**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Circle Up Project Officer |
| Salary: | SCP 13 – 17 (£28,163 - £30,060) |
| Grade: | Grade 7 |
| Hours: | Casual staff - Ad Hoc hours – as and when required |
| Team: | Waste and Circular Economy |
| Service Area: | Environment and Circular Economy within Environment and Place Directorate |
| Primary Location: | Home based/remote working with meetings around 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: | N/A |
| Responsible to: | Waste Strategy & Circular Economy Team Leader |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| Oxfordshire County Council (OCC) are 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.  To deliver this work OCC will be focusing activity in Wantage and Grove in Vale of White Horse, aiming to understand how we can encourage more residents to change behaviour and reduce, reuse, repair, refill and share items, reducing wastage and aiding the transition to a circular economy.  The post holder will be our main liaison with established circular community group(s) in the area including ‘The Mix’ based in Wantage, to ensure that project activity aligns across organisational and project goals, and that community-based services that support waste reduction, reuse and repair are available for residents to use. As the project develops it is likely that additional staff will be hired to work alongside the post holder to deliver peak areas of workload.  The post is offered on a ‘casual’ basis. Workload and hours will flex throughout the project and no minimum monthly hours are guaranteed. OCC will work with the post holder to ensure timescales for work are realistic to reflect the intermittent nature of the role. While the post holder will liaise with officers based at County Hall Oxford, it is anticipated that they will be able to work agilely, liaising with community group(s) in Vale of White Horse and working from home.  The post holder will undertake the following activities;   * Assist the Waste Strategy and Circular Economy team as well as other project partners and stakeholders to develop and deliver activity to meet Circle Up project deliverables. * Work closely with relevant community group(s) in Vale of White Horse to identify priority areas for projects and campaigns related to the circular economy. * Use demographic and geographical information to plan a survey to explore the barriers and motivations for residents to adopt circular behaviours in one/all of four priority materials.   + packaging (plastic and card);   + textiles;   + electronics;   + food. * Use the data gathered and knowledge of the community to identify potential practical interventions to increase the uptake of circular behaviours in the area. * Work with relevant community group(s) to develop and implement business cases and monitoring and measurement methodologies to trial specific circular interventions. * Work with relevant colleagues at OCC and the community group(s) to develop a communication plan to maximise awareness of interventions. * Liaise with other community organisations across the county throughout the project to maximise the potential for shared learning and developing best practice. * Ensure that all relevant OCC policies and procedures are adhered to, and concerns are raised in accordance with these policies. * Work with our residents, staff and community partners to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods. * Drive continuous improvement so we can be even more ambitious for our organisation and communities in the future. * Support our organisation, people and partners to look forward, 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 role will require working with residents, community groups, officers and other partners, therefore being able to build working relationships and communicate effectively is vital. |  |

## Job Responsibilities

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| Technical / Professional Skills   * Detailed knowledge of communities in Vale of White Horse in particular those in the study area of Wantage and Grove * Provide detailed knowledge of potential community/resident focused circular interventions. * Provide a high level of customer care. * Assist in the development and delivery of the externally funded Circle Up project. * Assist in the preparation of resident survey materials to determine barriers and motivations for residents to adopt circular behaviours. * Assist in the planning, developing, delivery, promotion, and measurement of community focused circular interventions relating to food, textiles, electricals and packaging. * Use creativity and initiative to develop and deliver engaging behaviour change projects. * Assist in the production of technical, financial and business cases for these projects, * Liaise with the communications team, relevant community groups and other partners required to develop and promote projects, engage the public, and influence behaviour change * Contribute to the reporting and analysis of data generated through the project in order to identify trends and utilise that to inform future projects and communications * This post holder is responsible for ensuring that all relevant OCC policies and procedures are adhered to and concerns are raised in accordance with these policies   Relationships and Stakeholder Management   * Build and promote relationships across the council, with local community groups, residents 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 funded project outcomes, relevant corporate policies and legislation.   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.

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| Essential Criteria | Assessed By: |
| Previous experience of working or volunteering within a relevant role within the Circular Economy sector | A&I |
| Showing initiative/analysing situations, negotiating and finding resolutions to problems | A&I |
| Meeting deadlines for delivering projects or the production of written documents. | A&I |
| Good understanding of the Circular Economy at a community level | A&I |
| Experience of planning and delivering projects to time and budget. | A&I |
| Regular use of Microsoft Word, Excel, Internet Explorer and Outlook. | A&I |
| Good interpersonal skills, with the ability to communicate clearly and effectively  with a diverse range of people | A&I |
| Ability to write clearly and succinctly in order to convey key messages in a variety of formats (including reports and social media) and to a range of audiences | A&T |
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| Desirable Criteria | Assessed By: |
| Knowledge of communities in and round Vale of White Horse, Oxfordshire | A&I |
| Knowledge and experience of one or more of the following:   Developing and delivering repair projects   Developing and delivering refill projects   Developing and delivering sharing (library of things) projects   Developing communications materials   Influencing residents’ behaviour in relation to reduction, waste and recycling practices   Working with community groups | A&I |
| Knowledge of waste management practices and legislation | A&I |
| Knowledge of Project management techniques, and experience of managing projects | A&I |
| Experience of delivering projects in partnership with large numbers of stakeholders | A&I |
| Full clean driving licence and access to a car | A |
| Experience developing funding bids and/or invest to save business cases | 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | 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).

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

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|  | Other (please specify): |

October 2023