



## **Person Specification**

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Knowledge and experience in waste and recycling and engagement activity
- Experience of organising and supervising services to achieve service targets and objectives
- Evidence of supporting management in people management issues such as sickness absence, discipline or grievance
- Evidence of taking the initiative to solve service delivery problems to achieve positive outcomes
- Good understanding of and an interest in waste, recycling and local environmental issues in Newcastle.
- Well-developed communication and negotiation skills with wide ranging audiences and age groups.
- Ability to deal with challenging and difficult situations.
- Experience of working flexibly and as part of a multi-disciplinary team to deliver projects.
- Ability to work to tight deadlines and deal with competing demands.
- Ability to use email, download and store photos electronically and collect and enter basic monitoring information into IT systems.
- Good numeracy and literacy skills

#### Desirable

- Full driving licence

### Part B

The following criteria will be further explored at the interview stage:

- Knowledge of and attitude towards waste, recycling and local environmental issues in Newcastle.
- Experience of organising and supervising services to deliver objectives and solving service delivery problems
- Communication and negotiation skills with wide ranging audiences and age groups.
- Ability to deal with challenging and difficult situations
- Experience of working flexibly as part of a multi-disciplinary team to deliver projects.

- Ability to work to tight deadlines and deal with competing demands.

#### Additional Requirements

- The jobholder will be required to undertake site visits and attend events which may be outside normal office working hours.