

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Executive Director
Division:	Environment
Post No & Job Title:	T176 Waste and Recycling Engagement Officer
Grade:	Grade 6
Responsible To:	T241 Waste and Recycling Manager
Responsible For:	No direct responsibility for employees
Job Objective:	To develop and deliver projects and educational activities that promote recycling, composting, waste minimisation, climate change and environmental initiatives in accordance with the Council's corporate objectives.

Main Duties and Responsibilities:

Strategic, Communication, Education and Promotion

1. Prepare and deliver educational and promotional campaigns to increase recycling and conformity to the Councils recycling schemes. This will include the development and delivery of environmental educational sessions in line with the current school curriculum across all school age groups.
2. Engage and work directly with refuse teams to increase recycling and reduce residual waste. This will include resolving waste and recycling issues out on district.
3. Visit, engage and proactively work with residents and other stakeholder groups to reduce contamination, increase recycling and reduce residual waste.
4. Attend load sampling at designated locations in order to verify the contamination rate and challenge the results if necessary.
5. Assist with the implementation of new waste and recycling initiatives.
6. Prepare and produce publicity material for the promotion of the Borough's waste and recycling initiatives.
7. Analyse data and assist with performance monitoring and reporting.
8. Prepare and deliver training to employees in relation to waste and recycling and the Councils services.

9. Prepare educational material and deliver presentations to all stakeholder groups on waste/recycling matters and related environmental subjects in line with the Councils corporate priorities. Stakeholders include schools, local community groups as well as Council employees. This may involve working out of office hours to attend stakeholder meetings.
10. Work in conjunction with the Corporate Communications Team and prepare appropriate material for a variety of promotional platforms.
11. Respond promptly and deal with public enquiries and complaints.
12. Assist with the development and implementation of the Clean and Green Initiative.
13. Assist with delivery of the annual garden waste renewal process.
14. Prepare material to publicise and promote the boroughs waste and recycling services and other environmental topics. This includes editing and updating the council's web pages.

Managing Information

15. Maintain accurate records and use the relevant ICT systems used in the management and delivery of the Waste and Recycling Services.

Other Work Functions

16. Represent the Council internally and externally, including attendance at relevant committees, Senior Management Team, Working Groups, stakeholder meeting and forums locally, and regionally.
17. Attend evening meetings and undertake work outside normal office hours in accordance with the needs of the service.
18. Undertake such other relevant duties as may be required by the Head of Service.
19. Where required attend relevant Council meetings including meetings held in the evening.
20. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

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

SPECIAL CONDITIONS

Duties will include work outside normal office hours.

In addition to the above the post holder will also be responsible for ensuring that:

- All necessary paper work is carried out.
- All duties will be carried out in the working conditions normally inherent in the particular jobs.
- All duties must be carried out to comply with; The Health & Safety at Work Act, other Acts of Parliament and any nationally or locally agreed Codes of Practice, which are relevant.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

RESTRICTIONS

This is not 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 T189 – Recycling and Environmental Adviser 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.