



## Job Summary Overview

|                                   |   |
|-----------------------------------|---|
| <b>Job title</b>                  | Circular Economy Projects Officer         |
| <b>Career family</b>              | Place, Public Protection and Regulatory   |
| <b>Professional pathway</b>       | Environment and Climate Action            |
| <b>Career family level</b>        | Senior Officer (Tier 7)                   |
| <b>Grade</b>                      | G11                                       |
| <b>Reports to</b>                 | Team Leader Waste Strategy                |
| <b>Financial responsibility</b>   | Various project budgets as required <£10k |
| <b>Supervisory responsibility</b> | None                                      |
| <b>Reference number</b>           |   |

## Job Summary

Developing and delivering projects that reduce household waste and support Oxfordshire's move towards a circular economy. Working within the Waste Strategy Team, using specialist technical knowledge and project management skills to ensure high-quality, value-for-money services that meet legislative requirements and council policies. Collaborating with colleagues, partners, and communities to drive continuous improvement and deliver effective services for local people.

Planning and implementing projects and campaigns to prevent waste, supporting partnership working with internal teams, district councils, community groups, and other stakeholders. Using analysis and evidence to inform plans, manage risks, and apply insight to improve service delivery.

### Key Responsibilities

- Developing and implementing projects and campaigns to reduce household waste and promote circular economy principles.
- Providing technical and policy support for waste management, including drafting responses to planning applications and briefing senior managers.
- Planning, delivering, and promoting innovative waste reduction, reuse, and recycling initiatives, using creativity to encourage behaviour change through a range of media.
- Managing and monitoring contracts with external partners and community groups, acting as the main point of contact.
- Analysing waste data to identify trends and inform future projects and communications.



| Specific requirements  | Essential<br><i>Mark with ✓</i> | Desirable<br><i>Mark with ✓</i> |
|--|---------------------------------|---------------------------------|
| Degree level qualification (or equivalent experience)  | ✓                               |                                 |
| Showing initiative, analysing situations, negotiating and resolving problems   | ✓                               |                                 |
| Meeting deadlines for projects and written documents   | ✓                               |                                 |
| Good understanding of waste legislation, policy, and best practice   | ✓                               |                                 |
| Experience of planning and delivering projects to time and budget  | ✓                               |                                 |
| Regular use of Microsoft Word, Excel, Internet Explorer, and Outlook   | ✓                               |                                 |
| Good interpersonal skills, clear and effective communication   | ✓                               |                                 |
| Ability to write clearly and succinctly for various audiences  | ✓                               |                                 |
| Ability to deal with difficult situations or people  | ✓                               |                                 |
| Full clean driving licence with at least one year's driving experience   | ✓                               |                                 |
| Previous experience in a relevant waste management role  |                                 | ✓                               |
| Previous experience working for a local authority  |                                 | ✓                               |
| Knowledge and experience of recycling/waste reduction projects, communications, social media, influencing behaviour, working with community groups |                                 | ✓                               |
| Knowledge of project management techniques and experience managing projects  |                                 | ✓                               |
| Experience delivering projects in partnership with stakeholders  |                                 | ✓                               |
| Developing funding bids and/or invest-to-save business cases   |                                 | ✓                               |

## Working Arrangements

- The post is not politically restricted.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy
- Able to travel across the county and work from various office locations within the county.
- An enhanced DBS check will be carried out on the successful candidate in line with our commitment to safeguarding

## Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).



|                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Working at height/ using ladders on a regular/ repetitive basis  | x                        | Restricted postural change – prolonged sitting   |
| <input type="checkbox"/> | Provision of personal care on a regular basis  | <input type="checkbox"/> | Driving HGV or LGV for work  |
| <input type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| <input type="checkbox"/> | Lone working on a regular basis  | <input type="checkbox"/> | Restricted postural change – prolonged standing  |
| <input type="checkbox"/> | Night work   | <input type="checkbox"/> | Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> | Rotating shift work  | <input type="checkbox"/> | Manual cleaning/ domestic duties   |
| <input type="checkbox"/> | Working on/ or near a road   | <input type="checkbox"/> | Regular work outdoors  |
| x                        | Significant use of computers (display screen equipment)  | <input type="checkbox"/> | Work with vulnerable children or vulnerable adults   |
| <input type="checkbox"/> | Undertaking repetitive tasks   | <input type="checkbox"/> | Working with challenging behaviours  |
| <input type="checkbox"/> | Continual telephone use (call centres)   | <input type="checkbox"/> | Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> | Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/> | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> | Work requiring respirators or masks  | <input type="checkbox"/> | Work with vibrating tools/ machinery   |
| <input type="checkbox"/> | Work involving food handling   | <input type="checkbox"/> | Work with waste, refuse  |
| <input type="checkbox"/> | Potential exposure to blood or bodily fluids   | <input type="checkbox"/> | Face-to-face contact with members of the public  |
| <input type="checkbox"/> | Other (please specify):  |                          |  |