

JOB DESCRIPTION

POST TITLE:	Waste Services Manager
DEPARTMENT:	Estates Office
SUB-DEPARTMENT:	Facilities
POST RESPONSIBLE TO:	Facilities Manager, Estates Office
SALARY:	£26,243 – £29,515 pa

Job Purpose:

The Waste and Recycling Officer is responsible for managing the waste and recycling operation across campus to ensure that an efficient and cost effective service is provided for the collection, removal and recycling of University waste whilst ensuring compliance of Waste and Recycling regulations.

Duties and Responsibilities:

1. Monitoring, recording and analysis of weights of the various waste streams leaving the University to gain maximum efficiency and cost effectiveness.
2. Compiling waste and recycling management reports and communicating to stakeholders
3. Working with other departments across the university to ensure the university achieves or exceeds recycling targets
4. Ensuring departments across the university are kept updated with new waste and recycling regulations and helping them plan for their implementation
5. Carrying out waste audits of University buildings
6. Managing the operation to keep within the waste and recycling budgets
7. Monitoring the performance and value for money of the various contracts for waste and recycling.
8. Assisting in the preparation of tenders for waste and recycling contracts
9. Carrying out Compactor training for key stakeholders
10. Ensuring that all waste leaving the university meets legal requirements regarding waste disposal
11. Ensuring that the university complies with its Duty of Care in relation to relevant waste management legislation

12. Ensuring the retention of appropriate waste documentation in line with regulatory requirements.
13. Checking and processing invoices and other paperwork related to the waste and recycling operation
14. Keeping up to date with, planning and implementing new waste and recycling regulations
15. Ensuring that the waste and recycling operation meets Health and safety regulations and that risk assessments and method statements are produced to support this
16. Ensuring that all staff within the team are trained to work in a safe manner
17. Managing all performance and personnel issues, including formal disciplinary and grievance issues in accordance with University policies and procedures.
18. Managing the Annual Review process for the waste and recycling team setting SMART objectives for the team
19. Seeking out, benchmarking , and implementing best practice in waste management

PERSON SPECIFICATION

POST TITLE: Waste and Recycling Manager

DEPARTMENT: Estates Office

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS	MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation
Relevant degree or other recognised waste management qualification	(E)	(a)
Experience of dealing with general waste management issues and/or recycling initiatives in public or private sector organisations.	(E)	(a) (c)
Experience of working with budgets	(E)	(a) (c)
Experience of managing a small team	(E)	(a) (c)
Knowledge of waste and recycling legislation.	(E)	(a) (c)
Knowledge of Health and Safety relevant to the role	(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)
Excellent analytical and problem solving skills	(E)	(a) (c)
Computer literate, ability to use MS Office packages	(E)	(a) (c)
Practical skills, together with a general interest in the resource management agenda preferred.	(E)	(a) (c)
Able to undertake manual handling tasks	(E)	(a) (c)
Membership of CIWEM* preferred, but not essential.	(D)	(a) (c)