

Job Description



Section A: Job Profile

Job Details

Job Title:	Waste Contracts Officer
Salary Grade:	Grade G10
Hours:	37
Team:	Waste & Circular Economy
Service Area:	Environment & Circular Economy Planning, Environment & Climate Change
Primary Location:	County Hall, Oxford 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:	Yes
Responsible to:	Household Waste Recycling Centre Manager
Responsible for:	£40k budget

Job Purpose

The waste contracts team is responsible for delivering the councils household waste disposal responsibilities. This is mainly delivered through contracts and includes energy from waste, transfer stations, anaerobic digestion, street sweeping processing, composting and household waste recycling centres. This team delivers all elements of procurement and contract, operational and financial management to ensure a reliable, compliant and cost effective service to all stakeholders. Working in close partnership with city and district council partners is critical.

The team are also responsible for the management of closed landfill sites ensuring compliance and arranging maintenance requirements, and for the Household Waste Recycling Centre

(HWRC) service. These facilities receive over 1 million customer visits every year from Oxfordshire residents and are a high profile statutory service integral to the council achieving excellent environmental performance.

This post holder will manage some contracts directly and provide technical support and assistance to the principal contract managers in delivering others and will work across the full range of contracts and services.

Job Responsibilities

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

- Assist in promoting and delivering a positive and proactive Health, Safety and Wellbeing culture to ensure this is embedded into everyday working and legislative requirements are met both within the team and on contract sites.
- Monitor contractor and service performance to ensure value for money and service delivery, and secure required improvements in conjunction with the principal contract managers. Be the day to day point of contact for resolving operational issues. Attend contract meetings as representative of the authority.
- Manage allocated contracts in line with council policies and procedures ensuring contract compliance, excellent service provision and robust financial management.
- Co-ordinate and deliver projects and initiatives relating to the service area ensuring commercial and contractual targets are met in line with the council's policies and procedures including infrastructure improvement works, public and media communications and others that arise.
- Undertake inspections of HWRCs and closed landfills to ensure contract, safety, environmental and planning compliance, and procure identified works where necessary to achieve these.
- Provide technical support and advice to the waste management team and stakeholders to ensure a cost effective quality service is delivered.
- Encourage and maintain effective communication with all relevant stakeholders and partners to ensure the sharing of consistent, accurate and pertinent information.
- Maintain effective working relationships with internal teams and external stakeholders, partners and contractors to achieve shared outcomes so that best practice can be shared and service delivery can be optimised cost effectively in line with council policies and

procedures.

- Co-ordinate the collection of information and produce management reporting, as required, to assist in ensuring the effective running of the services and to enable effective decision making.
- Investigate and respond to complaints about service provision and drive continuous improvement in customer service by working with contractors, the customer service centre and communications teams and those involved in the service.
- Deal with customer related issues including handling enquiries and requests for information and supporting communications and campaigning as required.
- Manage budgets in accordance with council policies and procedures and provide technical support to others to do so
- Assist in all areas of contract procurement including development of business cases, tender documentation and evaluating tenders.

Section B: Selection Criteria

Each of the criteria listed below will be measured through; the application form (A), 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:

Significant experience working within waste management. Budget and performance management experience within a similar work place.	A / I
Educated to A level or equivalent in a relevant discipline, or significant experience in the relevant specialist field of work.	A
A sound knowledge of relevant legislation and current issues within the waste management industry.	I
Proficient in the use of Microsoft office and a high level of numeracy and literacy skills including experience of collecting, storing and manipulating data.	T
Experience of delivering excellent customer service standards.	A
Excellent written and verbal communication and interpersonal skills	T
Self-motivated, well organised, methodical, thorough and able to work with minimal supervision	I
Ability to work along and as part of a team.	A / I

Able to deliver personal objectives through appropriate prioritisation and an organised approach. Ability to monitor contracts performance in their adherence to the specification and targets and to manage accordingly.	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

Desirable Criteria

Assessed By:

Educated to degree level in a relevant discipline or extensive relevant experience.	A / I
Experience of working with contractors to deliver services.	A / I
Good knowledge of relevant legislation	A / I
Experience of working with or in local government and with elected members	A
Experience of attending meetings, committees and contributing to discussions and tasks	A
Project management skills	A

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 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 & 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 checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC 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 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 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 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 checked="" 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):	

October 2023