

## Waste and Recycling Officer

<b>Reports to:</b>	Waste and Recycling Manager		
<b>Department:</b>	Environment & Leisure	<b>Grade:</b>	PO1
<b>DBS Status:</b>	Enhanced	<b>Politically restricted:</b>	No
<b>Job Purpose:</b>			
<ul style="list-style-type: none"> <li>• Educate, communicate and engage with residents and a range of partners on how to present, reduce, reuse and recycle domestic waste</li> <li>• Contribute to the development, implementation and ongoing review of the Council's waste education, communications and engagement programmes.</li> <li>• Uphold and implement the Council's waste and recycling policy throughout the borough.</li> </ul>			
<b>Values</b>			
<p>Collaborate proactively.  Lead inclusively.  Embrace change.  Be bold and curious.  Celebrate and share our success.</p>			
<b>Job specific roles and responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Positively contribute to the Council's waste and recycling programmes, ensuring compliance with local, national and international waste legislation and best practice.</li> <li>2. Carry out necessary related outreach tasks in line with council waste policy, including; waste contamination, waste presentation, excess waste handling, bulky waste, clinical waste, garden waste, etc.</li> <li>3. Contribute to the development and delivery of a wide range of waste related projects with a focus on waste minimisation, re-use and recycling.</li> <li>4. Carry out outreach, engagement and education functions in relation to waste reduction, re-use and recycling. This includes tackling low level take-up or non-compliance, particularly in relation to waste collected from communal housing as well as the delivery of a comprehensive engagement plan with schools, groups and other relevant bodies or organisations.</li> <li>5. Work collaboratively both within the service and with other service areas and departments to deliver a range of environmental projects on any relevant matters.</li> <li>6. Contribute to the development of communications for the service including project communication materials such as posters, leaflets, campaigns etc, freedom of information and environmental information requests.</li> <li>7. Prepare reports and meeting minutes as required.</li> </ol>			

8. Foster and develop relationships with Brent Housing Management and other property managing agents and landlords.
9. Liaise with other partners such as the West London Waste Authority, the GLA, Government bodies and neighbouring authorities, with the aim of promoting and implementing the Council's waste policy within the borough.
10. Support the development and interrogation of any data management systems relevant to service needs as required.
11. Deputise for the Waste and Recycling Manager as required.
12. Attend and represent the Service and the Council at meetings, seminars, and conferences that are relevant to the post.
13. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
14. Undertake any other duties commensurate with the general level of responsibility of this post.
15. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

### **Essential Requirements (key skills & qualifications)**

#### Knowledge and Qualifications

1. Knowledge and understanding of waste collection and waste processing services, and knowledge of these in the context of sustainable environmental management.
2. Knowledge of behaviour change engagement campaigns and theories.

#### Experience

1. Experience of delivering effective public facing education, communication and engagement programmes to multiple stakeholders.
2. Experience of achieving positive outcomes through internal and external partnership working.
3. Experience of building strong stakeholder relationships.

#### Skills and Abilities

1. Adept at working within a team to meet departmental outcomes whilst managing own workload.
2. Able to plan and deliver agree objectives within timescales.
3. Able to prioritise and manage own diary.
4. Able to deliver high quality projects on time.
5. Able to follow service processes, whilst providing valuable input to inform service development.

6. Excellent communication skills to be able to relate effectively to different stakeholders clearly and simply.
7. Understanding of data management and analysis to inform campaign strategy.

Desirable criteria:

1. Knowledge of Brent borough demographics and geography.
2. Experience of delivering educational programmes to schools and other youths organisations.
3. Understanding of PR, social media, and digital communications.
4. Full clean driving licence.

**Overall Headcount - None**

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*