

## Recycling and Waste Advisor - Grade 6

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

As Recycling and Waste Advisor you will provide assistance and guidance to communities of Kirklees to deliver the Council's environmental strategies which include increasing the quality and quantity of household recycling and reducing household wastes.

You will provide support and participate on team initiatives to influence changes in behaviour and maximise opportunities to improve service delivery.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

### The Job

Your main responsibility will be to improve and increase the quantity of household recycling from the Council's green recycling bin service.

You will visit householders providing information, assistance and guidance on how to properly and effectively use the Council's waste and recycling collection services.

You will influence positive changes in behaviour to support householders to effectively use the green recycling bin service and waste disposal arrangements. You will also advise residents of the different ways in which they can minimise the amount of waste in their grey waste bin.

As part of your role you will monitor and inspect the content of bins.

You will need to listen to householders and address concerns in helpful, understanding and diplomatic ways.

You will keep accurate and comprehensive records of visits which involve the use of IT systems.

You will attend public meetings, schools, roadshows and events to promote and raise awareness of recycling and waste minimisation.

You will often walk a great deal within a working day during promotion, campaign or service change periods when large numbers of householders require advice.

You will be required to work outdoors in all weathers.

### Job Checklist

- Respond to enquiries and provide advice in relation to the recycling and waste collection services.
- Plan and organize daily visits to households that have received a misuse sticker on their green bin, or require assistance with matters related to household waste.
- Provide advice and support to householders to influence changes in attitudes towards efficient and effective use of their grey waste bin and green recycling bin.
- Provide literature and signpost to information to support improvements in the Council's waste and recycling service.
- Record information arising from visits and inspections.
- Ensure feedback is provided on issues raised to the Environmental Strategy Team or relevant stakeholders.
- Use IT software packages including MS Word and Excel to input and maintain records in a timely manner.
- Work with community groups, the voluntary sector and other internal Council departments to support service delivery.
- Visit schools and other educational establishments to deliver talks and activities to support waste and recycling awareness.
- Comply with procedures, risk assessment and arrangements to minimize risk.

Please see your responsibilities related to [safeguarding](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You understand the the range of Environmental activities that take place to support our neighbourhoods and landscapes to be clean and to look attractive. You enthusiastic about supporting its success and keen to inspire and motivate others to do things better.

You know that engaging with individuals and communities is fundamental to influence attitudes and support behaviour changes required to support clean environments and improved waste management arrangements.

You know that changing established patterns of behaviour amongst a diverse population can be challenging and will involve the ability to effectively influence and persuade. You can demonstrate that you are an excellent communicator, able to talk to various audiences in understandable ways. You have experience of building excellent relationships.

You understand the importance of following the correct procedures for customer care and being a positive representative of the council.

You enjoy working outdoors and recognise that not all work environments will be pleasant.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours, which will be assessed in the selection process:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 1. Find out more about [working for Kirklees](#).

We also expect you to promote and role model the Council's Expectations of a New Council employee within the organization.

## Person Checklist

- Proven literacy and numeracy skills, including experience of using IT software packages such as MS Word and Excel.
- Ability to interpret, judge and take action in relation to the proper use of the green recycling bin by householders.
- Knowledge of waste disposal practices, including disposal and recycling practices / initiatives.
- Understands Health and Safety as it relates to the role and the measures which need to be put in place to do the job safely.
- Experience of working in partnership with other internal services, external partners or stakeholders.
- Ability to communicate with a diverse range of people and audiences sensitively and appropriately.
- Has a full and valid driving license and willing to undertake and pass a Kirklees Council driving test and travel between sites using a Council vehicle.
- Ability to work outdoors in all weather conditions.
- Able to carry out physically demanding work including walking for considerable periods. Accepts medical screening and any other screening appropriate to occupational risk will be required.
- Accepts an enhanced Disclosure and Barring Service Disclosure will be required.

*This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate in your application how you meet all the requirements of the Person Checklist