

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Communities, Environment & Central

POSTHOLDER

SECTION: Fleet & Waste Strategy

GRADE: PO4

POST DESIGNATION: Waste Disposal Manager

Purpose of Job:

The purpose of the Waste Disposal Manager is to lead on and oversee the council's waste disposal contracts.

This includes procuring provision, providing effective contract management, developing and implementing policies, ensuring compliance with environmental legislation, and driving service improvements. The role plays a key part in promoting sustainability, reducing environmental impact, and ensuring that the services provided meet the needs of the community effectively and efficiently.

To be responsible to the Contracts and Strategy Manager for:

- i) Procurement of waste disposal contracts.
- ii) Managing the council's waste disposal contracts, including the Household Waste Recycling Centre.
- iii) Management, procurement and contract management of the council's waste management arrangements
- iv) Business and data analysis and delivery of service improvements as required across the council's waste management portfolio.

Manages up to 5 directly managed staff.

Manages up to 10 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Manage the council's waste disposal contracts to ensure KPIs and H&S standards are met.
- 2) Responsible for ensuring the contract is delivered on budget and performs effectively.
- 3) Lead on the procurement of new waste disposal agreements.

- 4) To lead on the monitoring and reporting of the 'contractors' performance including setting up regular performance review meetings, ensuring adequate records are kept and distributed, and that actions are completed on time. To escalate unresolved issues as necessary.
- 5) Ensure the effective running of the Council's transfer station, ensuring the contractor's staff and site users operate safely.
- 6) To forecast projected expenditure, ensure payments are made in line with contractual arrangements, budgets are effectively managed and expenditure monitored. To take corrective action, where required, or escalate as necessary.
- 7) To have an expert knowledge of the waste industry and keep abreast of impending changes in relevant environmental legislation. Undertake research and identify the implications of impending legislative and strategic changes and provide senior management and/or members with options from which to develop the Council's response, including identifying and budgetary issues.
- 8) To prepare short, medium and long term service and business plans for waste management across street services and enviro-crime enforcement services to ensure that future service development needs are incorporated.
- 9) Lead and support the waste disposal team on site. Provide guidance as issues arise.
- 10) Engage with stakeholders and promote recycling initiatives.
- 11) Analyse performance data and report on key indicators
- 12) To manipulate, analyse and present large datasets for a range of purposes, including projects and statutory submissions
- 13) To assist with the accurate and timely submission of statutory information (e.g. Defra's WasteDataFlow). To work with appropriate government and regulatory bodies in undertaking regular audits of the data.
- 14) To undertake benchmarking or research to inform service direction.
- 15) To provide support to the Contracts and Strategy Manager in all aspects of contract-related activities.
- 16) To prepare reports and presentations, and deliver them as required to a range of stakeholders.
- 17) To contribute and sometimes lead procurement work taking place in the section.

- 18) To be responsible for undertaking complex modelling of a wide range of service changes on the services' finances, contracts, waste tonnages, staffing and other performance measures. To present modelling outputs and recommendations into clear and user-friendly formats for non-technical officers.
- 19) To lead in regular project management work streams both locally and regionally. To attend other local, regional and national events, conferences, seminars, working parties etc as may be required to reflect the Council's interests.
- 20) To work flexibly to accommodate business needs, from time to time, evening, weekend and bank holiday work is required as part of the role.
- 21) To be responsible for the quality, accuracy and timeliness of responses to FOIs, EIRs, Member/MP Casework and complaints. To ensure that the root causes of the issues are identified and resolved, and ongoing monitoring to prevent reoccurrence is in place.
- 22) To attend site visits or meetings with internal or external stakeholders, as required, including early morning, evenings and weekends.
- 23) To undertake any other work appropriate to the level and general nature of the post's duties.
- 24) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 25) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 26) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 27) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."
- 28) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 29) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 30) *This post does not require a DBS*
- 31) To undertake supervision/management of staff as and when required.
- 32) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the

Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

Contracts and Strategy Manager