

## Recycling Officer

Grade 9

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.

Working within the Waste Strategy Team you will support the team responsible for managing the Council's waste strategy and delivering and promoting sustainable waste management, principally amongst the residents of Kirklees. You will develop and implement a programme of environmental awareness on waste prevention, reuse, recycling and organic composting and develop and promote new initiatives related to these areas to support the service to improve the quantity and quality of recycling in Kirklees. The job requires you to work outdoors carrying out manual work associated with the transportation and handling of recycling roadshow exhibition materials and equipment across District events.

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

### The Job

The role of Recycling Officer is to provide support to Senior Officers to develop strategies that improve the performance of the Council's waste disposal contract.

The role supports a service priority for improving communication and awareness amongst Kirklees residents and employees of the waste and recycling services that the Council provides and how to use these correctly.

You will support the development and implementation of strategy to educate and encourage long term behaviour change amongst Kirklees residents and employees that results in less waste, and improved management of the waste that is produced by increasing reuse, recycling and decreasing disposal.

You will undertake performance monitoring across the network of bring recycling facilities across the District, planning monitoring frequencies and produce performance data. You will investigate complaints and enquiries and organise corrective action with contractors, ensuring quick and effective solutions are achieved in compliance with service and corporate complaints procedures.

You will support and gather information to contribute to internal and / or external funding bids that will support and improve service objectives

You will need to keep up to date with current issues and developments in the waste industry, including appropriate strategies, policies and guidance issued by Government and from organisations such as Waste Action & Resources Programme (WRAP).

You will lead and develop a team of staff.

### Job Checklist

- Supervise and coordinate the work for a team of Recycling and Waste Advisors in the line with the expectations of the Councils waste strategy.
- Undertakes effective and performance management arrangements and supportive for staff, completing appraisals', regular one-two-ones and work related meetings.
- Develop and implement awareness and communication initiatives to support the waste strategy
- Ability to plan and effectively coordinate projects, initiatives or services, to include; inception, delivery, monitoring and evaluation.
- Able to plan, develop and implement educational workshops, community activities and projects that support the waste strategy aims and objectives.
- Demonstrates communication and negotiation skills for partnership working with internal colleagues, contractors, voluntary or third sector organisations who provide waste and recycling services to the Council.
- Ability to complete basic tender specifications for the commissioning of new contracts.
- Can produce concise reports for use by service managers.

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 have the ability, skills, knowledge and experience to deal with environmental issues relating to waste minimisation, recycling, organic composting and litter prevention. You understand relevant legislation, government guidance, and organisation procedures and practices. You can produce clear, concise reports and analytical information and monitoring data from the existing services provided and new initiatives.

You enjoy working as part of a team and can demonstrate that you have positively embraced new ways of working with other teams or individuals. You can contribute towards supporting improved environmental management and to work with other teams or stakeholders to do things better.

You understand what is required to be able to motivate, lead and develop a team of staff.

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:

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

This role is at level 2. Please read our [Behaviours and Expectations](#).

You will promote and role model the Council's Employee Expectations within the organisation.

## Person Checklist

- Degree in relevant environmental subject or proven experience of achievement at a similar level to demonstrate knowledge and understanding of environmental management practices and regulations.
- Proven ability to use IT and Microsoft Office packages to produce reports, maintain analytical databases and present information in a variety of formats.
- Ability to communicate with staff (at all levels), Councillors, members of the public, trade unions and other stakeholders.
- Ability to implement project management principles, delivering objectives and outcomes within timescales.
- Ability to deal effectively with conflict and to use negotiation skills in collaborative work situations with stakeholders.
- Ability to effectively manage staff either directly through line management or managing a team through a change process.
- Experience of engaging with the public, staff and stakeholders to influence and change behaviour to deliver effective and efficient services.
- Experience of undertaking health and safety risk assessments.
- Willing and able to work outside in all weathers.
- Accepts an enhanced Disclosure and Barring Services disclosure will be required.
- 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.

*Job ID 65930 – graded 12.12.17. 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.