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| DCC Logo 09 Outl B&WRole Profile  Section 1 | | | |
| **Job Title** | Strategic Waste Manager | **Service** | Neighbourhoods and Climate Change |
| **Grade** | Strategic Manager Band 1 | **Service Area** | Environmental Services |
| **Reporting to** | Head of Environment | | |
| **Politically Restricted** | The Council has designated that this post is not politically restricted in accordance with the requirement 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. | | |
| **Disclosure & Barring Service** | This post **is not** subject to a disclosure. | | |
| **Purpose of the job:**  The post holder is responsible for providing strategic leadership, and will set the priorities, policy and direction of the Strategic Waste team, aligned to Corporate and Service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the Council.  They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the Council. | | | |
| **Key Result Area – Corporate**   * To drive organisational change and the transformational agenda by championing the organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos; * To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners. * 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.   **Key Result Area – Leadership**   * To provide clear and visible leadership in a positive working environment; * Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility; * Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.   **Key Result Area – Service Delivery**   * Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available; * Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this into overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance; * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options where required.   .  **Key Result Area – Generic Management**   * Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate; * Establish effective lines of communication and build working relationships with the team based around trust and empowerment; * Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery; * Lead by example in relation to continuous professional development; * Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery; * Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate; * Ensure principles of equality and diversity are embraced and underpin all work for employees and service users. * To ensure Health, Safety and Welfare is at the forefront of service plans, procurement activity and the monitoring of operations.   **Key Result Area – Job Specific**   * To be accountable and take a lead responsibility for the strategic development and general management of the Waste Management function by driving continuous improvements and placing the needs of individuals and communities at the heart of all services provide by the authority. * To take the lead responsibility for ensuring that the waste management strategy, procurement policies and operational procedures are fit for purpose, accurate and up to date, and reflect legislation, corporate objectives, Government guidance and best practice. * To take the lead responsibility in analysing national waste management intelligence, and continually reviewing waste treatment and recycling contracts, ensuring that colleagues are supported to act on information to effect positive change in performance. * To take a lead responsibility for developing waste specific service and financial business plans, to ensure that corporate objectives are translated into functional objectives and that the performance of third-party contractors is maximising our potential to achieve targets at all times. * To take a lead responsibility for promoting the waste hierarchy framework and the accuracy of information supporting both the national waste data flow and fly capture performance monitoring systems, ensuring that campaigns to promote effective waste management deliver service improvements and meet community aspirations. * To identify and analyse key issues impacting on performance and develop innovative solutions to drive improvement, ensuring effective working relationships with both internal and external partners. * To maintain policies and operational procedures that reflects business processes and provides staff at all levels with clear parameters and ensure that both service standards and financial performance targets are achieved. * To ensure all Environment Agency regulated waste sites the Authority has management responsibilities for, are operated in accordance with Environment Permit or other related licence including ensuring all planning and statutory returns and consents are met. * To manage and develop the Authorities landfill gas power generation systems in order to maximise income and minimise harmful environmental impact. * To manage the Authorities collected garden waste composting activities and ensure compliance with PAS100, planning and regulated management and operational plans at all times. * To be proactive in keeping abreast of waste technology, research findings and best practice resources, and identifying how this intelligence could be used to improve the Council’s performance. * To build relationships with key partners in waste management, both internal and external, to ensure a strategic approach towards the development of a range of sustainable waste management solutions. * To analyse performance management information on waste arising, reduction, recycling, reuse, treatment and waste disposal, working with managers to ensure that factors impacting on performance are understood and acted upon. * To prepare reports and present findings at various meetings and deputise for the Head of Service at both internal and external meetings as requested * Actively engage across services in promoting environmental responsibility, working with others in combatting waste enviro-crime including fly-tipping. * Provide advice and support to elected Members on issues and options around waste management within County Durham, including facilitation of the Waste Board. * To play an active role in contributing to the multi authority waste treatment project with support in both the procurement, implementation and management stages * 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 the Head of Service | | | |

Section 2

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|  | **Corporate** | **Service** | **Method of Assessment** |
| **Qualification** | * Educated to degree level or equivalent in a relevant subject; or able to demonstrate equivalent experience as outlined in the Corporate and Service experience sections below |  | * Application form * Selection process * Pre-employment checks |
| **Experience** | * Extensive experience at senior management level within a large multi-functional public or private sector organisation. * Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement; * Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies; * Proven ability to manage a significant budget and meet financial efficiencies; * Experience of working with regulatory bodies such as the Environment Agency and complying with environmental controls such as permits, licences, British Standards and consents. * Working with Members and Senior Officers, advising on specialist areas of responsibility; * Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development; * Experience of managing complex projects and matrix management; * Experience of contract procurement and management including strong financial control; * Experience of implementing and delivering partnership working with both internal and external partners. | Working at senior level within a waste management environment.    Experience of waste procurement process and procedures  Up to date knowledge of waste management legislation and strategies and providing advice on its implications.  Experience of Health, Safety and Welfare management in a waste management setting | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Project management, business transformation and change management skills; * Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries; * Understand and promote the application of digital technology to support and enhance service delivery; * The ability to identify and exploit commercial opportunities for the benefit of the community and the council; * Understand and apply the ‘One Council’ ethos and the values which underpin it; * The ability to delegate effectively; * Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team; * Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery; * Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available; * Problem solving and budget setting skills; * Political and cultural awareness and an understanding of the political context and environment of Local Government; * Strong communication and presentation skills; * Knowledge and understanding of Local Government statutory requirements. | Knowledge and skills in applying corporate requirements to meet service needs | * Application form * Selection process * Pre-employment checks |
| **Personal Qualities** | * Professional in approach; * Strategic thinker; * Personal commitment; * Flexible approach to work; * Well organised and self-motivated; * Resilient with strong self-awareness. |  | * Application form * Selection process * Pre-employment checks |