

## Person Specification

<b>Job Title</b>	CAREER GRADED - OPERATIONAL SUPERVISOR
<b>Grade</b>	SO1 - PO2
<b>Service/Section</b>	STREET SERVICES
<b>Directorate</b>	COMMUNITIES, ENVIRONMENT & CENTRAL

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
<b>Knowledge</b>	
<p><b>Grade SO1</b></p> <ul style="list-style-type: none"> <li>• Knowledge of relevant legislation for the delivery of municipal waste, recycling and environmental services.</li> <li>• Knowledge and understanding of monitoring spend against budget</li> </ul> <p><b>To progress to Grade PO2</b></p> <ul style="list-style-type: none"> <li>• CMI Level 2 Diploma in Team Leading</li> <li>• Completion of in-house corporate people management training courses (including Delivering PRADs, Investigation Procedures, Absence Management)</li> </ul>	<p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<b>Skills and Abilities</b>	
<p><b>Grade SO1</b></p> <ul style="list-style-type: none"> <li>• Ability to supervise and direct a multi-disciplinary team of operational staff to deliver an effective and efficient waste and street cleansing service across the entire Borough.</li> <li>• Ability to monitor and manage workflows generated by the departments Environmental Management System (EMS/Whitespace) including updating of notes, producing reports and re-assigning work accordingly.</li> <li>• Hold a full clean driving licence.</li> <li>• Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<p><b>To progress to Grade PO2</b></p> <ul style="list-style-type: none"> <li>• Ability to and to monitor sickness and absence levels and instigate corrective action as required, including applying the Council's Disciplinary Code of Practice as appropriate.</li> <li>• Ability to ensure that appropriate performance standards are effectively monitored, met and maintained in relation to frontline service activity, and corrective action taken where appropriate in accordance with the appropriate Council policy and procedures.</li> </ul>	<p>Essential</p> <p>Essential</p>
<p><b>Experience</b></p>	
<ul style="list-style-type: none"> <li>• Experience of working in environmental services and supervising large numbers of staff at a supervisory level on a day-to-day basis</li> </ul>	<p>Desirable</p>
<p><b>Equal Opportunities</b></p>	
<p>Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.</p> <p>Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.</p>	<p>E</p> <p>E</p>