



JOB DESCRIPTION	
Job Title	Recycling, Compliance and Data Officer
Portfolio	Streetscene & Transportation
Reports to	Waste Strategy Manager
Location	Alltami Depot (hybrid)
Job Reference/ID Number	
Job Purpose	
<p>To effectively support the waste service within the County by promoting and ensuring the effective implementation of waste and recycling policies and procedures.</p> <p>The role plays a key part in supporting the organization to meet statutory targets and avoid financial penalties and associated reputational damage.</p> <p>This will be achieved by ensuring that the Council adopts nationally recognised good practices, delivers maximum efficiency, flexibility and value whilst also complying with the Councils statutory, regulatory, advisory and strategic responsibilities.</p>	

Principal Accountabilities
<ol style="list-style-type: none">1. To have awareness of and adhere to all relevant policies, procedures and fulfil the Council's obligations in respect of compliance and accountabilities with all Environmental legislation for all the Councils' waste activities and permitted sites.2. To co-ordinate the ongoing development and maintenance of the ISO 14001 and ISO 9001 management systems and PAS 100 and quality protocol for the Council Waste facilities to ensure Service Excellence.3. Provide Technically Competent Management support, advice and guidance to all the Authorities waste facilities to ensure compliance with Environmental Permit4. Work directly with waste collection operations to identify and improve participation, analyse and evaluate all waste services, including site visits to service users to overcome barriers, resolve issues and highlight areas where improvements can be made to improve service excellence.5. Review, investigate and resolve complaints and service requests relating to Waste and Recycling services to ensure compliance with the Councils Customer Care Charter.6. To maintain a programme of education, awareness and engagement with service users and stakeholders. Also deliver a programme of internal training regarding waste and recycling issues, including toolbox talks, team briefings.7. Produce both internal and external communication materials to encourage, inform and engage all stakeholders in waste and recycling participation.

8. To monitor, analyse and report accurate data of municipal waste arising within statutory timeframes. To monitor and report the performance of the waste and recycling service to ensure consistent and accurate data collection is reported within statutory timeframes.
9. To ensure compliant contracts are in place for the sale of recycling materials (including compost) and the end destinations of these materials conform to the proximity principle.
10. To have awareness of and adhere to both the compliance with statutory obligations and the safety, health and wellbeing of the workforce, staff and contractors engaged by the Council, and members of the public interacting with these operations.
11. To establish links and working relationships with other public bodies such as the Natural Resource Wales and other Wales Local authorities through regional groups, development of policies, working practices, procedures, service delivery and customer care, including joint project work with other local authority waste and recycling services.
12. To monitor and encourage the use of Household Waste Recycling Centres and Bring Sites to maximise opportunities for reuse and recycling and ensure compliance with policies and legislative requirements.
13. Respect colleagues and understand and adhere to the corporate value of dignity at work. Support all contacts in achieving the Service's objectives and values of the portfolio; Safety, Team, Accountability, Respect and Service Excellence.
14. To carry out any other duties commensurate with the grade, skills, abilities and purpose of the post, as directed by the line-manager.

Supervision/Management of People

None

Employment Checks/Specific Requirement i.e. DBS
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N/A

Special Working Conditions

This role involves driving regularly and a full driving license is required along with access to a vehicle.

Person Specification

<i>The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.</i>
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Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
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Certificate of Technical Competence (COTC) for waste activities, or willingness to work towards.	Essential	Application/Interview
Educated to A level / NVQ standard	Desirable	Application
Member of the chartered institute of waste management demonstrating continual professional development.	Desirable	Application/Interview
Knowledge and Experience		
In depth knowledge of waste recycling services and strategy and a desire to keep the knowledge up to date.	Essential	Application/Interview
Knowledge and understanding of the key legislations and regulations relating to waste and recycling services.	Essential	Application/Interview
Ability to plan and prioritise workloads and work effectively under pressure.	Essential	Application/Interview
Experience of working in a Waste and Recycling role or similar.	Desirable	Application/Interview
Skills		
Demonstrate behaviours that model the Streetscene & Transportation Values of Safety, Teams, Accountability, Respect and Service Excellence	Essential	Application/Interview
Competent IT and numeracy skills including windows office and excel, databases, internet use and emails.	Essential	Application/Interview
Good numeric and data skills to collate and analyse statistical information and data internal and external reporting purposes.	Essential	Application/Interview
Ability to access, process, analyse and interpret appropriate legislative provisions to ensure compliance	Essential	Application/Interview
Experience of delivering presentation or talks	Desirable	Application/Interview
High level of interpersonal and presentational skills both oral and written.	Essential	Application/Interview
Able to develop and prioritise own work plans	Essential	Application/Interview
Self-motivated and pro-active	Essential	Application/Interview
Full UK Valid Driving Licence.	Essential	Application
An ability to communicate in the medium of Welsh	Desirable	Application
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter:	Essential	Application/Interview

Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.		
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview