



## Job Summary Overview

Job title	Circular Economy Engagement Officer
Career family	Public Protection and Regulatory
Professional pathway	Environment
Career family level	Intermediate / Officer (Tier 7)
Grade	7
Reports to	Team Leader – Waste Strategy
Financial responsibility	NA
Supervisory responsibility	NA
Reference number	

## Job Summary

Supporting the councils ambition to lead in sustainable waste management and circular economy practices. Working within the Waste Strategy Team, assisting with the design, delivery, and evaluation of projects that encourage residents to recycle more, reduce waste, and adopt circular behaviours. The role is directly engaging directly with households and communities, providing tailored support and linking them to local circular services, such as repair cafes and refill shops. Collaborating with district councils, community groups, and project partners to run behaviour change campaigns, including the UKRI and EU-funded 'Circle Up' initiative. Using innovative tools like smart bins and digital engagement platforms, and participating in public events and challenges to inspire sustainable living. Supporting food waste recycling and other material recycling campaigns, ensuring activities are impactful and cost-effective.

### Key Responsibilities:

- Delivering tailored support and advice to households, including face-to-face surveys and one-to-one engagement, to promote waste reduction and recycling for Circle Up and other projects.
- Designing and delivering public behaviour change campaigns in collaboration with the waste strategy team, focusing on food waste and recyclable materials.
- Linking households with community-centred circular services, such as repair cafes, refill shops, and surplus food distribution, and testing interventions to increase their use.
- Reviewing and evaluating project effectiveness, analysing data, and producing reports to inform future engagement strategies.



- Managing project logistics, including safe use of vehicles, maintaining supplies, and ensuring health and safety standards during project delivery, including lone working and dynamic risk assessments.

Specific requirements	Essential <i>Mark with ✓</i>	Desirable <i>Mark with ✓</i>
Literacy and numeracy. Minimum GCSE grade C (or equivalent) in English and Mathematics	✓	
Ability to work on own initiative and effectively as part of a small team	✓	
Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people	✓	
An interest in and knowledge of waste, recycling and environmental issues	✓	
Written communication skills – the ability to write in a range of styles to match the task and audience	✓	
Knowledge of project management techniques, and experience of managing projects	✓	
Experience of managing and prioritising multiple projects and deadlines	✓	
Able to comprehend and follow risk assessments to complete tasks safely	✓	
Full clean driving licence with at least one year’s driving experience	✓	
Qualification in a related environmental area		✓
Project management qualification or accreditation		✓
Communications or marketing qualification or accreditation		✓

## 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 safer recruitment



## 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"/>	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"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<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
<input checked="" type="checkbox"/>	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 checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		