

## Job Description

# Waste Management Lead

Reference: 4424

Date: May 2026

<b>Job Family:</b>	<b>Waste &amp; Green Spaces Operations/Waste Management</b>
<b>Level:</b>	<b>3</b>
<b>Band:</b>	<b>9</b>
<b>Career Track:</b>	<b>Technical/Professional/Managerial</b>

## Job Purpose

To support the Waste and Resources Contracts and Commercial Manager in the management and delivery of the Council's Waste PFI contract, including oversight of the operation of the Cowley Road Waste Transfer Station. The role is responsible for managing waste data flows, performance information, AUC validation and landfill gas monitoring, reporting issues as required. The post supports the effective delivery of countywide waste treatment and disposal services in line with corporate and service objectives.

## Service Purpose

The primary purpose of Neighbourhood Services is to work with local communities and other key stakeholder organisations to improve the physical appearance and quality of life within our communities, making them cleaner, more sustainable, self-sufficient and safer places. Neighbourhood Services is part of the Place & Regeneration Directorate, which is responsible for economic growth, regeneration, housing and environment. Neighbourhood Services are responsible for a number of key council services including waste and recycling, environmental enforcement, street cleansing and grounds maintenance, bereavement services, fleet services and countryside services. These are high profile services that make a significant contribution to the delivery of our corporate plan.

## Duties and Responsibilities

### Strategic, Policy and External Engagement

- Represent the Council at relevant national policy and sector groups on behalf of the Waste and Resources Contracts and Commercial Manager.
- Support the development and implementation of waste-related strategies, policies and statutory requirements, including emerging regulatory frameworks.
- Track national waste and environmental policy developments (including DRS, EPR, Simpler Recycling and POPs) and support service readiness and compliance.

### **Contracts, Commercial and Financial Management**

- Support the review and management of PFI and non-PFI waste contracts, including market testing and leading procurement exercises for contracts up to an agreed value.
- Act as budget holder for the Cowley Road Waste Transfer Station, ensuring effective financial control within allocated budgets.
- Monitor and record PFI contract performance deductions, providing assurance through review and reporting.

### **Waste Operations and Site Management**

- Oversee the operation of Cowley Road Waste Transfer Station, including development and review of site process and waste flow arrangements to improve efficiency and compliance.
- Supervise and support staff involved in waste operations and data activities, ensuring they are trained, informed and working safely and effectively.
- Support maintenance of site permits and exemptions, ensuring regulatory compliance.
- Lead on addressing contamination and rejection issues within municipal recycling collections, supported by data analysis.

### **Data, Performance and Reporting**

- Oversee delivery of waste data flows and performance reporting against internal indicators, ensuring accuracy and timeliness.
- Review recycling sampling data in line with the MRF Code of Practice, assessing representativeness and reporting outcomes.
- Provide assurance through peer review of AUC validation processes and oversee development of automated validation and reporting solutions.
- Develop waste flow mapping and data visualisation products, including dashboards, heat mapping and quarterly public-facing outputs.
- Produce regular performance and compliance reports on PFI waste contracts and pollution control monitoring to support informed decision-making.

### **Environmental Protection, Safety and Resilience**

- Oversee pollution control and landfill gas monitoring, ensure procedures are in place for pollution events, promote health and safety compliance, and fulfil emergency and business continuity roles as required.

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications**

- Level 6 qualification or equivalent standard of education preferably in Waste Management or Environmental Studies, or significant relevant professional experience
- Relevant management qualification (e.g. CIWM, Prince 2) or postgraduate award (e.g. MBA) or equivalent experience

#### **Knowledge, Skills and Experience**

- Membership of a relevant professional body (e.g. CIWM) or willingness to achieve membership
- Holder of the CIWM/WAMITAB Operator Competence Scheme qualification
- Evidence of recent, relevant management training and continuous professional development
- Thorough knowledge of waste legislation, regulation and best practice, including EPR, DRS and Simpler Recycling
- Strong understanding of Health & Safety legislation, including preparation of accurate risk assessments
- Sound knowledge of waste PFI contract structures and operational requirements
- Understanding of procurement processes within a public-sector or regulated environment
- Strong knowledge of waste data flows, including Duty of Care documentation, returns and validation processes
- Practical experience of managing waste data and producing performance reports
- Experience of managing contracts and associated financial and staffing resources, including within a PFI context

## Core Competency Requirements

- **Communication:** Communicates across services to influence outcomes. Adapts style across organisational contexts and manages sensitive communications.
- **Collaboration:** Facilitates collaboration across teams, services, and external partners to deliver joined-up solutions.
- **Service Delivery:** Aligns delivery with strategic priorities and maintains high performance. Improves services using innovation and effective use of resources to deliver value for money.
- **Decision-Making:** Balances risk and impact in decision-making across teams or projects.
- **Digital & Data Literacy:** Uses digital systems to manage performance and inform decisions. Applies ethical judgement and explores new data sources. Analyses complex data to improve service outcomes.
- **Adaptability:** Leads teams through change using structured approaches that support clarity and resilience. Builds team cohesion and sustains service culture during transitions.
- **Problem-Solving:** Enables collaborative problem-solving and challenges existing practices to address cross-service challenges.
- **Community & Customer Focus:** Applies community insight and customer feedback to shape responsive and inclusive services.
- **Leadership:** Aligns team capability and resources to deliver meaningful outcomes. Leads projects and services within areas of expertise and across disciplines.

## Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Catalyst:** You are self-motivated to act towards achieving a goal. You are confident using your own initiative to take forward actions
- **Change Agent:** You are positive and inspirational in leading and supporting others through change.

- **Confident:** You take charge of situations, people and decisions. You communicate with confidence and give direction.
- **Decisive:** You use your judgement. You take a considered approach to situations and tasks when making decisions.

## Desirable

- Relevant professional qualification in waste management or a related discipline
- Proven experience managing waste operations and facilities, including environmental monitoring, pollution control and aftercare of closed landfill sites
- Demonstrable experience using national waste performance management and data reporting systems, supported by strong IT capability and financial/commercial awareness