

JOB DESCRIPTION

Directorate:	Strategic Director
Division:	Environment
Post No. & Job Title:	T241 – Waste and Climate Change Manager
Grade:	13
Responsible to:	T3 – Head of Environmental Services
Responsible for:	All employees within the Waste & Recycling strand of the Environment Division.

Main Purpose of the job:

To lead on the strategic and operational functions of the Waste and Recycling Strand of the Environment Division in support of the Councils corporate objectives. Provide and manage a range of efficient and effective front line services delivering the Waste, Recycling, Street Cleansing and Neighbourhood Warden services. Assist with the governance and delivery of the Council's Climate Change initiative.

Strategic

1. Provide leadership on key issues associated with the functions of the Waste and Recycling Strand for Members, Chief Officers, Head of Service and managers.
2. Formulate policy, structure, systems, procedures and strategy for the Waste and Recycling Strand. Develop creative and innovative solutions for service delivery promoting the application of challenge and change to ensure a process of continuous improvement.
3. Work in conjunction with and provide a positive input into the wider management of the Environment Department and contribute to the development of Council policy and the culture of one team.
4. Co-ordinate the delivery of the Councils Climate Change and Green Futures Programme. This will entail working with Heads of Service across the Council and delivering specific project strand with the programme.
5. Investigate external funding opportunities with regards climate change, sustainability and green initiatives including submission of funding applications.
6. Develop Business Continuity Plans in relation to the services of the Waste and Recycling Strand.

Operational

7. Ensure the effective management and delivery of the service areas of the Waste and Recycling Strand ensuring due diligence and that all are safe, legal and compliant with legislative requirements Service areas includes the:

- Kerbside collection of five waste streams
 - Delivery of chargeable services including bulky, trade and garden wastes collections
 - Delivery of specialist waste collection services to include clinical and hazardous wastes
 - Street Cleaning Service
 - Hazardous Waste Transfer Station
 - Recycling and Waste (Performance and Engagement)
 - Abandoned Vehicles
8. Identify in association with the Transport and Stores Manager new vehicles, plant and technical developments used to support service delivery and decarbonisation of the fleet.

Managerial

9. Manage the staff within the Waste and Recycling Strand ensuring that all employees receive relevant job developmental training in accordance with the Council's Performance Appraisal process and the principles of Continued Professional Development
10. Responsible for the people management issues of employees within the Waste and Recycling Strand including such matters as recruitment, absence, disciplinary and personal development.
11. Project manage new schemes and initiatives from conception to completion including the matrix management of appropriate resources.

Financial /Procurement/Performance

12. Ensure compliance with standing orders, financial regulations and statutory obligations.
13. Manage the capital and revenue budgets within the Waste and Recycling Strand. Monitor progress, produce reports and take remedial action where necessary in order to ensure that budget targets are met.
14. Prepare and develop the Environment Business Plan with regards the activities relating to the Waste and Recycling Strand in accordance with corporate objectives. Monitor progress, produce regular reports and take remedial action where necessary in order to ensure that performance and targets are met.
15. Develop and maintain successful internal and external working relationships and partnerships (with professional bodies, other local authorities, local authority associations and external agencies) to support the delivery of a high quality, cost effective and customer focused services within the Waste and Recycling Strand.
16. Ensure the effective deployment of ICT systems that support the delivery of a high quality Environmental Services. Use, develop and integrate the use of ICT for business transformation purposes for the purpose of assisting in the process of continuous service improvement.

17. Oversee the production and monitoring of a wide range of data, including national and local performance indicators to measure the effectiveness of the functions within the Waste and Recycling Strand. This will include, data on climate change and the annual carbon foot printing exercise for the Council. Produce management reports and other appropriate information where required.
18. Prepare Committee and Management reports in relation to relevant services.

Other Work Functions

19. Participate in the triage service providing support and attendance at emergency responses. This includes being a primary key holder for Kimberley Depot and being on call on as part of an out of hours' rota service.
20. Represent the Council internally and externally, including attendance at relevant committees, Senior Management Team, Working Groups, stakeholder meeting and forums locally, and regionally.
21. Uphold the principles of equality in management and in the conduct of external relationships.
22. Attend evening meetings and undertake work outside normal office hours in accordance with the needs of the service.
23. Deputise for the Head of Environmental Services as required.
24. Undertake such other relevant duties as may be required by the Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Waste & Climate Change Manager but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

