

Job Description



This form is used to provide a complete description of the specific job (or role) and defines the required skills, knowledge, abilities, qualities and behaviours.

Section A: Role Profile

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

Role Details

Job Title:	Waste Strategy Projects Officer
Salary grade:	Grade 10 - 11 £30,507 - £36,876 Pay scales and grading
Team:	Waste Strategy
Service Area:	Planning and Place, Communities Directorate
Primary Location:	County Hall
Political Restriction	None
Responsible to:	Waste Strategy Manager
Responsible for:	Project budgets as required

Role Purpose

The role is part of the Waste Strategy Team within the wider Environment and Heritage Group, but works closely with the operational Waste Management Team within Community operations.

Provide specialist technical support within the waste strategy team, to ensure a high-quality service that delivers value for money for its customers in line with legislative requirements and the council's policies and practices.

Develop and implement a Waste Prevention Strategy that identifies priority areas for projects and campaigns and helps identify how we will meet the zero-waste growth per household Joint Municipal Waste Management Strategy target, and move towards a circular economy.

Act on topical issues such as plastics and food waste, minimising the amount of waste entering our household waste systems, and support collaborative partnership working with our Waste Management Team, Waste Collection Authorities, Community Action Groups and other partners.

For more information about Oxfordshire County Council's corporate priorities please see our website: www.oxfordshire.gov.uk



Role Responsibilities

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

Technical Officer Role Profile Outputs/Accountabilities	Main duties of post holder
<p>1.&2 Plan and deliver schemes and projects and/or provide technical advice and support relating to the service area</p> <p>Provide technical support and advice to stakeholders to ensure a cost-effective quality service is delivered.</p>	<p>Develop a Waste Prevention Strategy that identifies priority areas for projects and campaigns and sets out how we will meet the zero waste growth per household Joint Municipal Waste Management Strategy target.</p> <p>Plan, develop, deliver and promote innovative waste reduction, reuse and recycling projects and campaigns in partnership such as reuse events, food waste prevention and recycling campaigns.</p> <p>Produce technical, financial and business cases for these projects, seeking contributions from internal and external partners for invest-to-save projects and/or external funding.</p> <p>Provide technical and policy support for the Environment and Heritage Manager, Waste Strategy Manager, the Waste Management team and District Council officers in the development of policies and strategies, responding to planning applications, drafting formal and informal responses for Members, drafting papers and briefing notes for senior managers and committees.</p> <p>Any other duties in line with the role profile as required.</p>
<p>3. Encourage and maintain effective communication with all relevant stakeholders to ensure the sharing of consistent, accurate and pertinent information.</p>	<p>Liaise with the OCC communications team and the media as required to promote projects, engage the public, and influence behaviour change</p> <p>Participate and collaborate with national and regional organisations e.g. DEFRA and WRAP, and other local authorities to share good practice.</p>
<p>4. Maintain effective working relationships with other internal teams and external stakeholders and, if appropriate, contractors</p>	<p>Work in partnership with the District Councils, Waste Management Team, OCC Communications Team, community groups and Government.</p> <p>Help manage and monitor contracts to ensure these are delivering as per the specification, such as Replenish and Community Action Groups, and act as the first point of contact both for the contractors and the CAGs groups themselves.</p> <p>Contribute as necessary to the work of the Oxfordshire Resources and Waste Partnership</p>

5.	Co-ordinate the collection /gather and analyse information and produce reports, making recommendations, as necessary, to assist in ensuring the effective running of the services.	Work alongside the Waste Strategy Manager to 'horizon-scan' - interpret and apply changes in national legislation and government policy across the county, draft responses to government consultations, and represent the county council at industry events as required. Contribute to the reporting and analysis of waste data in order to identify trends and utilise that to inform future projects and communications
6.	Assist in promoting and delivering a positive and proactive Health & Safety culture to ensure Health and Safety is embedded into everyday working and legislative requirements are met.	This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies

Section B: Selection Criteria

The selection criteria provides a list of essential and desirable criteria that detail the skills, competencies and behaviours that a candidate should have in order to perform the job. The criteria are also aligned to our [corporate values](#).

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).

Essential Criteria

Assessed By:

For G11 post; G10 plus;

Degree level qualification (or equivalent experience)	A&D
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 waste legislation, national and local waste policy, and best practice in waste reduction.	A&I
Regular use of Microsoft Word, Excel, Internet Explorer and Outlook.	A&I

For G10 post:

Educated to A level standard or equivalent level of education	A&D
Good interpersonal skills, with the ability to communicate clearly and effectively with a diverse range of people	A,I,P
Ability to write clearly and succinctly in order to convey key messages in a variety of formats (including reports) and to a range of audiences	A, P

Ability to deal with potentially difficult situations or people	A & I
Ability to understand waste legislation, national and local waste policy, and best practice in waste reduction.	A,I &P
Experience and regular use of Microsoft Word, Excel, Internet and Outlook	A &I

Desirable Criteria

Assessed By:

Previous experience of working within a relevant role within the waste management sector	A&I
Previous experience of working for a local authority	A&I
Knowledge and experience of one or more of the following: <ul style="list-style-type: none"> Developing and delivering recycling projects Developing and delivering waste reduction projects Developing communications materials Use of social media for work Influencing residents' behaviour in relation to waste and recycling practices Working with community groups 	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
Developing funding bids and/or invest to save business cases	A&I

Qualities and Behaviours

Qualities and behaviours identify and describe key **behaviours** that are vital in reflecting our values and delivering a high-quality service. They describe how we should behave in our roles at work and they contribute to the following key processes:

- Recruitment and Selection
- Performance Management
- Learning and Development

The principles of the qualities and behaviours framework are applied throughout the County Council. It is important to remember that how we behave in our roles is relevant to everyone.

Qualities & Behaviours	Range	What it looks like - Positive Indicators
#1 Teamwork Definition: Values teamwork and builds and maintains positive supportive working relationships, placing team interests above personal goals, acting with integrity to build trust within and between teams, understanding the	2	<ul style="list-style-type: none"> • Encourages respect and support amongst team members • Looks for opportunities to collaborate across teams and with partners • Develops effective working relationships with and between teams • Involves team members in decision making • Shares feedback with team

<p>impact that they have on others and adapting their approach to achieve successful outcomes. Maintains a sense of perspective and humour and is prepared to admit mistakes.</p> <p>Teamwork may involve, as an example, working with external partners working within an internal team.</p>		<ul style="list-style-type: none"> • Recognises the contribution of individuals within the team • Commits to team rather than personal goals • Is able to reconcile conflict between others • Remains emotionally detached, calm and objective when necessary • Perceptive and considered in approach to others
<p>#2 Communication</p> <p>Definition: Shares relevant information clearly, honestly, accurately and openly, actively listens, queries and checks information to ensure clarity and maintains appropriate confidentiality. Communication covers written and oral communication.</p>	<p>2</p>	<ul style="list-style-type: none"> • Is confident, clear, accurate and concise when sharing/giving information • Is open, honest and considered in communication • Regularly briefs individuals and teams clearly accurately honestly and concisely • Maintains engagement when communicating • Asks questions and probes to gain relevant information • Summarises key relevant points • Seeks clarification when necessary • Checks theirs and others understanding • Adjusts language to the demands of the situation • Uses non-verbal communication constructively and effectively
<p>#3 Customer Focus</p> <p>Definition: Builds strong, long term, respectful and considerate relationships with customers and key stakeholders, developing mutual trust and partnership working to meet and wherever possible exceed customers' expectations and the council's objectives. Customers include all key relationships with residents, service users, suppliers and internal colleagues.</p>	<p>2</p>	<ul style="list-style-type: none"> • Anticipates and responds to changing customer requirements • Looks for opportunities to improve the customer experience/overall service performance and reduce duplication • Adopts a proactive and partnership approach to meeting customer requirements • Shares feedback with others • Identifies underlying issues and responds effectively
<p>#5 Delivering Excellence</p> <p>Definition: Demonstrates a clear commitment to developing and providing excellent service at all times in line with the Council's vision and values.</p>	<p>3</p>	<ul style="list-style-type: none"> • Produces high quality, accurate work to timescale • Follows and understands the Council's standards and procedures • Clearly understands consequences of not achieving standards • Records and checks information and documentation accurately • Maintains concentration and focus on task/job in hand • Actively seeks ways to make improvements • Accepts responsibility for own actions
<p>#6 Planning and Organising</p> <p>Definition: Successfully plans ahead, identifying options and priorities, considering risks, transforming strategies into practical courses of</p>	<p>2</p>	<ul style="list-style-type: none"> • Prepares clear and logical plans, breaking objectives down into clear and manageable tasks • Accurately estimates time scales and allocates resources • Regularly reviews plan, monitors progress and

<p>action, organising and allocating tasks and monitoring ongoing progress.</p> <p>All roles require planning and organisation: this can be planning and prioritising your own workload through to converting strategic objectives into medium or long term plans and courses of action.</p>		<p>adapts plan when necessary</p> <ul style="list-style-type: none"> • Manages meetings effectively • Understands the rationale of the plan • Creates structured, time efficient environment with clear responsibilities
<p>#7 Decision Making</p> <p>Definition: Identifies and analyses information systematically, identifying key issues and recognising trends. Makes considered and logical decisions based on relevant comprehensive information.</p>	<p>3</p>	<ul style="list-style-type: none"> • Obtains, checks and understands all relevant and available facts before drawing a conclusion • Recognises the need to take action • Uses basic rules, common sense and past experience to identify problems • Recognises when a current situation is like a past situation • Understands how own tasks relate to wider framework • Assesses situations objectively • Considers the potential consequences of decisions
<p>#8 Commercial Focus</p> <p>Definition: Understands and applies the financial principles of budgeting and forecasting, cost control, margin and added value to maximise resources. Negotiates and manages contracts effectively.</p>	<p>3</p>	<ul style="list-style-type: none"> • Considers financial implications of decisions and actions • Strives for cost effectiveness in their actions • Identifies and suggests opportunities to reduce/ minimise cost wherever possible whilst maintaining standards • Understands commercial information which relates to their role • Recognises importance of commercial focus and takes accountability for it as it relates to their role
<p>#9 Change Orientation/Flexibility</p> <p>Definition: Understands and applies the financial principles of budgeting and forecasting, cost control, margin and added value to maximise resources. Negotiates and manages contracts effectively</p>	<p>3</p>	<ul style="list-style-type: none"> • Is open to change and willing to try out different ideas, solutions, technologies and working practices/methods • Is flexible and adapts to changing requirements and priorities • Quickly picks up and accepts new ideas and ways of working • Supports and assists with implementation of new ideas • Maintains effectiveness during rapidly changing situations or priorities • Makes suggestions to improve practices, systems and procedures at work • Questions existing methods constructively with the aim of improving service delivery

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 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

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 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 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