

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Waste Driver / Loader

Vacancy ID: 009363

Salary: £19,819 - £21,074 Annually

Closing Date: 21/10/2018

Benefits & Grade

Grade G + Refuse working arrangement allowance

Contract Details

3 posts, Permanent

Contract Hours

37 hours per week

Job Description

An exciting and rare opportunity has arisen in our Waste Operation area, for the post of a Waste Driver/Loader. As a Waste Driver/Loader, your specialised skills will be called on to undertake driving and loading duties across a wide range of waste management functions, in order to meet the needs of the service. Responsible to the CFYA Management Team, you will be expected to contribute to the overall objectives of providing a cleaner, greener and safer environment for all residents, businesses and visitors.

We are looking for someone who is passionate about the environment and the people we serve, who can build on the great work already delivered by the team.

The successful candidate will be fully expected to demonstrate all of the required organisational cultures associated with both Stockton on Tees Borough Council and Community Services, where we never lose sight of the fact that we are here to serve the people of this borough.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Marc Stephenson (Operations Manager) on 01642 527173 or via email at Marc.Stephenson@stockton.gov.uk.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services		Service Area: Care For Your Area	
JOB TITLE: Waste Driver / Loader			
GRADE: G			
REPORTING TO: CFYA Supervisor			
1.	JOB SUMMARY: Your will be responsible to the CFYA Operations Manager, via the Care for your Area Supervisors. Your role will be to undertake driving and loading duties across a wide range of waste management roles and functions, in accordance with the service needs. You will also be expected to contribute to the overall objectives of providing a cleaner, greener and safer environment for all residents and visitors. The successful candidate will be fully required to demonstrate all the required organisational cultures associated with Stockton on Tees Borough Council and continue to do so through the entire length of employment.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To undertake driving duties in all areas of the Community Services Directorate as directed by the management team.	
	2	To work effectively within a team environment, ensuring high standards of service are maintained at all times.	
	3	To be responsible for any crew members allocated to you, ensuring completion of daily work and reporting any operational issues that cannot be resolved immediately, to management.	
	4	To use technology that is required to perform the role and be instrumental in its development and implementation.	
	5	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
	6	Continuously work in a way that contributes to the wider collective objectives of both the service area and directorate.	
	7	Always maintain excellent customer service in your approach to work by engaging with residents, visitors and partnering organisations.	
	8	To take reasonable care of your own health and safety and co-operate with management so far as is necessary to enable compliance with the authorities health and safety rules (including legislative requirements).	
	9	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.	
	10	To maintain a high level of personal health and fitness as required by the statutory responsibilities of your licence(s). This will include submitting to regular medicals and assessments throughout any year.	
	11	To maintain and report defects on any equipment that you are required to use as part of your role. This will include the correct use of such equipment, plant or vehicles at all times.	
	12	To ensure that all customers both internal and external, receive a consistently	

		high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.
<p>3. GENERAL</p> <p>Job Evaluation - This job description has been compiled to inform and evaluate the grade, using the NJC Job Evaluation scheme as adopted by Stockton Council.</p> <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Customer Services – The post holder is required to ensure that all customers, both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.</p> <p>Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>		

Job Description dated 20th August 2018

PERSON SPECIFICATION

Job Title/Grade	Waste Driver / Loader	Grade G (plus supplementary payments)
Directorate / Service Area	Community Services	Care for your Area / Refuse and Recycling
Post Ref:	20588/20626/20596	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Full UK Drivers Licence. • LGV Class 2 (Category C licence). • Possession of a valid digital tachograph card. • Valid Driver Certificate of Professional Competence (CPC). • Ability to demonstrate basic numeracy and literacy skills in line with the requirements of the role. 	<ul style="list-style-type: none"> • Required Drivers Licence(s) clear of any endorsements. • Willingness to commit to further professional development in the role. 	Application
Experience	<ul style="list-style-type: none"> • Experience of working in a customer focused service. • Experience of working in a busy operational environment. 	<ul style="list-style-type: none"> • Experience of working in an industrial and/or waste management environment. • Experience of working with or for community groups, interacting with the public and wider community. • Experience of working in a multi-agency environment. • Experience of managing your own workload with little or no supervision. 	Application and Interview
Skills	<ul style="list-style-type: none"> • Ability to work to deadlines. • Ability to work independently using your own initiative. • Ability to work as part of a large team to deliver 	<ul style="list-style-type: none"> • Good report writing skills, with demonstrable experience. • Good customer service skills. • Good communication skills. 	Application and Interview

	on collective outcomes and objectives.		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Possess the ability to demonstrate the correct behaviours which underpin the culture statement of Stockton on Tees Borough Council. • Be physically and medically fit to undertake the role as required by the conditions of your licence. • Demonstrate high standards of professionalism and integrity. 	<ul style="list-style-type: none"> • Passionate, committed and motivated. • Possess a flexible and adaptable approach to work, able to vary working hours, sometimes at short notice. • Ability to lead from the front, setting an example for others. • An ability to work with people at all levels within the organisation and develop continued working relationships. 	Application and Interview

Person Specification dated

20 August 2018

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.