

Environmental Strategy Assistant

Salary Grade 5

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 Environmental Strategy Assistant you will provide support to the Environmental Strategy Team to deliver and improve the Council's environmental initiatives and objectives. You will provide data collection and analysis on waste and recycling information to include the green recycling bin collection service, recycling bring sites and recycling credits.

You will provide support and participate in team initiatives to improve service delivery and to maximise opportunities to promote waste and recycling awareness.

This role is based within Economy and Infrastructure. Find out more about [working for Kirklees](#).

The Job

Your main responsibility will be to gather and collate data on electronic spreadsheets to provide accurate and concise information that can be used for management information purposes.

You will work closely with the Recycling Officer and Recycling & Waste Advisors providing them with recycling performance data for geographical areas in Kirklees. This includes data relating to use of the green recycling bin collection service and community bring sites.

You will provide data management support for the Council's waste disposal contract.

You will maintain an updated list of all public recycling facilities and ensure that the information is readily available to the public.

You will participate in the development of a team approach by supporting waste and recycling initiatives, campaigns and promotions to deliver service priorities.

You will represent and attend, in conjunction with the team, community events, roadshows, school events, galas and festivals and other promotional events as required.

Job Checklist

- Gather, collate, analyse and interpret waste data using IT software packages such as MS Excel.
- Allocate and monitor progress of worksheets / jobs assigned to a Recycling & Waste Advisor on a daily basis in line with service delivery requirements.
- Deal with enquiries from the public, other Council service areas, community groups and external organisations received by telephone, email, letter or in person.
- Maintain records of recycled materials collected from the Council's community bring sites.
- Maintain data associated with the Council's waste disposal contract.
- Maintain a range of promotional materials and resources to support waste and recycling awareness campaigns at community events, festivals, galas and schools.
- Process information and prepare articles on waste and recycling awareness topics for newsletters and other relevant publications using IT software packages such as MS Word.
- Develop and maintain, in conjunction with the Recycling Officer, a topical database of third sector and voluntary organisations working in recycling and re-use.

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

Your proven experience in data and information management will demonstrate you have the ability to analyse and deliver information efficiently and effectively, enabling the monitoring of service delivery and informing decisions.

You have proven literacy skills and experience, ensuring accuracy in producing promotional materials.

You are experienced at building excellent relationships and are able to talk to various audiences in a clear and effective way. Our customers are varied but you will need to support the achievement of customer focused services, highlighting any problems. You will understand the importance of being a positive representative of the council. Your interaction with members of the public and colleagues must reflect this.

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
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 1. Please read our [Behaviours and Expectations](#).

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

Person Checklist

- Excellent literacy and numeracy skills.
- Proven ability to use IT packages such as MS Word and Excel to maintain databases and produce reports.
- Experience of using IT-based data processing systems including geographical information systems or other comparable data software packages.
- Ability to communicate effectively with a wide range of people on day to day matters in a way that is appropriate to the individual and the situation.
- Experience of preparing and producing information for use in newsletters, press releases, website, social media and other communication channels.
- Ability to work to strict deadlines and prioritise workload effectively.
- Knowledge of environmental initiatives, particularly recycling, waste minimisation or environmental awareness.
- Good understanding of health and safety and how it relates to your work environment.
- An enhanced Disclosure and Barring Services check will be required for this job. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

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 shortlisted for this job please demonstrate in your application how you meet the Person Checklist