Waste & Recycling Engagement Assistant

Job Description

Reports to: Waste & Recycling Engagement Team Leader

Direct reports: N/A

Evaluation: **444**points

Grade: **N5**

Reference: **NN352**

Purpose

To contribute to the development and implementation of the programme to deliver environmental awareness, education and enforcement and communicate key messages in respect of the Council's aspirations for a sustainable city.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To undertake allocated project work relating to environmental engagement, education and enforcement activities.

2. To direct public, both as individuals and through community representatives, as to the correct and most effective means of participation in the waste and recycling service.

3. To identify instances of abuse of the service and collect evidence in respect of education and/or enforcement actions that may be necessary.

4. To monitor, collect and interpret data in respect of participation and trends in Local Services and Waste Management Services and utilise this to improve appropriate attitudes and behaviours.

5. To help identify instances of service shortfall/failure and support identification of service delivery improvements.

6. To support the development and approaches reflecting the specific requirements of local communities, businesses, groups and individuals

7. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

8. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.