

Hertfordshire County Council Job Outline



JOB TITLE: Team Leader: HWRC Waste Management

GRADE: M5

REPORTS TO: Head of Waste Management & Environmental
Resource Planning

TEAM: Waste Management

DEPARTMENT: Environment & Infrastructure

Purpose of the Job

To directly manage the statutory function of HCC as Waste Disposal Authority for the 'in-house' provision of the Household Waste Recycling Centre (HWRC) service. This service has always been outsourced and so direct delivery requires a post to lead, and be accountable for, the provision of the service to the c. 1.8m site users annually. The transfer and provision of the HWRC service is politically high profile and will reflect a pressure above the existing costs of c. net £4m service delivery and so much work is required to mitigated expected pressures as much as possible. Substantial improvements will be expected to be provided and reported to elected members and other stakeholders on a regular basis.

Main Areas of Responsibility

- To provide leadership for a large team of staff involved in the service ensuring rotas, staff retention, employment and performance management are managed well.
- To ensure the service contractors, such as those handling and processing materials, are compliantly procured and contract manage those services under scrutiny from residents and elected members.
- Accountability for Environment Agency liaison, Health & Safety practise across the network to ensure the complaint, effective and efficient direct delivery of the Household Waste Recycling Centre (HWRC) service.
- Challenge and value engineer designs for new and/or expanded HWRCs to achieve best practise designs and substantial improvements in the provision of HWRCs that can meet planned growth in Hertfordshire e.g. expansion of reuse and commercial waste offering.

- To work with the Head of Waste Management & Environmental Resource Planning to devise new strategies, develop and implement improvements (including new legislative challenges) across the HWRC service, striving to implement change and add value to the service through direct Member engagement and reporting.
- To support the Hertfordshire Waste Partnership, contributing in person as appropriate, and represent HCC's interests on relevant local, regional and national fora.

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.

- In-depth knowledge of the waste sector including HWRCs particularly in Hertfordshire
- Well-developed contract management skills
- Well-developed budget management skills
- Demonstrable personnel and general management skills
- Good communication skills
- Familiarity and competence within a political environment
- Leadership skills and resilient to change
- Understanding of HCC values and 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.