

# Job Description

## Section A: Job Profile

### Job Details

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:                 | Technical Lead – Waste Contracts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Salary:                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Grade:                     | G14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Hours:                     | 37 per week. We are open to discussions about flexible working.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Team:                      | Waste Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Service Area:              | Environment & Circular Economy, within the Directorate of Environment & Place                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Primary Location:          | <p>County Hall, Oxford</p> <p>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.</p> |
| Budget responsibility:     | <p>£34m Revenue</p> <p>Variable capital</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Responsible to:            | Operational Manager – Waste & Circular Economy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Responsible for:           | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Political Restricted Post: | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Job Purpose

The purpose of this post is to manage the contract lifecycle of all outsourced waste disposal authority functions including service design and contract procurement and management. The service areas include waste treatment and disposal, Household Waste Recycling Centres, landfill, composting and closed landfill management.

To keep abreast of changes in national waste policy and plan for their successful implementation.

To lead on the development and maintenance of policies related to the waste and circular economy services, working collaboratively with colleagues to implement and deliver the policies and strategies.

The post will have a leading role in the team and the post holder will deputise for the Operational Manager as required.

The post holder will be accountable for the following activities:-

- Delivering waste contracts and managing operations to ensure an excellent, reliable and cost effective service to residents and partners.
- Managing an allocated budget in line with corporate processes providing forecasts.
- To support the Operational Manager in ensuring statutory responsibilities are met and services aligned to the councils long term vision promoting a culture of performance management which delivers high quality, high performing, value for money services.
- Working with the team to develop deliver relevant parts of the Service Plan.
- Working with colleagues identify and evaluate the opportunities for income generation, savings or efficiencies aimed at improving services and delivering new revenue streams.
- Be an escalation point in relation to queries or issues that cannot be resolved by officers/team members.

To support our organisation, people and partners to plan for the future, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

The postholder will be expected to provide the Operational Manager with information on operational issues, service delivery and management of staff to enable effective service planning and decision-making.

## **Job Responsibilities**

### Technical / Professional

- Provide the professional lead and expertise on household waste management services and support the development of a circular economy based approach.
- Ensure all services are maintained through well planned and timely procurements in accordance with legal, procurement and financial processes and in compliance with required governance procedures for services including (but not exclusively) residual waste treatment, garden and food waste composting, closed landfill management and landfill. Assist the Household Waste Recycling Centre Manager with procurements as required.
- Manage and monitor contracts and their related assets and services to ensure contractual commitments, environmental standards, health and safety requirements are met and that a high-quality customer experience is provided.
- Manage and monitor related contracts to ensure value for money and high performance in line with statutory requirements, contractual commitments and best practice.
- Robustly monitor and manage the budgets, performance and risks related to the contracts and services under their responsibility, in accordance with corporate requirements including accurate estimating, forecasting and out-turns against agreed budgets and meeting all performance reporting requirements.
- Manage closed landfill sites ensuring compliance with Environmental Permits where these exist.

- Work collaboratively with colleagues within waste to define and deliver projects that deliver the service's policies and strategies.
- Represent the interests of the council at the Oxfordshire Resources and Waste Partnership.
- Keep informed of government policy and legislative changes which impact on the services and put appropriate measures in place to achieve compliance delivering excellent waste services at the lowest cost to the taxpayer.
- Engage with national networking groups to represent the views of the authority to external groups, government and policy makers and to keep abreast of best practice.
- Keep local processes and procedures up to date, regularly reviewing to ensure they are current, fit for purpose and as lean as possible.
- Provide quality customer focus including thorough response to enquiries and complaints within corporate timescales, and responses to FOI / EIR, acting as the escalation point for the team where required.
- Promote and deliver a positive and proactive Health, Safety and Wellbeing culture and ensure this is embedded into everyday working and legislative requirements and council policies and procedures are met both within the team and by contractors.
- Provide information and advice to members of the public, councillors, local interest groups.
- Work with colleagues to identify and evaluate the opportunities for income generation, funding bids or efficiency savings aimed at improving services and delivering new revenue streams.
- Record and recharge and ensure income generation targets where present are met and work is delivered to a high standard.
- Deputise for the Operational Manager when required.

- Such other duties as might reasonably be required.
- Contribute to the broader work of Environment and Circular Economy and the wider Directorate.

#### Relationships and Stakeholder Management

- To build and promote relationships across the council, its suppliers and other partners while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.
- To lead on the development of advice, written reports and briefings relating to the service to Members, senior managers, programme boards, committees, MPs, and other stakeholders as required.

Any other duties as may be deemed necessary to carry out the full remit of the role.

## **Our Values**

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## **Section B: Selection Criteria/Person Specification**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

| <b>Essential Criteria</b>                                                                                                                                                                              | <b>Assessed By:</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Educated to degree level in a relevant subject or equivalent by experience.                                                                                                                            | A/I                 |
| Extensive experience of procuring, monitoring and managing successful, high value waste contracts.                                                                                                     | A/I                 |
| Full Membership of a professional body                                                                                                                                                                 | A/I                 |
| Experience of developing services at a strategic level and in turning concepts into operational plans.                                                                                                 | A/I                 |
| Experience of working in a political environment and taking account of conflicting demands.                                                                                                            | A/I                 |
| Demonstrable practical knowledge of the relevant legislation and national guidance related to the services.                                                                                            | A/I                 |
| Comprehensive understanding of how the service will reflect local and national agendas relating to the delivery of a safe, environmentally responsible and efficient service.                          | A/I                 |
| Experience and understanding of project management mechanisms and their uses in medium and long-term projects.                                                                                         | A/I                 |
| Demonstrable ability to work at pace to deliver service improvements and change.                                                                                                                       | A/I                 |
| Effective budget manager who understands and has experience in managing large revenue and capital budgets to ensure accurate projections, mitigating overspends and remaining within allocated budgets | A/I                 |
| The remit of this role is across Oxfordshire, including rural locations. Access to adequate transport and a valid driving licence is therefore required.                                               | A/I                 |
| <b>Desirable Criteria</b>                                                                                                                                                                              |                     |
| Experience managing closed landfill sites                                                                                                                                                              | A/I                 |
| Experience of managing contractors health and safety                                                                                                                                                   | A/I                 |
| Knowledge of circular economy principals and means of embedding those in a local authority.                                                                                                            | A/I                 |

## 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 are identified below (those ticked).

|                          |                                                                                      |                          |                                                                                             |
|--------------------------|--------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------|
| <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 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                                                                                                                                |
| <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<br>(exposure to noise above action levels) | <input type="checkbox"/>            | Regular work with respiratory irritants/<br>allergens (exposure to dust, fumes, chemicals,<br>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 checked="" type="checkbox"/> | Work with waste, refuse                                                                               |
| <input type="checkbox"/> | Potential exposure to blood or bodily<br>fluids                              | <input checked="" type="checkbox"/> | Face-to-face contact with members of the<br>public                                                    |
| <input type="checkbox"/> | Other (please specify):                                                      |                                     |                                                                                                       |

October 2023