

# Rutland County Council

## Job Description

<b>Job Title:</b>	Waste Services Manager
<b>Grade:</b>	PO1
<b>Department:</b>	Places
<b>Team:</b>	Environmental Services
<b>Line Manager:</b>	Principal Operations Manager

### Purpose of the Job:

To maintain the effective delivery of waste management services and functions to the residents of Rutland in accordance with Council priorities and policies and to achieve Value for Money. To support the Principal Operations Manager in the development and maintenance of progressive and viable Rutland strategies for waste management and environmental enforcement functions.

To ensure the delivery of high quality waste management services in accordance with relevant contract specifications and performance management requirements.

To ensure progression towards all waste management objectives and targets set out in the Council's Corporate Plan and relevant strategies

### Key responsibilities:

1. To assist the Principal Operations Manager in preparing, reviewing and updating the Council's strategies for waste management and environmental enforcement and deliver services and initiatives that are shaped and informed by them, and which deliver positive outcomes.
2. To develop and maintain data management systems to enable cross-contract and multi-faceted performance reports and statistics on all aspects of the Council's waste management and environmental enforcement functions, including where required for compiling and/or monitoring against the Council's performance indicators. Attend contract meetings as required in order to maintain relationships with contractors and enable exchange of performance data.
3. To monitor and produce performance reports on individual provider contracts and ensure that appropriate penalties are applied, where necessary, and that action is taken to address and improve performance.
4. To lead the management of the Council's waste management services infrastructure, including acting as the Council's Technically Competent Person for the Council's Household Waste Recycling Centres, in order, together with relevant contractors, to maintain compliance with the Environmental Permits.



5. To oversee the delivery of the chargeable green waste collection service to ensure a high quality and efficient service. To line manage the Green Waste Collections Officer to ensure that all service objectives are met.
6. To manage the Dog Warden Services contract for the collection of stray dogs and to act as the lead for any internal enforcement action relating to nuisance dogs. To provide relevant advice and guidance to dog owners and members of the public where necessary.
7. To develop and deliver waste management and environmental enforcement projects as directed by the Principal Operations Manager and which contribute to continuous improvement of relevant strategies and contracts and enable the service to meet associated performance targets.
8. To raise awareness, knowledge and understanding of waste management and environmental enforcement services/functions within the community, by delivering communications, education and promotional activities, in accordance with an annual communications plan and agreed budget. To monitor the outcome of these activities in accordance with relevant objectives and targets.
9. To assist with the investigation of all complaints received in connection with the Council's waste management and environmental enforcement services/functions, enabling the Principal Operations Manager to respond timely and appropriately.
10. To fulfil the role of Budget Manager for operational elements of the 'environmental' budget (for waste collections), and to maintain financial data and records of expenditure against services to enable the Principal Operations Manager to effectively manage the departmental budget.
11. To lead all environmental enforcement action for Environmental Services (including streetscene functions) such as issuing Fixed Penalty Notices, undertaking PACE interviews, preparing case files and attending court.
12. To maintain an awareness of public sector and wider industry good practice and trends across the waste management and environmental enforcement services/functions. To maintain effective and constructive relationships with partners and relevant professional bodies (e.g. CIWM, LARAC, NAWDO) to enable sharing of best practice and continually seek improvements in the delivery of these services/functions. Represent and promote Rutland's Environmental Services team and the Places Directorate across neighbouring authorities, partners and professional bodies.
13. To manage and develop a motivated team to ensure that service objectives are met and standards of service are delivered that meet customer needs. Ensure that staff are developed in their role through effective use of 1-1s and effective performance management.

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*



# Person Specification

## Qualifications:

WAMITAB Certificate of Technical Competence (NVQ Level 4)

IOSH Managing Safely

Membership of Chartered Institution of Waste Management

## Experience & Knowledge:

Experience of working in Environmental Services

Experience of working in the Waste Management industry

Experience of Local Authority budget monitoring processes and financial data management

Knowledge of waste collection and treatment processes

Knowledge of public sector Grounds Maintenance and Street Cleansing functions

Experience of managing a team of staff

## Skills:

Good verbal communication and presentation skills

Use of email, Excel, GIS/mapping software, PowerPoint and Word

Ability to write concise, accurate reports

Good project management skills

Ability to undertake complex data analysis and concisely report exceptions and trends

Ability to undertake complex specialist research

Ability to work unsupervised / alone and as part of a Team

Ability to work to tight deadlines

## Values:

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice

Required to work occasional unsocial hours e.g. weekends and evenings as required

Must be mobile and able to work from a variety of locations

