

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Circular Economy Engagement Officer x 3
Salary:	£28,163 - £30,060
Grade:	7
Hours:	Temporary, Full-time. A fixed term contract until 30 June 2027
Team:	Waste Strategy and Circular Economy
Service Area:	Countryside and Waste
Primary Location:	County Hall, Oxford with regular travel for project work to locations across Oxfordshire.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.
Budget responsibility:	None
Responsible to:	Team Leader - Waste Strategy and Circular Economy
Responsible for:	None
Political Restricted Post:	No

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

Working with its district council partners through the Oxfordshire Resources and Waste Partnership, Oxfordshire County Council achieves the highest household waste recycling rate of any county council in England.

Comprehensive household collection and drop off schemes allow householders to separate “dry recycling” (paper, card, cans, some plastic and glass bottles and jars) and in addition, all households receive a separate collection of food waste.

As well as high performance levels for recycling, we have set a target to keep household waste growth to zero (per person per year).

We are seeking to appoint three project officers to help design, deliver and evaluate engagement projects in conjunction with existing members of the waste strategy team that increase recycling rates, reduce waste arisings and help Oxfordshire continue its journey towards a circular economy.

### **Circle Up**

The council is part of a four-year UKRI and EU funded project 'Circle Up' which aims to inspire sustainable living across Europe. We are one of 10 partners working across the UK, Germany, Latvia and Norway to develop and test intervention packages to help and encourage residents to increase the adoption of circular (sustainable) behaviours.

We will initially recruit 40 households in the Wantage/Grove area to participate in the project. The project officers will provide tailored support to households to support them in the adoption of circular behaviours. This will include the use of smart bins to provide real time data on waste generation to households on the project; interaction and engagement delivered through an app and interactive learning environment developed for the project; participation in challenges and activities; writing circular stories and sharing best practice.

The Council has formed a partnership with Sustainable Wantage to support the delivery of Circle Up – a community action group who operate a range of community-centred services to help residents reduce waste, reuse and repair. They have a refill shop allowing customers to buy packaging-free products; repair broken items by hosting repair cafes; distribute surplus food from retailers in the area through a community fridge and allow residents to borrow items they may only use occasionally through a "Library of Things".

The project officers will help link the participating households with circular services provided by Sustainable Wantage and other relevant services in the area and test interventions that may increase the householders use of such services.

### **Food waste recycling**

Although more than 25,000 tonnes of household food waste are recycled each year, around the same amount is still disposed of in household rubbish bins.

Recycling food waste reduces the financial, environmental and climate impacts of waste disposal. Recycling food has more than double the carbon benefit compared to disposal with mixed, household rubbish. Food waste recycling also costs about a quarter of the cost of mixed waste disposal. If all the food waste currently disposed of in mixed rubbish was recycled it would avoid nearly 1,000 tonnes of CO<sub>2</sub> emissions annually and reduce disposal costs by more than £2.5million. Food waste disposed of incorrectly in kerbside recycling bins can also cause recycling to be rejected.

To further increase recycling rates for food waste, working with the waste strategy and circular economy team and recycling officers from the five district councils, the project officers will help design and deliver public behaviour change campaigns to further increase the recycling rates for food. These may include face-to-face doorstep canvassing work, public events and social media campaigns. The events or engagement work will take place in communities and areas across Oxfordshire.

### **Other waste and recycling campaign work**

Through the life of the contract, the project officers will also develop and deliver other campaigns and engagement work to increase recycling of packaging and other materials collected from the kerbside and at household waste recycling centres.

The project officers will assist with scoping, planning and delivering these campaigns, ensuring the methods used are impactful and cost effective.

The post holder will need to:

- be reliable;
- be self-motivated;
- have good time-keeping skills;
- be flexible and able to work some evenings and weekends as the projects demand;
- work effectively and safely as part of a small team;
- have a good standard of literacy and numeracy;
- be able to plan and manage projects;
- communicate professionally and confidently with members of the public and project team members.

There will be peaks of activity at different times of the contract for each of these projects but overall we estimate the officers will be deployed for 50% of their time on Circle Up, 25% on food waste recycling engagement work and 25% on other projects.

A vehicle (likely to be a short wheel-based van) will be hired for use by the team where projects require this and the officers must have a full driving licence and at least one year's driving experience.

## **Job Responsibilities**

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. Provide direct support and advice on waste reduction and recycling to households where required for the Circle Up, food waste and other recycling engagement projects including:
  - conducting face-to-face surveys
  - providing 1:1 support to households
  - engaging with the public, relevant stakeholders and community action groups at public events to link service users and circular economy services
2. In conjunction with colleagues from the waste strategy team, design, develop and deliver public behaviour change campaigns to increase the recycling rate for food waste and other recyclable materials across Oxfordshire.
3. With support from the waste strategy team review and evaluate the effectiveness of the projects, analyse project data and produce reports.
4. Where a vehicle is provided, ensure the vehicle is driven safely, secured whenever parked in a work area and returned back to the agreed location after each day's work
5. Be able to work some evenings and weekends at certain points within the project – particularly to deliver 1:1 support for householders.
6. Manage and maintain an adequate stock of project supplies and materials to deliver the projects.
7. Monitor and review project delivery on an ongoing basis and amend and alter project scope as required.

8. Communicate with all customers in a professional and courteous manner and direct customers to information sources for queries about council or other services beyond the remit of these projects.
9. Communicate effectively with project staff and work collaboratively to deliver team objectives
10. Deliver the work programmes safely in accordance with all operational and health and safety work instructions to include occasional lone working in households participating in the CircleUp project.
11. Take responsibility for the health and safety of the team; conduct dynamic risk assessments to alter work patterns in light of changing conditions and situations
12. Work in accordance with the Council's organisational values and behaviour framework

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
Literacy and numeracy. Minimum GCSE grade C (or equivalent) in English and Mathematics	A/D
Ability to work on own initiative and effectively as part of a small team	A/I
Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people	A/I
An interest in and knowledge of waste, recycling and environmental issues	A/I
Written communication skills – the ability to write in a range of styles to match the task and audience	A/T
Knowledge of project management techniques, and experience of managing projects	A/I
Experience of managing and prioritising multiple projects and deadlines.	A/I
Able to comprehend and follow risk assessments to complete tasks safely.	A/I
Full clean driving licence with at least one year's driving experience.	A/D

Desirable Criteria	Assessed By:
Qualification in a related environmental area	A/D
Project management qualification or accreditation	A/D
Communications or marketing qualification or accreditation	A/D

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input checked="" type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job 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
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<input checked="" type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or OCC vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input checked="" 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 checked="" type="checkbox"/>	Working on/ or near a road	<input checked="" 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 checked="" 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):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.