

Job Description

Job Title: Waste Strategy Manager

POSCODE: CCC2804

Grade: P5

Overall purpose of the job

The Waste Private Finance Initiative (PFI) Programme is at a critical stage. This Waste Strategy Manager role is to lead the development, coordination and delivery of the Council's long term waste strategy and major waste service transformation, including programmes associated with the Waste PFI contract.

The role will define and map out the critical path / route map to a final Elected Member decision on the long term waste strategy and provide key leadership on workstreams such as the procurement / negotiation of any new waste services; provide some top-level oversight to all the workstreams, including support for the co-ordination at a strategic level; to manage the interdependencies across the workstreams, highlighting any points of potential failure and lead key workstreams where required; and to be a key critical friend to the Programme Board in direct support to the Head of Service Waste Management (the Programme Director) and the Service Director for Environment, Planning and Economy (who is working jointly with the Executive Director for Place and Sustainability as the Senior Responsible Officer).

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 service and the work of the RECAP (Recycling Cambridgeshire and Peterborough) Partnership.

The Waste Strategy Manager role is crucial to support both the Head of Service for Waste Management and also the Service Director, and will ultimately be accountable to the Executive Director as the Senior Responsible Officer (SRO) and the Waste PFI Programme Board for providing the professional leadership and technical waste recycling expertise to deliver the effective implementation and co-ordination of these complex and interconnected projects 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 programme manage the overarching strategic workstreams and to be the lead on key workstreams as required. This will be done in collaboration with key technical and financial consultants and legal advisors, remaining at all times as the Council's critical friend on the wider workstreams of the programme.

This will include working collaboratively across all the RECAP partners and other stakeholders at a senior level to provide the direction and strategic management of the Waste Transformation workstreams as a fundamental support to both the Head of Service and all the equivalent roles across Cambridgeshire (including Elected Members) in order to deliver the Waste Transformation to a successful conclusion, whilst also representing the County Council at a local, national and regional scale.

Delivery of the Waste PFI programme has significant revenue savings attached to it, as well as reputational risks to the Council.

Main accountabilities

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1.	<p>Commercial Management and Expertise</p> <p>To take the Strategic leadership role for the strategy, programme management, and provision of technical expertise and consistent service delivery to ensure maximum support and effect in achieving the objectives and standards required for the successful outcome of the Waste PFI Programme, and to deputise for the Head of Service Waste Management where required on the lead workstreams of this bespoke waste programme.</p> <p>Provide professional commercial and waste service expertise, in order to ensure that the necessary higher level knowledge, experience and expertise are brought to bear in resolving major issues and negotiations in relation to the Waste Transformation workstreams.</p> <p>Manage the dialogue with the Contractor's and any procurement initiatives in the waste market across the two-tier Waste service areas of Waste Disposal and Waste Collection to ensure that future options and reviews take account of the whole waste hierarchy and circular economy, with the appropriate delivery of objectives within required quality, time and budget targets.</p> <p>Develop and maintain knowledge of the Waste Transformation workstreams, whilst understanding the national, regional and local developments relating to the business area to ensure effective service design and future delivery.</p> <p>Impart knowledge and expertise on commercial and waste services through mentoring and coaching of other staff and Elected Members in order to strengthen the functions skills base.</p> <p>Participate at a national, regional and local level of waste policy so as to inform and advise senior management team (including the Waste PFI Programme Board), Elected Members, and staff on emerging legislation and issues in Waste Services and their likely impact to the transformation project workstreams.</p>
2.	<p>Specialist Programme Management</p> <p>Provide long term strategic direction and advice on the whole Waste PFI Programme to the Waste PFI Programme Board, ensuring that all the project workstreams have a critical pathway mapped out and manage all the interdependencies to identify any critical delays or programme / project gateways at risk.</p> <p>Lead specialist workstreams as required, ensuring the effective co-ordination and integration of organisation and service programme management activities and securing active engagement by identified participants to meet project goals and the Council's objectives.</p>
3.	<p>Resource, Performance and Risk Management</p>

	<p>Lead, monitor, review and control the outcomes of the Waste PFI Programme to ensure that financial savings are realised and targets on the whole programme are met.</p> <p>Identify future financial pressures as part of the Waste Transformation workstreams and recommend action, to manage and mitigate them or to determine when to escalate matters and collectively work with the Head of Service Waste Management or the Waste PFI Programme Board to make a decision.</p> <p>Recruit, train, develop and manage staff resources, including colleagues from other services, when necessary, to deliver the different stages of the project workstreams to ensure the overall Programme is delivered successfully.</p> <p>Support the Head of Service Waste Management and the Service Director Planning Growth and Environment and other managers in the Place and Sustainability Directorate in providing leadership to create a culture of empowerment, openness and transparency.</p> <p>Support the implementation of risk monitoring, programme management, and management processes in accordance with corporate guidelines.</p>
4.	<p>Representation, Communication and Negotiation</p> <p>Support the Head of Service Waste Management, to represent the County Council at high level meetings and workshops with internal and external stakeholders and the Contractor's to develop and maintain ongoing and effective communications and relationship management, including supporting negotiations as requested.</p> <p>Actively participate in the wider Waste Transformation workstreams to ensure successful programme management and consistency across all the areas.</p> <p>Ensure that any wider CCC issues encountered that are likely to impact on the critical path are fed back to the Programme Board.</p>
5.	<p>Programme and Partnership Working</p> <p>Lead at a strategic senior leadership level to promote, develop and maintain effective internal and external partnerships and collaborative working with a range of key stakeholders involved in and affected by the Waste Transformation workstreams, including other waste authorities, public bodies, voluntary and private sector organisations in Cambridgeshire where appropriate.</p> <p>Work to ensure the co-ordination and integration of services that will achieve service objectives and secure optimum cost-effective joined-up working on future waste services as a result of the Waste Transformation workstreams.</p> <p>Ensure the regular and timely exchange of relevant information (including controls on confidential information where necessary) with internal and external stakeholders to ensure a mutual awareness of key issues, whilst maintaining the critical pathways for the successful Programme Management of all the workstreams.</p> <p>Champion greater consistency in collection and disposal arrangements to benefit the environment, economic and social benefits this would bring, as part of a triple bottom line approach as part of the Waste PFI Review.</p>

	<p>Incorporate the collective declaration of support to reduce and mitigate climate change, achieve net zero targets and reduce carbon production, into the ethos of the programme.</p> <p>Build resource and sustainable support across the Waste Transformation workstreams so that there is a breadth of collective responsibility for the holistic approach to waste management service across the two-tier area.</p> <p>Communicate, support and negotiate joint understanding across the workstreams of changes to services and their impacts, so as to deliver joint infrastructure for long term waste disposal and collection certainty and act as a critical friend for the Programme Board.</p> <p>(For these purposes key partners include the District and City Councils, Department for Environment and Rural Affairs, The Waste PFI Contractor, National Highways, Environment Agency, RECAP Waste Partnership, Community Groups, Service Providers and others at a local, regional and national scale).</p>
6.	<p>Carbon Reduction</p> <p>Ensure the Waste Transformation workstreams incorporate essential support to the Council’s Climate Emergency and Net Zero commitments (which includes the wider aspirations of all the RECAP Partners) and what this means for the Waste PFI review and the actions that need to be taken.</p> <p>Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.</p>
7.	<p>Customer and Service Focus</p> <p>Programme manage the Waste Transformation workstreams and lead key workstreams such as the procurement / negotiation of any new waste services from a commercial perspective in line with Council policies and the Directorate and Service Plans.</p> <p>Design and implement longer term waste strategies and procurement strategies for the Waste PFI Review and transformation workstreams which engage directly and appropriately with Elected Members, partners and consumers.</p> <p>Communicate clearly and appropriately with different audiences, including to senior management and Elected Members, to ensure mutual awareness and understanding are developed and maintained.</p> <p>Ensure the programme management of the transformation workstreams gives due regard to the needs of all customers, especially those who are vulnerable or have particular needs.</p> <p>Lead the monitoring, reviewing and evaluating of the whole Waste Transformation piece and formulate recommendations to the Programme Board for service improvements to remain on the critical pathways.</p>
8.	<p>Equality, Diversity and Inclusion</p> <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>
9.	<p>Safeguarding commitment</p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Educated to degree level	Waste Management, Environmental Science, or a relevant discipline, or extensive relevant experience in Waste Disposal Authority service management or Waste Collection Authority service management	Essential
Prince 2 or similar	Project Management/Programme Management	Desirable
Chartered Institute of Purchasing and Supply or similar	Procurement/commissioning	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Waste Contracts and Contract Management	Thorough knowledge and understanding of waste services and long-term integrated contracts, any relevant legislation and industry practice in relation to Waste Disposal Authority and/or Waste Collection Authority service delivery and sustainable development.	Essential
Service and Contract Development and Delivery	Demonstrable knowledge and understanding of developing, procuring and delivering successful services, strategies and contracts for a Waste Disposal Authority and/or Waste Collection Authority. Comprehensive understanding of the long-term national strategy within the sector.	Essential
Waste Legislation	In depth knowledge and understanding of legislation, practices, programmes and funding arrangements for a Waste Disposal Authority and/or Waste Collection Authority	Essential
Programme Management	Knowledge and understanding of programme and project management techniques and delivery.	Essential
Staff Management	Extensive knowledge of managing, coaching and mentoring a team of staff members and leading project workstreams.	Essential
Procurement	Full understanding and experience of public sector procurement and commissioning.	Essential
Local Government Finance	Knowledge of local government financial practices	Desirable

Skills		
Partnership and Programme Management / Project Working	Advanced negotiation and dialogue skills working with Partners or Contractors at strategic and operational levels to achieve successful transformation and achievement of outcomes for the Council.	Essential
Problem Solving and Decision Making	Ability to identify solutions to a variety of situations/issues in a complex environment using sound judgement and decision making processes.	Essential
Commissioning/procurement	Experience of commissioning waste services, including for waste treatment, collection and resources, specialist consultants, technical advisors, design development for waste services and contracts.	Essential
Financial Management	Experience managing and reporting on savings targets, taking appropriate interventions and following financial procedures to deliver successful projects	Essential
Service and Contract Delivery	Substantial track record of successful delivery of services and project outcomes within quality, time and cost targets and in line with agreed service/project plans	Essential
Leadership	Ability to lead and develop a project team and to delegate responsibility while maintaining overall direction to effectively manage change for a whole Programme Transformation approach	Essential
Planning	Ability to plan, prioritise and organise and to ensure that deadlines and agreed targets are met	Essential
Negotiation	Ability to negotiate with stakeholders and contractors in complex and challenging situations	Essential
Communication	Excellent interpersonal skills and a robust attitude to driving progress	Essential
IT	Demonstrable and comprehensive ability to use IT systems	Essential
Working with Elected Members	Able to work effectively with Elected Members and chief officers, including engagement through the Programme Board and Member Steering Groups as necessary. Working with committee chairs and vice chairs to develop, deliver and agree committee recommendations.	Essential
Local Government	Knowledge and understanding of consultation/ approval/ planning processes for waste projects.	Desirable

Experience		
Waste Programme Management	Demonstrable experience of developing and delivering successful Waste Services and contracts.	Essential
Financial Management	Experience of savings controls and appropriate interventions and procedures for managing finances across the whole Waste Transformation Review.	Essential
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 directly and indirectly to achieve agreed outcomes within available time and savings targets.	Essential
Communication	Experience of representing 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. Relationship building with partners, stakeholders and the key contractors.	Essential
Local Government	Experience of public sector procurement, commissioning and financial practices.	Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero.	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential