

# TENDRING DISTRICT COUNCIL

## JOB DESCRIPTION

**Job Title:** Technical Officer (Recycling)

**Post No:** 10001349

**Department:** Operations and Delivery –  
Housing and Environment

**Grade:** 5-7

**Reports to:** Waste and Recycling Manager

### 1. JOB PURPOSE

- 1.1 Responsible for the development and implementation of a recycling and waste strategy for the authority. The person will assist the Waste and Recycling Manager to achieve the objectives and targets set out for the service and develop a waste and recycling communications and education plan. It will be suited to a self-motivated person with enthusiasm and good communication skills. Background experience in waste management is essential.
- 1.2 There will be daily liaison with customers, internal and external stakeholders and contractor's therefore strong communication skills are essential. Initiative and willingness to work as part of the team whilst showing strong skills to organise your own workload and work independently are also important along with the flexibility to carry out occasional crew inspections early in the mornings, including Bank Holidays.
- 1.3 Background experience in waste management is essential.

### 2. JOB ACTIVITIES

The post holder is primarily assigned to:

- 2.1 Leading on all customer complaints and service enquiries related to the recycling and residual waste service, including Liaison with authority's waste contractor.
- 2.2 Carrying out inspections and door knocking with households with un-authorised wheeled bins providing advice, support and guidance to manage their waste appropriately.
- 2.3 Liaise with officers of the Council, members of the public, other authorities and external partners where necessary, providing advice and guidance on waste and recycling.
- 2.4 Attend meetings and events (including out of hours) in the community and give presentations to community groups, schools etc.
- 2.5 Assist with the development and implementation of a promotional plan which will raise awareness of environmental issues and promote the Councils waste

and recycling service, responding to requests for information on recycling and environmental issues.

- 2.6 The maintenance of a positive and effective working relationship between the Service, Liaising with Councillors, our main contractors, other TDC officers and external agencies for the effective and efficient performance of the waste and recycling service.
- 2.7 Any other duties as may be required by the Waste and Recycling Manager.

### **3. CORPORATE RESPONSIBILITIES**

- 3.1 Must achieve good performance on relevant performance indicators both local and statutory, and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.
- 3.2 Must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.
- 3.3 You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including E Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.
- 3.4 Must maintain high quality corporate and service standards and best practice as required.

### **4. SPECIAL CONDITIONS**

- 4.1 This post is politically restricted within the meaning of the Local Government and Housing Act 1998.
- 4.2 You will be required to attend evening meetings, carry out early morning crew monitoring inspections and work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies from time to time.
- 4.3 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- 4.4 You will be required to be able to drive and have access to a car for work purposes.

***This job description is a guide to the duties the post holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.***

## TENDRING DISTRICT COUNCIL

### PERSON SPECIFICATION

**Job Title:** Technical Officer (Recycling)

**Post No:** 10001349

*It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.*

### PROFESSIONAL & TECHNICAL DEVELOPMENT

- Relevant academic qualification
- GCSE A\* - C in Maths and English or equivalent
- Demonstrable literacy and numeracy skills
- Full driving licence essential and access to personal vehicle
- ICT proficient i.e. Microsoft Word, outlook, Excel
- Eligible to work in the UK

### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

#### 2.1 Working with People

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

#### 3.1 Relating and Networking

- a. Establishes good relationships with customers and staff
- b. Builds wide and effective networks of contacts inside and outside the organisation
- c. Relates well to people at all levels
- d. Manages conflict
- e. Uses humour appropriately to enhance relationships with others.

#### 3.2 Persuading and Influencing

- a. Makes a strong personal impression on others
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating
- c. Promotes ideas on behalf of self and or others
- d. Makes effective use of (internal) political processes to influence and persuade others.

### **3.3 Presenting and Communicating Information**

- a. Speaks clearly and fluently
- b. Expresses opinions, information and key points of an argument clearly
- c. Makes presentations and undertakes public speaking with skill and confidence
- d. Responds quickly to the needs of an audience and to their reactions and feedback
- e. Projects credibility.

### **4.2 Applying Expertise and Technology**

- a. Applies specialist and detailed technical expertise
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development
- c. Shares expertise and knowledge with others
- d. Uses technology to achieve work objectives
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- f. Demonstrates an understanding of different organisational departments and functions.

### **5.1 Learning and Researching**

- a. Rapidly learns new tasks and quickly commits information to memory
- b. Gathers comprehensive information to support decision making
- c. Demonstrates an immediate understanding of newly presented information
- d. Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback)
- e. Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation).

***Applicants should note that the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.***

***Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.***