

## JOB DESCRIPTION

<b>POST TITLE:</b>	Assistant Waste Services Manager
<b>DEPARTMENT:</b>	Estates - Facilities
<b>SUB-DEPARTMENT:</b>	Facilities – Waste Services
<b>POST RESPONSIBLE TO:</b>	Transport, Portering and Waste Manager
<b>SALARY:</b>	£19,202 – £21,414 pa

### Job Purpose:

To supervise the operational service to ensure effective and efficient waste disposal processes are followed in accordance with legislation and University policy.

### Duties and Responsibilities:

#### Supervision of Waste Management

1. Monitoring and analysing the usage of the waste and recycling containers around the campus to ensure their optimal use and cost effectiveness.
2. Contacting the various contractors to arrange the emptying of the waste and recycling containers and keeping associated records
3. Organising waste containers for other university departments
4. Acting as a point of contact for initial waste and recycling queries from university departments
5. Carrying out risk assessments and compiling safe methods of work for all operational tasks
6. Ensuring that all waste and recycling staff are trained to work in a safe manner
7. To assist and support with the development and roll out of new Waste and Recycling initiatives, both in existing and new areas of campus
8. Organising the removal and collection of WEEE items from across the campus and advising Waste and Recycling Manager of any recharging
9. Support the Manager in investigating, reviewing and responding to customer complaints and queries.
10. Provide first line cover for Waste and Recycling in the absence of the Waste and Recycling Manager when required.
11. Organising the servicing and maintenance of waste facilities on site and keeping accurate associated records.
12. Ensuring that the waste and recycling vehicles are maintained, serviced and used in a safe manner. Supervise the daily vehicle checks for the designated fleet ensuring servicing, maintenance and repairs for vehicles used by the team are operated in a safe and compliant condition at all times in accordance with the University Transport Policy

### Staff Supervision

1. Providing day to day operational supervision of a team of Waste and Recycling Assistants ,and issuing daily collection schedules, for the waste and recycling team
2. Dealing with all aspects of staff management including recruitment, disciplinary procedures, absence management and performance management
3. Holding team meetings and keeping the team updated with current recycling levels
4. Ensuring adequate cover is maintained to provide continuity of service over a 7 day operation
5. Support Waste and Recycling Manager in developing training and development requirements for the team.

### Audit

1. Ensuring that the waste and recycling areas and container are kept in a clean, tidy and safe condition through periodic checks and audits.

### Health and Safety

1. Support the waste and recycling Manager in implementing, monitoring and reviewing all risk assessments for the department in accordance with University Health and Safety Policy

## PERSON SPECIFICATION

**POST TITLE:** Assistant Waste Services Manager

**DEPARTMENT:** Estates - Facilities

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS</b>	<b>MEASURED BY:</b> a) Application Form b) Test/Exercise c) Interview d) Presentation
The post holder must be able to demonstrate:		
Educated to GCSE standard or equivalent	(E)	(a) (c)
Experience of dealing with the collections and removal of general waste and recyclable material	(E)	(a) (c)
Experience of supervising a small team	(E)	(a) (c)
Experience of working with compactors	(E)	(a) (c)
Ability to manage own workload, prioritise tasks and retain appropriate records essential.	(E)	(a) (c)
Good interpersonal skills, dealing with people from a wide variety of backgrounds required.	(E)	(a) (c)
Good organisational skills	(E)	(a) (c)
Knowledge of compactor operation	(E)	(a) (c)
Knowledge of Health and Safety relevant to the role	(E)	(a) (c)
Knowledge of current waste and recycling legislation	(E)	(a) (c)
Computer Literate – ability to use MS office packages	(E)	(a) (c)
Able to lift heavy loads safely and work across a large and varied campus including outdoors.	(E)	(a) (c)
Full driving license required (clean preferred) to drive commercial vehicles up to 3.5 tonnes.	(E)	(a) (c)
Ability to identify cost savings through improved management and control of waste collections. To be responsible for the safe use, care and maintenance of machinery within the direct area of responsibility	(E)	(a) (c)
Flexibility and adaptability in working hours as some deliveries will be outside of normal working hours.	(E)	(a) (c)