

Northumberland County Council
JOB DESCRIPTION

Post Title: Assistant Resources and Waste Contracts and Commercial Manager	Director/Service/Sector: Place, Neighbourhood Services, Commercial and Contracts		Office Use
Band: 9	Workplace: County Hall (Agile Working Policy in place) & Cowley Road Depot		JE ref: 4424 HRMS ref:
Responsible to: Resources and Waste Contracts and Commercial Manager	Date: March 2024	Lead & Man Induction:	
<p>Job Purpose: Primarily to support the Resources and Waste Contracts and Commercial Manager to manage and deliver the Council's Waste PFI contract. Oversee the management and operation of the Cowley Road Waste Transfer Station in Blyth Responsible for managing waste data flow, internal PIs, AUC Validation process and PFI Performance data Responsible for managing landfill gas monitoring schedule and report any issues to Resources and Waste Contracts and Commercial Manager</p> <p>To support the provision of countywide waste treatment and disposal services to achieve corporate and service objectives.</p>			
Resources	Staff	A team of 3 Technical Waste Data Officers and Waste Transfer Station Attendant	
	Finance	Responsible for managing the Cowley Road service budget in excess of £200k and monitoring expenditure / income against forecasts. Negotiating and managing small contracts such as hazardous waste and textiles. Assist in the setting of budgets and allocation of service targets.	
	Physical	Responsible for ensuring the collection, maintenance and use of significant bodies of corporate data. Responsibility for the safe and efficient operation of Cowley Road Waste Transfer Station Team lead on pollution control and aftercare at over 20 closed landfill sites formerly operated by the Council.	
	Clients	Supporting the management of services that have an impact upon the well being of service users across the whole county. Dealing with members, the public and partner organisations, to deliver effective easy to access front-line services	
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. On behalf of the Resources and Waste Contracts and Commercial Manager the post holder will attend and represent NCC at national policy groups such as NAWDO and WIDP. 2. The post holder will line manage the Senior Waste Services Data Officer, Waste Contracts and Data Officer and Assistant Contracts and Data Officer. 3. Support the Resources and Waste Contracts and Commercial Manager to develop and implement any relevant strategic plans, policies, and statutory requirements. This may involve the increased provision of data for EPR monitoring. 4. Determine, manage, delegate, and direct the most effective utilisation of human (including sub-contractors), physical, and financial resources of the service to effectively achieve corporate objectives, within allocated budgets and in an imaginative and innovative way. 5. Waste Team Lead on tackling contamination/rejection of materials from municipal recycling collections. This will involve delegation of data analysis to Waste Contracts and Data Officer and Assistant Contracts and Data Officer as required. 6. Review of recycling sampling data recorded in line with the MRF Code of Practice. Is the sampling representative of the material delivered to the MRF under the PFI Contract. Review the data with Resources and Waste Contracts and Commercial Manager. 7. Development of a process and waste flow diagram for the Cowley Road Waste Transfer Station in Blyth. The purpose being to understand how we currently manage the site and to work with the Resources and Waste Contracts and Commercial Manager to make any improvements (if required) for efficient/effective management. The Waste Contracts and Data Officer will support this requirement. 8. The post holder will be budget holder for Cowley Road Depot Budget. This has an annual value of approx. £200k. 9. Support the Waste Contracts and Data Officer to acquire and maintain site permit exemption for the management of Cowley Road WTS 10. Working with Waste Contracts and Data Officer and Assistant Contracts and Data Officer to monitor and record any deductions from the PFI Contract 11. Provide a peer review of monthly AUC Validation process carried out by Waste Contracts and Data Officer and Assistant Contracts and Data Officer 12. Oversee team to deliver waste data flow in a timely manner and reporting our performance against internal performance indicators. This will be delegated to Waste Contracts and Data Officer and Assistant Contracts and Data Officer as required. 			

13. Provide support to the Resource and Waste Contracts and Commercial Manager to review PFI and non-PFI waste contracts including market testing exercises. This may mean leading on the procurement process for contracts up to a value of £X. Final review to be completed by Resources and Waste Contracts and Commercial Manager.
14. Development of waste flow diagram(s) for the Northumberland's waste. Plotting waste from its collection, through the WTS and various processing hubs to final destination. It is expected that this will be maintained ¼ for use on the NCC website and as a visual interpretation of Northumberland's waste system.
15. Work with Waste Contracts and Data Officer and Assistant Contracts and Data Officer to develop data visualisation of waste flows and collection round performance. Including heat mapping and development of dashboards
16. Work with the Waste Contracts and Data Officer to develop an automated monthly AUC validation process for waste data.
17. Provide monthly visualised data report showing the performance of the PFI contract. This data will be reviewed with the Resources and Waste Contracts and Commercial Manager.
18. Oversee pollution control monitoring delivered by the Waste Contracts and Data Officer and/or Assistant Contracts and Data Officer. Ensure that team are completing monitoring according to an agreed schedule and that any issues are raised in a timely manner.
19. Work with the Resources and Waste Contracts and Commercial Manager to develop an easy to interpret data report for pollution control monitoring to aid decision making.
20. Develop and implement a procedure for pollution control events e.g. high methane
21. Support the development of a strong Health and Safety culture within the service and ensure that there are effective management, monitoring and communication arrangements in place to implement the Council's Health and Safety Policies.
22. Develop effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high-quality services and a robust and co-ordinated approach to environmental enforcement.
23. Promote good relations with all other Directorates of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of services.
24. Support the Resources and Waste Contracts and Performance Manager to track relevant national regulatory policy. This extends to current and future requirements including but not limited to DRS, EPR, Simpler Recycling aka Consistency and POPs.
25. To act in any role allocated in the County Council Emergency and Business Continuity Plans when required. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.

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Work Arrangements

<p>Transport requirements: Working patterns: Working conditions:</p>	<p>Involves extensive travel to work sites, area offices or training venues throughout the County and further afield on occasion.</p> <p>Normal office hours but flexi-hours will apply. Early starts & some weekend working may be required on occasion. Standby or call out arrangements may apply.</p> <p>Some exposure to working outdoors and in all weathers, including unpleasant and hazardous conditions such as at waste facilities. Potential significant exposure to difficult situations involving customer complaints and disputes.</p>
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PERSON SPECIFICATION

Post Title: Assistant Resources and Waste Contracts and Commercial Manager	Director/Service/Sector: Place, Neighbourhood Services, Commercial and Contracts	Ref: 4424
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree level or equivalent standard of general education or extensive/significant experience, Member of a relevant professional body e.g., Chartered Institution of Wastes Management or willing to become a member on recruitment, Evidence of recent relevant Management Training and continuous professional development, Holder of the CIWM (WAMITAB) Operator Competence Scheme qualification, Thorough understanding of relevant legislation, regulations including EPR, DRS and Simpler Recycling and professional best practice, Understanding of procurement, Thorough understanding of Health & Safety legislation and the ability to produce concise but accurate risk assessments, Understanding of how waste PFI Contracts work, Thorough understanding of contemporary issues within the service, Ability to complete waste data flow returns. Understanding of the Duty of Care system of waste transfer notes and consignment notes Understand of waste data flow system Relevant management degree or post-graduate diploma e.g. MBA or equivalent Higher Education Qualification</p>	<p>Relevant professional qualification. Formal qualification in waste management.</p>	<p>(a), (i) (p) & (r)</p>
Experience		
<p>Line management experience Experience of successfully managing small financial and staffing resources Experience of managing waste data Producing waste data reports for a wide range of audiences Experience of successfully managing contracts to deliver higher performing customer focussed services. Experience of working on a PFI Contract</p>	<p>Track record of successfully managing the operation of waste facilities. Experience of successfully dealing with difficult customers and situations and securing positive outcomes. Experience of successfully using national performance management and data reporting systems for waste services. Experience in using Microsoft Office applications. Experience of managing the pollution control, environmental monitoring and aftercare of closed landfill sites.</p>	<p>(a), (i) , (p) & (r)</p>
Skills and competencies		
<p>Numerate and able to effectively analyse and interpret complex business statistics. Highly effective in presenting information and expressing appropriate views. Ability to maintain a clear overview of the issues affecting the Council in general and the service in particular. Strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems. Excellent interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of, colleagues, Council Members, and other stakeholders. Effective ICT skills & able use ICT to achieve service objectives.</p>	<p>Skilled in the use of Microsoft Office. Financial and commercial awareness.</p>	<p>(a), (i) , (p) & (r)</p>
Physical, mental and emotional demands		

<p>Normally works from a seated position. May need to negotiate difficult terrain when visiting waste facilities or landfill sites Able when required to carry out lengthy periods of enhanced concentration e.g., when report writing Need to regularly manage conflicting demands and meet demanding deadlines.</p>	<p>Resilience to and ability to manage stressful situations.</p>	<p>(a), (i) , (p) & (r)</p>
<p>Motivation</p>		
<p>A corporate orientation and a commitment to tackling issues in a non-departmental manner. Personality, conduct and credibility that engages and commands the confidence of colleagues, Council Members and other stakeholders. Self-reliant, able to exercise discretion and possessing the ability to manage time effectively. Strong desire to provide excellent customer service & seek continuous improvement. Helps managers and staff create a positive work culture, in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated. Works with little direct supervision.</p>		<p>(a), (i) , (p) & (r)</p>
<p>Other</p>		
<p>Ability to meet the transport requirements of the post. Able to work outside of normal office hours including weekends, evenings and early mornings</p>		<p>(a), (i) , (p) & (r)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits