

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Waste and Transport Manager</b>
<b>POST NUMBER:</b>	<b>SS11</b>
<b>GRADE:</b>	<b>K</b>
<b>RESPONSIBLE TO:</b>	<b>Operations Manager for Street Scene and Open Spaces</b>
<b>RESPONSIBLE FOR:</b>	<b>Waste and recycling Deputy Waste Manager, Supervisors and Depot Team Leaders, Fleet Manager; Trade Waste, Recycling and Technical Support Officers</b> <b>The role includes overseeing a range of functions, including waste collection (trade and domestic), recycling activity and transport.</b>
<b>LIAISON WITH:</b>	<b>Elected Members and Officers of the Council, members of local, regional and national Government bodies and agencies including Waste Disposal Authorities and emergency responders, local and national businesses, the Third Sector, service users and members of the public.</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

1. Responsible for the operational management of the Council's Street Scene Service (Waste and Transport):
  - Domestic residual, organic & recycling collections
  - Waste & recycling Transfer Stations
  - Trade waste & recycling service
  - Transport & fleet contract
2. To assist in the development and implementation of a strategic vision for the transport and waste service including the increase of recycling, waste reduction, use of vehicles, waste to energy.
3. To ensure and assure Waste Transfer Station Permit conformity.
4. Be the Council's primary Officer responsible for compliance with all license conditions and responding effectively to changes in guidance and regulations set by the Traffic Commissioner.
5. To ensure a customer focussed refuse and transport management service within budget provision, including ongoing review of rounds/operations to take into account new methods and equipment.
6. Lead the operational delivery of the waste service as well as monitor service performance and making appropriate interventions.
7. Ensure statutory responsibilities for which the Manager is responsible are carried out in accordance with current legislation, Government Policy, Executive Agency procedures, frameworks and guidance, codes of practice and align with the Council's Corporate Plan, Business Plans and Service Plans.

8. Contribute to Risk Management within the remit of the post.
9. Actively participate in both corporate and post specific learning and development activities and continually develop skills and abilities within the role.
10. Contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Councils' values.
11. Support and work collaboratively with the Operations Manager for Street Scene and Open Spaces and deputise when required to cover periods of absence.

#### **KEY SERVICE ACCOUNTABILITIES:**

1. Provide strong, effective leadership and strong performance management using service planning, budget, risk, and performance management techniques, alongside robust performance measurements and team meetings for the business units that this post holder has responsibility.
2. To assist in budget setting of operational budgets for service and ongoing monitoring of the budgets and assist in contract budgets throughout the year and the finalisation of budgets at year end.
3. To make all necessary information and documentation required available to meet deadlines and that Mid Devon District Council and Disposal Authority policies are implemented within the services.
4. Review of rounds/operations to take into account new methods and equipment, to provide a service that meets expectations.
5. To develop and improve waste and recycling operations to achieve or exceed agreed performance targets.
6. To assist the Operations Manager for Street Scene & Open Spaces with the delivery service plan / service improvement projects with agreed outcomes and resources.
7. Responsible for providing the assessment of the risk that the service activities pose and document the actions to reduce to the lowest practical level.
8. Advise on transport and plant in the service and advise the Operations Manager for Street Scene & Open Spaces on alternative products.
9. Provide the necessary advice, guidance and direction to ensure equipment required for the provision of the service is suitable and available when required.
10. Advise on waste management and ensure information is presented to all levels of the authority in a timely manner.
11. Deal with complaints regarding the service.
12. Attend such meetings as directed or applicable to the post, including liaison with stakeholders, officers and members, and carry out duties outside normal hours as required.
13. To identify training needs within the service.

16. To support voluntary groups and third sector groups in waste management related issues to reduce, reuse and recycle.
17. Ensure that all relevant legislation, Council policies and practices are implemented in the workplace and through delivery of the service, including those relating to health and safety, safe systems of work and equality and diversity.
18. To deal with and manage incidents in the depot.

#### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

#### **HEALTH AND SAFETY:**

The Council has a Health and Safety Policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

#### **RISK MANAGEMENT:**

The Council has a Risk Management Strategy and it is the responsibility of Heads of Service/Senior Managers to comply with the contents including leading the risk management process within their service; identifying and managing significant operational risks.

#### **DATA PROTECTION:**

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

#### **SAFEGUARDING CHILDREN AND ADULTS AT RISK:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES

### Competencies



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>Chartered Management Institute (CMI) Diploma in level 5 or equivalent</li> <li>Evidence of management experience in Local Government relevant to an outward facing service</li> <li>Holder of a Waste Transfer Station Permit (COTC/WAMITAB Level 4)</li> <li>Service planning with demonstrable management experience in a Street Scene management role</li> <li>Experience of project management including planning and implementation</li> <li>Evidence of working with other agencies, national bodies, voluntary groups etc.</li> <li>Experience of managing a diverse team providing a front-line service to the community</li> <li>Demonstrable experience with managing plant and contractors on site</li> <li>Experience of Health &amp; Safety principles within workplace including completing Risk Assessments</li> <li>Demonstrable experience of managing relevant Fleet sections, driver training programs and accident prevention</li> </ul>	<ul style="list-style-type: none"> <li>IOSH qualified in Health and Safety</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>A clear understanding of all legislation related to transport and waste management</li> <li>Understanding of fuel optimisation, and round optimisation as affects service vehicles and operation</li> <li>Specifying, procuring and evaluating a diverse range of vehicles and mobile plant, typical to a local authority</li> <li>A sound knowledge of Health and Safety Legislation</li> <li>Knowledge and understanding of waste and recycling directives</li> <li>Ability to construct clear and precise reports</li> <li>Ability to think 'outside of the box' to assist in developing cost effective solutions to support service delivery</li> <li>Competent in the use of Microsoft</li> </ul>	<ul style="list-style-type: none"> <li>Understanding procurement legislation</li> </ul>

	ESSENTIAL	DESIRABLE
	Office suite and relevant fleet software	
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Sound budget management skills</li> <li>• Provide excellent customer service in a very sensitive environment and under challenging circumstances</li> <li>• Able to communicate information concisely, orally and in writing using plain English to convey clear messages to a wide range of people and stakeholders</li> <li>• Able to influence and persuade others within team</li> <li>• Able to use relevant information technology and computer software packages for keeping up to date with equipment methodology in own area of work</li> <li>• Practical approach to problem solving with the ability to carry out wide ranging tasks</li> <li>• Able to understand legal documents, leases and licences within own area of work</li> <li>• Ability to prepare quality written work for reports</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Able to manage and lead teams and individuals</li> <li>• Customer focused approach with the ability to act as positive role models for the organization</li> <li>• Self-motivated with a positive and enthusiastic approach</li> <li>• Calm and can deliver effective outcomes within tight timescales and conflicting priorities</li> <li>• Committed to equality of opportunity and respect and dignity at work</li> <li>• Ability to be flexible to meet the demands of the service</li> <li>• To have an awareness of Risk Management</li> <li>• To have an awareness of SMART targets</li> </ul>	
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Able to be available for early morning starts e.g. training, meetings, site checks and management of employees</li> <li>• Willing and able to work outside normal office hours, for example to attend meetings, open days or consult with the public, elected members or</li> </ul>	

	ESSENTIAL	DESIRABLE
	other stakeholders <ul style="list-style-type: none"> <li>• Ability to travel extensively throughout the Mid Devon District</li> </ul>	