

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services, Environment and Culture		Service Area: Strategic Waste Management	
JOB TITLE: Waste Data and Project Officer			
GRADE: G			
REPORTING TO: Waste Strategy Officer			
1.	JOB SUMMARY: Responsible for the collection, analysis and interpretation of waste and recycling data to support service delivery, compliance with national legislation, and the development of targeted waste-related projects. This role involves close scrutiny and analysis of all data associated with waste and recycling at Stockton-on-Tees Borough Council. Through the use of data, the post holder will contribute to measurable outcomes for reducing waste disposal costs and maximising recycling collected across the Borough. This role will involve supporting and leading on the delivery of waste projects including waste minimisation and reuse initiatives, contributing to strategic objectives around cost reduction, sustainability and the circular economy. The role will also support compliance with legislation including the Emissions Trading Scheme (ETS), Deposit Return Scheme (DRS), and national Digital Waste Tracking systems. As well as contribution to ensuring that the waste and recycling service within Stockton is deemed as efficient and effective under the Extended Producer Responsibility (EPR) scheme.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	Data Analysis		
	1	Supporting and leading on the delivery of waste projects including waste minimisation and reuse initiatives, contributing to strategic objectives around cost reduction, sustainability and the circular economy.	
	2	Analyse waste and recycling data across all commodities, including collection sources, and material separation to maximise Extended Producer Responsibility (EPR) payments.	
	3	Scrutinise disposal and haulage data from the in-house Waste Transfer Station (WTS) and Household Waste Recycling Centre (HWRC).	
	4	Analyse the impact of the Deposit Return Scheme on recycling streams and income and identify opportunities to maximise revenue.	
	5	Monitor general waste tonnages and compositional analysis linking findings to Emissions Trading Scheme (ETS) requirements.	
	6	Monitor and report on waste and recycling tonnages across all service areas, identifying trends and locations with consistently high waste volumes.	

	7	Presentation of waste and recycling data back to management with key outcomes achieved and highlighting areas of improvement.
	8	Work closely with the waste budget manager to support efficient budget management based on accurate waste and recycling data.
Data Input and Reporting		
	9	Input and maintain accurate data in national reporting systems including: Waste Data Flow Fly-tipping Data Submissions Design and develop internal data management systems to support accurate data reporting
	10	Support internal and external reporting obligation through robust data management
	11	Support the change in data submission requirement from Waste Data Flow to the Government's Digital Waste Tracking service and any other Government legislative changes
Project Support and Development		
	12	Lead and support on reuse initiatives, promoting seasonal campaigns (e.g. school uniform swaps, sports equipment reuse, clothing exchanges).
	13	Deliver waste minimisation projects, including food waste prevention campaigns and sustainable purchasing initiatives.
	14	Support the reform of waste and recycling services to reduce disposal costs and improve efficiency.
	15	Support the Care for Your Area (CFYA) team on street cleansing operations in key town centre locations
	16	Contribute and improve the Councils move to the digitalisation of our waste and recycling services.
Legislation and Policy Compliance		
	17	Maintain an up-to-date understanding of national waste-related legislation and ensure compliance in all work areas, including: Extended Producer Responsibility (EPR): Support the Council in receiving packaging-related payments through efficient waste handling. Emissions Trading Scheme (ETS): Support efforts to reduce residual waste volumes sent to incineration. Deposit Return Scheme (DRS): Monitor and advise on the impact of the scheme on Council waste streams.
	18	Contribute to projects that align with the Council's environmental policy, helping deliver wider sustainability benefits such as carbon reduction, resource efficiency, and progress toward a circular economy.
	19	Work collaboratively to embed environmental considerations into waste-related initiatives, linking project outcomes to the Council's climate and sustainability commitments.
3. GENERAL		
Job Evaluation - This job description has been compiled to inform and evaluate the grade of G using the NJC Job Evaluation scheme as adopted by Stockton Council.		

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.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

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.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

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.

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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description Dated: 12/9/26



PERSON SPECIFICATION

Job Title/Grade	Waste Data and Project Officer	Grade: G
Directorate / Service Area	Community Services, Environment and Culture	Strategic Waste Management
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	A good understanding of English and Maths, with the ability to interpret and analyse numerical data accurately.	5 GCSE's (A – C grade) or equivalent, including Maths and English	Application
Experience	Communicating effectively using written and verbal styles Working independently and using own initiative Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved	Experience working with waste management data and reporting systems Experience of contributing to project planning and delivery.	Application/Interview

	Experience of successfully delivering or contributing to projects		
Knowledge & Skills	Experience of using Microsoft Office applications, including creating and interrogating Excel spreadsheets to manage and analyse data effectively. Strong data analysis skills with a keen eye for detail	Experience of using manual and computerised systems to collate, validate, review and present data Experience in using AI to evaluate trends and data information	Application/Interview
Specific behaviours relevant to the post		Understanding of current and upcoming Government legislation relating to waste collection and waste management.	Application/Interview
Other requirements		Full driving licence	Application/Interview

Person Specification Dated:

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Strategic Waste Management
JOB TITLE: Waste Data and Project Officer	
GRADE: G	
JOB LOCATION / BUILDING: External / Cowpen Lane Depot	
REPORTING TO: Waste Strategy Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	X	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: E.Tannahill

Date: 22/9/27

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk