

City of Wolverhampton Council

Job Description

Job title:	Waste Services Manager
Directorate:	City Environment
Service:	Environmental Services
Location:	Hickman Avenue Depot
Workstyle:	Flexible
Responsible to:	Head of Environmental Services
Grade:	Grade 11

Job Purpose and Role:

The post holder will be responsible for Waste Policy, Performance and Insight, Waste Development and Recycling, Waste Operations, Commercial Waste Service, Waste Contracts and Disposals (including Energy from Waste Plant Management contract)

1. Under the general direction of the Head of Environmental Services to assume responsibility for the financial control, monitoring, co-ordination, operation and development of the specific services assigned to the post and to provide assistance in respect of these matters for the remainder of the functions within Environmental Services.
2. To effectively organise and manage the specific services assigned to the post in general as well as any additional areas of responsibility assigned by the Head of Environmental Services as necessary and to serve as a member of the Environmental Services Management Team.
3. To lead on and review as required the Waste Strategy and associated policies to ensure they are always fit for purpose and reflect national and local policy requirements, as well as to ensure the implementation of the strategic and policy requirements with regards to the collection and disposal of waste and recycling within the city.
4. To lead on the delivery and ongoing implementation of a holistic approach to Waste Management, including the integration of education, outreach and enforcement.

5. To ensure the services assigned to the post, together with such other functions assigned to the post from time to time, discharge their responsibilities in accordance with the Council's Policies and Procedures including those relating to corporate governance, performance management, equalities, human resources, health and safety, asset and transport management and financial compliance.
6. To foster strong relationships with communities and partners with regards to the way the council deals with waste and litter so as to create pride in the City of Wolverhampton.
7. To lead on operational waste issues relating to the review of all Enforcement activity across Waste and Street Scene services with the aim of both developing an appropriate Enforcement Policy and to establish new ways of working.
8. To lead, assist and support business across the City to fulfil their waste and recycling statutory duties and promote best practice.
9. To contribute to, and if required act as the lead officer on the development, delivery and implementation of strategic and service initiatives, programmes, projects and policies as directed by the Head of Service.
10. To deputise as required for Heads of Service or similar as necessary.
11. To act in accordance with the Council's Constitution and other Codes of Conduct.
12. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
13. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
14. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
15. To participate in the wider development of the service and contribute to service improvement as required.
16. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.

17. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
18. City of Wolverhampton Council is committed to Corporate Parenting.

"Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after."

Principal Duties and Responsibilities

1. To act as the Council's lead officer in relation to the operational delivery of the Waste Service and to assume the lead role in respect of the management and delivery of those functions in line with all legal, statutory and good practice requirements for the service.
2. To lead, manage and co-ordinate professional, technical and support staff engaged in residential, environmental and commercial areas within Operational and Commercial Waste Services, including the commissioning and managing of external service providers, including contract management and the Energy from Waste (EFW) plant.
3. To lead in the development, promotion, management and implementation of strategies, policies and initiatives to deliver and improve the efficiency and effectiveness of the Waste Service.
4. To lead in strategic and business planning for the service and to develop and enhance the service and its client base. This will involve promoting and developing new service delivery initiatives including partnership working and exploring new ways of working.
5. To monitor and manage budgets associated with both revenue and capital programmes and to seek, manage and maximise appropriate income streams including revenue from the EFW and electricity income.
6. To arrange, maintain and develop appropriate liaison with other service areas within the Council, outside service providers, statutory bodies and agencies to ensure:
 - a) The competent and cost-effective provision of the services.
 - b) The services are tailored to customers' needs
 - c) The opportunities for service development are fully exploited.
7. To ensure that the disciplines of service improvement, value management and value engineering are fully integrated into the service and its delivery.

8. To act as lead and subject matter expert to provide advice on Waste Management issues including input into projects, service improvements, procurement, contracts and commissioning proposals to meet waste targets, budget constraints and sustainability objectives.
9. To prepare funding bids to Government, European Community and other organisations as required, attracting additional Capital and Revenue monies to support continued development, enhancement of all services.
10. To lead and contribute to wider strategic policies for the City Council, the Black Country and West Midlands Combined Authority, partners and stakeholders.
11. To ensure delivery of the Service's function in accordance with the Council's corporate, legal, financial, human resources, equalities, crime and disorder, health and safety and professional management standards, corporate priorities and policies, ensuring that the Council's Constitution is complied with in all respects.
12. To ensure the service is delivered in a cost-effective way and that budgets are managed to support the economic, environmental and regeneration aspirations of the City Council.
13. The post-holder will be required to undertake duties based on the needs of the service outside normal office hours as directed by the Head of Environmental Services, and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
14. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Waste Services Manager

Factors	Essential	Desirable	How identified
Qualifications	A degree or equivalent	CIWM Member (Chartered Institute of Waste Management) Full UK Driving Licence HGV Class 2	Application Form
Training	Evidence of attendance at such courses necessary and relevant to the duties and responsibilities of the post	Willing to undertake appropriate further training as necessary	Application Form Interview

<p>Experience</p>	<p>Service related managerial experience - Experience of managing and leading in an Environmental or waste related management role</p> <p>Contract Management experience</p> <p>Engaging in negotiations with Trade Unions</p> <p>Service design and restructures</p> <p>Development and implementation of new strategies and policies</p> <p>Planning and co-ordinating</p> <p>Work to ensure objectives and deliverables are met efficiently</p> <p>Maintaining and delivering on Service and Quality standards</p> <p>Monitoring and controlling the use of resources</p> <p>Keeping abreast of new legislation and policy developments</p> <p>Obtaining and evaluating information to aid decision making</p>	<p>Experience of developing and delivering waste strategies and or policies</p> <p>Experience of Energy from Waste plant operations/contracts and associated energy sales</p> <p>Developing and improving self and team through planning and activities</p> <p>Attending meetings and discussions to solve problems and make decisions relating to the delivery of waste and recycling services</p> <p>Analytical skills</p>	<p>Application Form</p> <p>Interview</p> <p>Reference</p>
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Factors	Essential	Desirable	How identified
		<p>Ability to present details of service delivery and relevant service issues to a wide public audience</p> <p>Leading large frontline services through change</p>	
<p>Special Knowledge/Skills</p>	<p>Understanding and experience of implementing and complying with Government legislation regarding Waste Management and the delivery of Environmental Services</p> <p>Understanding and knowledge of licensing and working arrangements associated with the storage, transport and disposal of waste</p> <p>Ability to organise priorities and meet deadlines</p> <p>Experience of working in a political environment and engaging with politicians and members of the public</p>	<p>People management and managing front line services</p> <p>Commercial acumen</p>	<p>Application Form</p> <p>Interview</p>

Factors	Essential	Desirable	How identified
	Awareness of the Financial Regulations and Standing Orders relating to Local Authorities		
Personal Qualities	<p>Good oral and written communication skills</p> <p>Able to negotiate and make complex decisions</p> <p>Ability to prioritise and manage time/resources effectively</p> <p>Flexibility to accommodate the overall requirements of the Service and the post</p> <p>Approachable and service focussed</p>	<p>Ability to motivate self and others</p> <p>Able to interpret and impart complex information and then to disseminate to audiences in an appropriate way</p>	<p>Interview</p> <p>Application Form</p> <p>Reference</p>
Interests and Motivation Relevant to job	<p>Awareness and interest in current issues relevant to Waste Management and wider Environment services</p> <p>Membership of relevant professional association</p>	<p>Desire for further career progression</p> <p>Development of existing skills and acquisition of</p>	<p>Application Form</p> <p>Interview</p>

Factors	Essential	Desirable	How identified
	<p>High level of personal and professional motivation</p> <p>Aware of and interest in current issues in National/ Local Government relevant to the service area</p> <p>Desire to utilise the opportunities provided by the post</p> <p>Able to contribute to the future development of the Service</p>	<p>new skills relevant to the post, and service area</p>	
Commitment	<p>To developing, implementing and evaluating new initiatives</p> <p>To the provision of an efficient, cost-effective service, and to the Authority's Equal Opportunities, Health and Safety and Environmental Policies</p>	<p>Track record of previous successes as evidence of previous commitment</p>	<p>Interview</p> <p>References</p>