|  |
| --- |
| **Job Description** |
| **Post title** | Apprentice (Strategic Waste Management) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Environment |
| **Reporting to** | Victoria Burrell & Paula George |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
|  |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
|  |  |

|  |
| --- |
| **Description of role** |

*Use this section to describe the overall purpose and objectives of the post in clear and unambiguous language. The description should be brief and should represent the main aims of the job.*

As a Strategic Waste Management Apprentice, you will develop skills, knowledge and experience working in Strategic Waste Management.

We are looking for a keen, enthusiastic individual who has an interest in the environment and climate change. Your role will be a varied one and will help to support the work of strategic waste management, the future delivery of the Council’s waste management service (reuse, recycling, composting and disposal), assist in communicating messages relating to the service to relevant stakeholders (such as residents of County Durham).

The strategic waste management functions that you will be involved in will include: waste prevention, reduction, reuse, recycling and composting, waste disposal, environmental monitoring or household waste recycling centres, waste management strategy and policy, waste contract management, environmental projects and campaigns, waste awareness and education and closed landfill site monitoring and management (including power generation).

|  |
| --- |
| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Waste Resource Operative Level 2 standard during the duration of this apprenticeship
* Understand the Council’s systems and processes for managing household waste. This will include developing an understanding of the refuse, recycling and garden waste collection services, gain knowledge (through site visits to facilities) of how materials are sent for reuse, recycling and composting through different treatment options and the disposal arrangements provided.
* Gain knowledge and an understanding of the Council’s Household Waste Recycling Centre (HWRC) operations and the Council’s garden waste composting facility.
* Understand how to prevent waste, prepare for reuse (upcycle, refurbish), recycle, and recover contribute to sustainability and promote the circular economy.
* Learn the principles and purpose of environmental protection in the waste industry.
* Understand the role and contribution of the waste and resources industry, types of waste (plastics, metals, glass, green, Waste Electrical and Electronic Equipment (WEEE), residual) and treatment options.
* Increase knowledge of the relevant health and safety legislation e.g. Manual handling, Control of Substances Hazardous to Health, Provision and Use of Work Equipment Regulations, Lifting Operations and Lifting Equipment Regulations and associated processes, procedures and safe working practices in your workplace.
* Develop understanding of DCC’s systems and procedures for receiving, checking, segregating, handling and transferring waste.
* Be able to communicate effectively with managers, peers, internal and external customers.
* Learn how to deal with conflict with internal and external contacts.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager*.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Either have or expect to achieve 4 GCSE’s at Grades A-C/9-4 or hold an equivalent and relevant qualification
* Ability to achieve Level 2 Waste Resource Operative during the duration of the apprenticeship
 |  |
| Experience | * Use of Microsoft Office Applications (for example Microsoft Word, Powerpoint, Excel, and email management)
* Good written and oral communication skills
 | * Customer focussed with a positive outlook and the ability to communicate with tact, diplomacy and confidentiality
 |
| Skills & Knowledge | * Understand the importance of Heath & Safety in a working environment
* Excellent organisational and time keeping skills
* Ability to follow instructions
* Ability to work in a team to promote the Council’s refuse & recycling service
* Ability to work on own initiative
* Good communication skills
* Good IT skills
* The ability to identify and solve problems
 | * Knowledge of the local area.
 |
| Personal Qualities | * Demonstrate a keen and enthusiastic interest in working in the environment.
* Demonstrate a commitment to a safety led mindset with respect to self, colleagues and others
* Act in a professional manner at all times
* Show dignity, respect, empathy and professionalism when dealing with others, including customers, colleagues and the public
* Behave in a manner which demonstrates an awareness of the needs and concerns of others in line with equality and diversity
* Be open and honest

 |  |