**Job Description**

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| Job Title: Waste Reduction Strategy & Policy Manager |
| POSCODE: CCC1466 |
| Grade: P3 (currently P2) |

**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 Reduction Strategy & Policy Manager is accountable to the Head of Service Waste Management, for providing the professional leadership and expertise to manage, advise and deliver the strategy and policy frameworks to frame the effective delivery of the County Council’s Waste Services so that they are delivered to the highest standards, in line with relevant legislation.

The role is in place to lead and develop the Waste service policies and strategic vision in the context of changing local and national policy / legislation, and to tie in with the work of the RECAP (Recycling Cambridgeshire and Peterborough) Partnership that is made up of all the Waste Collection Authorities to ensure maximum use of limited resources. They are responsible for the development and submission of responses to government consulttions and key documents such as the Joint Municipal Waste Management Strategy.

Work collaborately with partners and other stakeholders at all levels to provide the direction and strategic policy framework for the waste services (linked to the Net Zero work and also Education Outreach function) as a fundamental support to the Head of Service in order to deliver the Council and Directorate’s strategic policy objectives, whilst also representing the County Council at a local and regional scale.

Delivery of waste policy and education outreach work to revenue budgets, with control and management responsibilities for their spend.

**Main accountabilities**

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

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|  | **Main accountabilities** |
|  | **Community/Business Development and Engagement**  To manage and monitor Waste Minimisation and Promotions campaigns and projects, working closely with the RECAP partnership.  Design and implement community/business engagement and participation strategies and plans in close consultation with the Waste PFI Contractor and the RECAP partnership.  Advise and lead on the development and submission of responses to government consultations having engaged with wider colleagues, stakeholders and elected Members as part of the process.  Promote changes to waste strategies to address the changing nature of waste disposal, linking closely with the Net Zero aspirations of the Council, having undertaken meaningful engagement with key stakeholders to ensure that the waste strategies are effective and relevant.  Manage the Education Centre, staff and resources to deliver communication activities and community event in order to achieve direct engagement with key stakeholders and promote sustainable behaviours.  Monitor and evaluate the success of engagement activities and make improvements as required. |
|  | **Service Management and Expertise**  To take the leadership role for the planning and management of policy formulation and education outreach work to ensure strategic vision and support for the Waste Management Service, Head of Service Waste Management and also Directorate and Council lead officers.  Support policy aspects of Waste Service expertise, in order to ensure that the necessary higher level knowledge, experience and expertise are brought to bear in resolving any legislative issues and enquiries.  Support the development of wider strategies and environment / waste policies with key colleagues, partnerships and stakeholders, to ensure that they complement the effective vision and waste strategies for Cambridgeshire.  Develop and maintain knowledge, particularly in support of the education outreach work, and contribute to national, regional and local developments relating to the business area to ensure an effective structure and policy vision for service delivery.  Impart knowledge and expertise on Waste policy and strategies through mentoring and coaching of other staff in order to strengthen the functions skills base.  Inform and advise management team and staff on emerging waste strategies, policies and legislation that inform our own Waste Services.  Support future developments and areas of concern relating to Waste policy and legislative changes and work collaboratively with the senior management team and appropriate officers / elected Members to identify recommended resolution or action. |
|  | **Partnership Working**  Lead, promote, develop and maintain effective internal and external partnerships and work with a range of key stakeholders including other authorities, public bodies, voluntary and private sector organisations in Cambridgeshire, to ensure the co-ordination and integration of strategic waste policies and waste reduction measures that will achieve service objectives and secure optimum cost-effective joined-up working.  Ensure the regular and timely exchange of relevant information with internal and external stakeholders to ensure a mutual awareness of key issues from both a policy and education perspective.  (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) |
|  | **Lead Projects**  Co-ordinate and lead projects, initiatives and events ensuring active participation by identified target groups.  Manage project work linked to waste education outreach tasks and strategic policy outcomes for waste minimisation to ensure that objectives are delivered on time and within budget. |
|  | **Advice and Support**  As the policy and strategy lead, provide advice to the Head of Service Waste Management and other stakeholder groups, internal and external colleagues on Waste, Environment Strategies and Stakeholder issues.  Undertake visits to communities and businesses to provide advice and assistance on any areas of concern and any issues found in relation to Waste Minimisation, Waste and Environment Strategies.  Provide support to partner organisations in relation ot funding opportunities to help communities and businesses in Cambridgeshire in relation to Waste Minimisation and Environment Strategies.  Lead on the production and implementation of strategies for the delivery of the Waste Services and support all which engage directly and appropriately with partners and consumers.  Communicate clearly and appropriately with different audiences to ensure mutual awareness and understanding are developed and maintained. |
|  | **Representation, Communication and Liaison**  When requested by the Head of Service Waste Management, represent the Service and the County Council at meetings and events with internal and external stakeholders to develop and maintain ongoing and effective communications.  Contribute to the wider work and business areas of the Directorate through participation in working groups, as appropriate.  Ensure that any wider CCC issues encountered are fed back to the appropriate team. |
|  | **Carbon Reduction**  Provide essential support to the Council’s Climate Emergency and Net Zero commitments and ensure these are linked into the waste strategies and policies so that it is clear 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** |
| Degree, HND or NVQ4 and equivalent experience | Waste Management, Environmental Science, or a relevant discipline, or relevant experience in Waste communications, strategy and policy management | E |
| Evidence of continued personal/professional development | Waste / Environment Sector | E |
|  | Management | D |
|  | Project Management | D |

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

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| Identify | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Service and Policy Delivery | Demonstrable knowledge and understanding of developing, writing and implementing successful services, strategies and policies. Comprehensive understanding of the long-term national strategy within the sector. | E |
| Waste Legislation | Good knowledge and understanding of any relevant legislation, practices, programmes and funding arrangements appropriate to the key area of service expertise. | E |
| Staff Management | Knowledge of managing, coaching and mentoring staff members | E |
| Political and Environmental Awareness | An awareness of the environment a local authority works within and the challenges and opportunities currently facing it and the needs of its customers. | E |
| Community Engagement | Good understanding and knowledge of the needs and working of communities and/or businesses. | E |
| Programme Management | Knowledge and understanding of programme and project management techniques and delivery. | D |
| Service and Contract Delivery | Knowledge of successful delivery of services and project outcomes within quality, time and cost targets and in line with agreed service/project plans. | D |
| Local Government Structure and Finance | Knowledge of local government structure and financial practices. | D |
| **Skills** |  |  |
| Partnership Working | Working with Partners at strategic and operational levels to achieve ‘win-win’ benefits for all partnering organisations. | E |
| Problem Solving and Decision Making | Ability to identify solutions to a variety of situations/issues using sound judgement and decision making processes. | E |
| Budget Management | Ability to report budgets, take appropriate interventions and follow financial procedures. | E |
| Leadership | Ability to lead, manage, coach and mentor other staff members and to delegate responsibility while maintaining overall direction for strategies, policy and education outreach workstreams. | E |
| Strategy and Policy Design | Ability to design, develop and deliver strategies and policies to a wide range of audiences. | E |
| Planning | Ability to plan, prioritise and organise and to ensure that deadlines and agreed targets are met. | E |
| Negotiation | Ability to negotiate with stakeholders in complex and challenging situations. | E |
| Communication | Excellent interpersonal skills and an ability to engage with communities and businesses at all levels. | E |
| IT | Demonstrable and comprehensive ability to use IT systems. | E |
| Working with elected Members | Able to work effectively with elected Members and chief officers, including engagement through the creation of Project Boards and Member Steering Groups as necessary. Working with committee chairs and vice chairs to develop, deliver and agree committee recommendations. | D |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience. |  |
| Communications, Strategy and Policy experience | Demonstrable experience of working in Communications, Strategy and Policy development in an environmental or similar service. | E |
| Communication | Experience of successfully dealing with and responding to high level, sensitive and/or complex enquiries and complaints and engaging with with partners and stakeholders. | E |
| Management | Track record of successful delivery of policy and project outcomes within quality, time and cost targets and in line with an agreed plan. Demonstrable experience of managing staff to achieve agreed outcomes within available time and budget targets. | 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 |