**Job Description**

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| Job Title: Waste Projects Manager |
| POSCODE: CCC1025 |
| Grade: P3 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

Local authority waste services are commencing a period of major transformation as the government develops legislation to deliver a new Resources and Waste Strategy; at the same time as legislative changes are requiring amendments to the technical solutions procured under the existing Waste Private Finance Initiative (PFI) contract to meet the BATc (Best Available Techniques conclusions) amendments to the waste permits issued by the Environment Agency; all of which feeds into the delivery of our waste services.

The Waste Projects Manager role is accountable to the Waste Programme Manager, for providing technical expertise to support and manage the effective implementation of projects for the County Council’s Waste Service so that they are delivered to the highest standards, in line with relevant legislation and the Waste PFI contract.

The role is in place to support the successful delivery and project management of the strategic infrastructure capital projects and wider strategic and specialist projects as directed by the Head of Service Waste Management.

Work collaboratively with partners and other stakeholders at a senior level to deliver strategic and specialist projects as a key support to both the Waste Programme Manager, and the Head of Service in order to deliver the Council and Directorate’s objectives, whilst also representing the County Council at a local, national and regional scale where required.

Delivery of waste services to both revenue and capital budgets, with control and management of budgets, responsibilities for specific delegated projects.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Strategic Management**  To identify waste service and infrastructure needs, with up to date research, best practice and compliance with legislation, to develop and implement the management of the waste service projects and ensure maximum effective support to the Waste Programme Manager and the Head of Service Waste Management. Maintain knowledge and contribute to regional and county developments relating to sustainable waste management for effective policy and service delivery. Lead the research and assessment of needs of stakeholders, partners and service users so as to promote and implement improved ways of working and opportunities for savings and income generation, whilst supporting the work to identify and deliver a reduction in spending and an increase in income generation to meet the savings targets for the waste service, directorate and corporate budgets.  Lead on the implementation of specific strategies and projects relating to waste management, including (but not limited to) the delivery of new or improved waste infrastructure, and seeking planning permissions and environmental permits in relation to this work.  Ensuring that decisions and actions are timely and appropriate to the Council’s priorities and needs; advising colleagues, partners, senior managers and elected Members on the strategic issues relating to these decisions or actions, and identifying problems, seeking to create solutions to maintain and improving services as appropriate. |
|  | **Specialist Programme and Project Management**  Commission, direct and/or manage the delivery of cross cutting projects, including negotiating the involvement of a range of contributions both inside and outside the Council, ensuring that the respective deliverables are achieved on time, budget and standard.  Lead, develop, and appropriately manage project team members drawn from inside and outside the Place and Sustainability Directorate towards securing the identified deliverables.  Promote partnership working with a range of stakeholders including other authorities and service providers in Cambridgeshire, Peterborough, the Anglia region and nationally in the achievement of agreed project deliverables and mandates.  Provide support, advice and expertise to internal and external customers, specialist advisors, contractors, suppliers and consultants.  Establish professional and business relationships to ensure high performance, quality and cost effective services that have the ability to continually improve in line with local and national government guidance and legislation.  Prepare and deliver project and performance reports for work colleagues, senior managers and elected Members from both inside and outside the Council, identifying the progress, issues and risks of the project and to gain approval. |
|  | **Service planning and management**  Support the Waste Programme Manager in the strategic planning, review and delivery of Waste projects and infrastructure and its integration with partners and stakeholders.  Develop and maintain effective planning approaches with relevant parties, organisations and partners and use forward planning to identify potential problems or new developments and minimise any arising impact on waste contracts, the HRC Capital Programme and service delivery.  Plan, develop, seek appropriate approval, record decisions and implement new policies, processes and procedures in a sensitive, persuasive and determined manner.  Contribute and promote practical and innovative ideas for service provision and improved working. |
|  | **Financial and Performance Management**  Develop and maintain robust performance management and budgetary control systems that inform decision making and the delivery of value for money services, including those covered by the Waste Capital Programme.  Determine, influence and take appropriate financial responsibility for the management of capital and revenue programmes and project budgets, being clear to identify and deliver efficiency savings / gains, whilst seeking continuous service improvement within tight financial constraints, that identify available income generating and grant funding opportunities. |
|  | **Risk Management**  Manage and mitigate the risks associated with the delivery of the waste strategy and contracted services including those associated with the Waste Capital Programme.  Develop, maintain and manage a log of issues and risks for the contracted services, Waste Capital Programme, other projects and programmes.  Promote suitable actions, working with contractors, partners and stakeholders, to minimise and mitigate identified risks.  Ensure issues and risks are appropriately escalated to the Head of Service, boards, Corporate Leadership Team (CLT) and/or elected Members.  Promote appropriate mitigating actions towards risk management with team members. |
|  | **Customer and Stakeholder Focus**  Monitor and respond to customers and stakeholders ensuring the adequacy of responses in the achievement of customer valued services, whilst contributing to a rolling programme of assessing customer requirements to inform savings proposals, contract changes, the HRC Strategy and Capital Programme.  Research and comprehend the expectations of relevant stakeholders and partners ensuing their appropriate engagement in waste policy, strategy and infrastructure issues.  Promote opportunities for community engagement, responding as appropriate to arising expectations. |
|  | **Carbon Reduction**  Provide support to the Council’s Climate Emergency and Net Zero commitments and what this means for the Waste Service and the actions that need to be taken. |
|  | **Equality, Diversity and Inclusion**  Demonstrate an awareness and understanding of equality, diversity and inclusion. |
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**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| Educated to degree level | In a relevant discipline or postgraduate management qualification. | E |
| Membership (or working towards membership) of a relevant professional organisation. | Chartered Institute of Waste Management or relevant professional organisation. | E |
| Management Qualification |  | D |
| Project Management Qualification and/or experience |  | D |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Waste, Environment and Sustainable Development | Thorough knowledge and understanding of relevant legislation and industry practice in relation to Waste Disposal Authority service delivery and sustainable development.  Comprehensive understanding of the long-term national strategy within the sector.  Sound understanding and practical implementation of EU and other regulations affecting waste, environment and sustainable development.  Knowledge and understanding of waste, environment and sustainable development management and delivery. | E |
| Partnership Working | Knowledge of the best ways of working with Partners at strategic and operational levels to achieve ‘win-win’ benefits for all partnering organisations. | E |
| Service and Contract Development and Delivery | Demonstrable knowledge and understanding of developing, procuring and delivering successful services, strategies, strategic projects and contracts. Comprehensive understanding of the long-term national strategy within the sector. | E |
| Waste Legislation | In depth knowledge and understanding of legislation, practices, programmes and funding arrangements for a Waste Disposal Authority to ensure cross working support across the whole Waste Team. Good understanding and practical implementation of policy and other regulations affecting strategic waste infrastructure and operational service delivery, including the use of specialist advisors. | E |
| Health and Safety | Good knowledge of Health and Safety law, Waste regulations and Construction Design Management (CDM). | E |
| Programme Management | Thorough knowledge and understanding of programme and project management techniques and delivery. | E |
| Staff Management | Knowledge of managing, coaching and mentoring a team of staff members. | E |
| Procurement and finance | Knowledge of public sector procurement and commissioning, and local government financial practices. | D |
| **Skills** |  |  |
| Specialist knowledge and application | Analytical, decisive and able to apply specialist knowledge and sound judgement to complex waste issues, whilst demonstrating appropriate political astuteness. Strong desire to learn and develop through a range of activities. | E |
| Problem Solving and Decision Making | Ability to identify solutions to a variety of situations/issues using sound judgement and decision-making processes, and support service delivery, policy and projects across the whole Service area to ensure the delivery of waste services and strategic infrastructure. | E |
| Commissioning/procurement | Supporting the commissioning of waste treatment services, specialist consultants, technical advisors, design development for waste services and contracts. | E |
| Budget Management | Ability to inform and support project and service, report budgets and take appropriate interventions where necessary to follow financial procedures. | E |
| Leadership | Ability to lead and support wider team members and to delegate responsibility while maintaining overall direction to effectively manage projects and service delivery. Experience in identifying solutions to complex and technical issues and leading others in delivering the outcomes required. | E |
| Planning | Ability to plan, prioritise and organise workload and projects with the appropriate attention to detail and to ensure that deadlines and agreed targets are met to support the service delivery, procurement and delivery of strategic infrastructure and the implementation of policy across the whole Service area. | E |
| Negotiation and communication | Ability to negotiate with stakeholders in complex and challenging technical situations. Excellent interpersonal skills. | E |
| IT | Demonstrable and comprehensive ability to use IT systems. | E |
| Elected Members | Able to provide reports and key information to inform elected Members and chief officers, including supporting the Head of Service Waste Management in Project Boards, Member Steering Groups and committees as necessary. | D |
| Local Government | Knowledge and understanding of consultation/ approval/ planning processes for waste projects. | D |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Programme and Project Management | Substantial track record of successful delivery of services and project outcomes within quality, time and cost targets and in line with an agreed plan. Demonstrable experience of managing staff, external consultants, contractors or systems to achieve agreed outcomes within available time and budget targets  In depth knowledge and understanding of legislation, practices, programmes and funding arrangements for waste infrastructure projects.  Ability to deal with and respond to complex technical enquiries and complaints at a senior level to ensure the programme or project remains on track. | E |
| Budget Management | Experience of budgetary controls and appropriate interventions and procedures. | E |
| Management and relationship management | Experience of managing staff and projects effectively and developing strong, effective and beneficial relations both internal and external to the organisation. | E |
| Communication | Experience of supporting the business area and service to elected Members, senior officers and key stakeholders. Experience of successfully dealing with and responding to high level, sensitive and/or complex enquiries and complaints. Negotiating with partners and stakeholders. | E |
| Local Government | Experience of public sector procurement, commissioning and financial practices | D |
| **Equality, Diversity and Inclusion (applies to all roles.** | Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role. | |

**Disclosure level**

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| What disclosure level is required for this post? | None | Standard |
| Enhanced | Enhanced with barred list checks |

**Work type**

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| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed | Hybrid | Field | Remote | Mobile |

**Physical effort and/or strain**

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

The job will require occasional site visits to construction or operational areas that may entail climbing steps, working at height and walking on uneven ground as part of service / project delivery.

**Working environment**

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

Mainly office based at Waterbeach Waste Management Park adopting flexible working principles. Occasional visits to both operational and construction sites in all weather conditions will form part of the work but these will all comply with Health and Safety Standards.

The job is within a stressful environment involving boards, stakeholder groups and political groups. The role requires robustness and tolerance to occasional stressful working, including dealing with residents’ complaints that can be confrontational. Does require working outdoors on occasion for site meetings, including supervision of operational waste sites, public meetings and attending Committees, which may be outside of normal working hours.

**Declarations**

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| **All roles – Manager** |
| JDQ completed by: Emma Fitch / Adam Smith  By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.  Signed: Date:  Print name: |

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| **Re-evaluations only – Current Post Holder** |
| Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.  Signed: Date:  Print name: |

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

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| **Job title** | **Hay Line** | | | **Score** |
| **Know How** | **Problem Solving** | **Accountability** |
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HR Advisory - Advice given to the manager

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| Use this section to record any relevant background information and advice that you have given to the manager. |