

PERSON SPECIFICATION

T176 – Waste and Recycling Engagement Officer

	Requirements	E/D	Measure
Personal Skills	• Possess excellent written and presentational skills	E	1, 3
	• Ability to think creatively and prepare material to educate and engage the target audience	E	1, 3
	• Able to work on own initiative	E	1, 3
	• Good planning and organisational skills and able to work to achieve deadlines	E	1, 3
	• ICT literate and familiar with packages such as Word, Excel and Outlook	E	1, 3
	• Possess excellent customer care skills	E	1, 3
	• Be enthusiastic and passionate about environmentally issues	E	1, 3
	Experience	• Experience of undertaking presentations to a wide variety of audiences	E
• Experience of preparing material for educational and engagement purposes		E	1, 3
• Experience of working in small team and developing the service area		D	1, 3
• Experience of working in a waste related discipline		E	1, 3
• Experience of working in a local authority and awareness of local authority procedures.		D	1, 3
• Experience of collating and analysing data		E	1, 3
• Experience of working with frontline staff involved in delivering a waste and recycling service		D	1, 3
• Experience of dealing with members of the public both face to face and through written correspondence.		E	1, 3
Attainments/ Qualifications		• Environmental/Educational based qualification or experience	E
	• Degree in an environmental based subject or relevant experience	D	1, 3, 4
	• Membership of CIWM or IEMA	D	1, 3, 4

Knowledge	<ul style="list-style-type: none"> • Knowledge of national legislation, strategies and policies covering waste, recycling and climate change 	E	1, 3
	<ul style="list-style-type: none"> • Knowledge of the requirements for the different key stages within the school curriculum 	D	1, 3
Special Requirements	<ul style="list-style-type: none"> • Full driving licence and have the use of own vehicle for work purposes 	E	1, 3
	<ul style="list-style-type: none"> • Ability to work outside office hours and be able to attend out of hours meetings 	E	1, 3
<p>This post carries a designated car user status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner.</p> <p>Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.</p> <p>Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.</p>			

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	Paul Wolverson		
Person specification agreed by			

Date of issue: November 2022

Additional notes for JE/HR.
