

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Operations and Community Services
POST:	Transition Support Officer – Recycling & Waste Services
GRADE OF POST:	GR09
RESPONSIBLE TO:	Transition Manager – Recycling & Waste Services

JOB PURPOSE:

Proactively support the Transition Manager – Recycling & Waste Services in the management of the smooth transition of the Council's recycling and waste collection services from an outsource contract back in-house.

Develop and manage separate procurement and commissioning processes to enable the Council to procure necessary services for the insourcing of the waste and recycling service.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Support the Transition Manager - Recycling and Waste Services by developing and managing separate procurement and commissioning processes to enable the Council to procure necessary services for the insourcing of its recycling and waste collection services.
- Collaborate with key internal and external stakeholders, including the existing contractor as well Council staff from procurement, finance, audit and legal services ensuring necessary legislative standards are met.
- Prepare procurement and commissioning specifications and having oversight of procurement and commissioning processes, in line with BCBC policies.
- Review Health and Safety standards of working practices, risk assessments and control measures.
- Ensure professional standards of work are maintained and projects are completed to time and budget understanding both escalation and governance requirements.
- Ensure the efficient and effective delivery of commissioned services and ensure that the services commissioned are evidence based.
- Assist in the continuous improvement of the insourcing of the waste and recycling service.



GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Transition Support Officer – Recycling & Waste Services

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Educated to degree level or equivalent in an appropriate discipline or ability to demonstrate competence through relevant experience. Project or change management qualification, e.g. Prince 2. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Experience of working on complex projects and delivering outputs to time and budget. Knowledge and experience of Public Sector procurement and management of procurement exercises. Experience of writing specifications and tenders alongside descriptions of goods and services. Knowledge and experience of Health & Safety legislation, systems and procedures. Experience of working collaboratively to develop guidance, strategy, or policies to meet the needs of the organisation and all its stakeholders. Understanding of contracts and contract management. Knowledge and understanding of the UK waste/environmental industry and associated legislation 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> Knowledge of local government services, current challenges and the political landscape 	Yes	
Skills & Personal Qualities	<ul style="list-style-type: none"> Excellent influencing, interpersonal and communication skills, both written and oral. 	Yes	Interview, application form, and selection process
Skills & Personal Qualities (continued)	<ul style="list-style-type: none"> The ability to manage several projects of varying scope, budget, and timescales simultaneously. Good organisational skills in order to handle complex tasks logically and effectively. Ability to work proactively with minimal supervision; be highly motivated, demonstrating energy and vision and lead by example. Ability to work flexibly and on own initiative in a rapidly changing environment. Excellent standard of written and IT work with excellent attention to detail. Ability to communicate effectively with members of the public, Elected Members and Senior Officers. Ability to navigate local government decision-making processes. Ability to adopt a results-orientated approach to all aspects of work. Ability to produce reports and management information. Full driving licence with access to a motor vehicle during working hours. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p> <p>Interview, application form, and selection process</p>



Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none">Ability to communicate through the medium of Welsh.		