

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Project Administrator, Simpler Recycling SD2345



Job Title	Project Administrator, Simpler Recycling
Service Area	Service Delivery
Grade	E (scp £29,651.00 to scp £31,481.99)
Job Reference	SD2345

Reporting to	Responsible for
Waste Commissioning & Contracts Manager	No direct reports

Team Purpose
To provide a range of timely, effective waste services, ensuring compliance and enabling the organisation to deliver high levels of customer service.

Role Purpose
<p>To work in partnership with internal and external partners to coordinate and deliver the Simpler Recycling Programme.</p> <p>To help, inspire and encourage householders and businesses to comply with Simpler Recycling requirements, effecting change in public behaviour to avoid unnecessary waste and contamination of recyclables resources.</p> <p>To support the Waste Commissioning & Contracts Manager in the development, delivery, governance and reporting of the Simpler Recycling Programme.</p> <p>To be a role model for the service, demonstrating authenticity, integrity, resilience and compassion and focussing on communication, personal development and wellbeing.</p>

Key Accountabilities
<ul style="list-style-type: none"> • To support in the delivery of the project outcomes and benefits within time and cost constraints. • Supports the monitoring of the project progress, highlighting any concerns to the project manager. • Supporting the management of the project plan to ensure the outcomes are achieved.



- Support the effective governance and assurance framework for the project, ensuring regular reporting on progress through pro-active engagement with the project sponsor.
- Work collaboratively with internal stakeholder relationship together with external partners,
- Engaging with housing management companies and/or residents on the principles of simpler recycling and the need to preserve resources and reduce waste.
- Ensure that residents in flats have the resources required to comply with the requirements of Simpler Recycling collections.
- Co-ordinate and support participation surveys
- Carry out site visits and events and co-ordinate a doorstepping campaign when a need has been identified.
- Support residents with advice on what can and cannot be recyclable and liaise with the Council's Contractor and/or residents where issues have been raised in relation to collections.
- Co-ordinate and support participation surveys
- Carry out site visits and events and co-ordinate a doorstepping campaign when a need has been identified.

Ways of Working	
Collaborative working	<p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p> <p>Develop and maintain relationships with both internal and external customers, interacting through multiple channels.</p>
Customer Service	<p>Providing internal and external advice. Developing and maintaining relationships with key stakeholders and partners.</p>
Supporting corporate projects	<p>Provide input to service specific projects.</p> <p>Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p>
Performance	<p>Ensuring a focus on team performance.</p> <p>To perform by working to agreed SMART objectives.</p>
Budget management	<p>Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.</p>



Person Specification

Qualifications

Educated to A Level standard/NVQ 3 or relevant experience in waste and recycling, circular economy or sustainability.

Knowledge, Skills, Ability, and Experience

Knowledge

- Knowledge of waste and recycling services.
- Understanding of the governance arrangements for the service and the council.
- Working knowledge of legislation and developments in specialist area.
- Excellent understanding of good customer service.
- Continuous improvement and business process redesign.

Experience

- Experience of working in the Public Sector or demonstrable knowledge of Local Authority regulation and governance arrangements.
- Effective communication with stakeholders including internal and external customers.
- Experience in the organisation and management of events
- Excellent level of IT skills including researching, analysing data and use of digital tools to manage events.

Skills and ability

- Excellent communication and presentation skills.
- Excellent organisational and administration skills.
- Excellent IT skills including researching and analysing data.
- Ability to work independently and use initiative.
- Full UK Driving Licence and access to a vehicle to travel around the district.

Special Requirements

Emergency Planning

A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.



Special Requirements	
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	This role is not politically restricted.
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.



Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		Date:
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