

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Single Shared Waste Service	Waterbeach Depot

JOB TITLE	POST NUMBER
Waste Project Officer – Communications	

GRADE	SCP RANGE
Provisional 4	20-25

RESPONSIBLE TO	RESPONSIBLE FOR
Waste Policy Change & Innovations Manager	No staff

HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED

VDU habitual user. Flexible working including some evenings and weekends. Off site visits to partner organisations. Some site visits.

Description of Duties and Responsibilities

Provide advice and support through routine work, and manage and carry out specific projects and share information to meet the needs of the Single, Shared Waste Service. Apply skills across the whole range of waste policy and operational matters to benefit service delivery to residents. With an element of routine work covering general waste advice and planning response, this role will be the lead on communications in the policy team.

Key Result Areas/Overview

1. To provide advice and routine work and to run projects and initiatives that deliver Service objectives and service improvement to residents
2. To ensure compliance with legislation, policy, practice and procedures.
3. To provide a communications focus for the service.

Key Contacts/Communication Links

Internal

- All colleagues in Single Shared Waste Service
- Colleagues at South Cambridgeshire District Council and Cambridge City Council
- Members at South Cambridgeshire District Council and Cambridge City Council

External

- Residents
- RECAP
- National Waste organisations e.g. WRAP, RA, CIWM
- Various other partner organisations, including contractors, agents, suppliers.
- Developers and property managers

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Key Responsibilities/Specific Duties

1. Advise colleagues and customers on procedures, legislation and regulations as well as good practice to be followed.
2. To provide an effective and efficient project support to the Service under the direction of the Waste Policy, Change & Innovations Manager.
3. To prepare information and reports for consideration by managers and committees as appropriate.
4. To act as Council representative and promote the service at external events and partnership meetings and forums.
5. To identify areas of service improvement and work with colleagues and external stakeholders to implement solutions.
6. To support the wider understanding and use of data to improve the waste service.
7. To identify and set up appropriate systems and procedures for use within the team/office to drive more efficient working practices
8. To provide advice on planning applications and planning issues for lower risk developments; to do so as part of the wider team's risk based response to planning considerations.
9. To help resolve individual site issues when relevant and appropriate – supporting the operations team to ensure service delivery is maintained, contamination reduced, resident expectations managed etc.
10. Working effectively with the corporate communications teams, identify and develop communications to support service delivery and operational requirements.
11. With steer from the senior management team, lead on internal communications channels within the Waste Service.
12. Identify and highlight areas of work of the service to support promotion of our work and outcomes achieved.
13. Lead on campaigns and project manage these. These could include targeted campaigns to change behaviours in a location, on a particular topic, or supporting operational change rollout.
14. Provide routine communications activity to deliver service announcements, seasonal working changes etc.
15. Support the corporate communications teams with reputation management.

Along with the Waste Policy Officer, Waste Project Officers will take the lead for topics as required. These topics will be allocated according to the requirements of the Service and the particular skills and interests of the individual.

General to all job descriptions

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To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: January 2017