatives in relation to organising tasks and problems; to ensure all tasks are allocated fairly and evenly across the team and that work is completed to a high standard. Ensure team members are cross trained in all recycling functions
- Mentoring/Training new starts into the recycling team, sharing standards, procedures and risk assessments
- Ensure all policies and procedures are met including robust record keeping to ensure traceability and audit trail is maintained
- Oversee strict adherence to equipment segregation. Report all non-compliant issues to Procurement & Supply Chain Manager. Oversee robustly, cleaning & infection control standards are reached by the team to ensure they meet compliant standards set out by MHRA, HSE, NHS Infection Control & other Regulators Identify areas of improvement and support P&SCM to implement agree recycling changes and improved working practices. Identify, advise and assist other teams on all matters relating to segregation, cleaning standards & policy

- Be responsible for arranging services and repair to cleaning tools & machinery as well as maintenance of machine/tool service contracts
- Ensure all policies are adhered to and support /escalate to P&SCM to resolve Health and Safety and/or compliance risks
- Identify areas of improvement and support the P&SCM to implement recycling changes and improved working practices.

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

- Meticulous attention to detail
- To be physically fit
- Working knowledge of recycling functions
- Good communication skills
- A logical approach to problem solving

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.

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)