Waste Manager Job Description

Diverse • Professional • Resilient • Resourceful

Department:	Public Works	**Section:**	Waste Management
Reports to:	Building Maintenance Manager		
Grade:	Falkland Islands Government Grade – B	**Job Code:**	TBC

Overall Purpose of the Role

To effectively manage FIG's Waste Management Facilities and Systems by supervising waste management operations, ensuring compliance with environmental standards, co-ordinating waste collection, recycling and disposal facilities and overseeing 5 direct report staff and numerous contractors.

Key Role Activities

Operations Management

- Operation and maintenance of waste transfer facility as well as landfill site, including all plant required to operate the facilities.
- Oversight of the day-to-day management of the Waste transfer facility which includes the skips where public can bring waste, segregation, incineration, and record keeping of quantities.
- Manage waste collections as well as transporting waste streams to and from MOD base.
- Ensuring all environmental regulations are fulfilled and the sites are kept and maintained in a good condition.
- Create, manage, and revise effectiveness of Waste Management procedures and draft reports and briefs for key stakeholders as required.
- Monitor, assess and respond to changes in legislation as they relate to waste management and liaise with the various stakeholders regarding changes in legislation.
- Perform regular inspections of sites and where required, assist with any corrective action/s.
- Review waste management strategy and identify additional waste management streams. Work up business case with Director of Public works and implement as approved.

Resource Management

- Preparation of estimates of revenue and expenditure and effective management of budgets, (up to £8M).
- Review of through put to inform required Fees and charges.
- Control and maintain assets up to £20M and control budgets for future development of waste facilities.

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Key Role Activities continued

- Quality assurance and record keeping for all waste streams from collection/receiving, sorting, incineration and/or landfill and transportation to MOD for the entire waste disposal process.

- Maintaining and furthering good PR in relation to Waste Management by consulting with residents, community groups, Elected Members and dealing with inquiries from the public and other key stakeholders.

Staff Management and Development

- Direct and supervise the day-to-day activities of staff and contractors.
- Manage workforce planning, including recruitment and selection.
- Manage the training and development of the direct team, including performance management (annual appraisals and PDP's)

Health and Safety

- Ensure safety of site personnel, supervise correct use of PPE and clothing, and understand, implement, and ensure adherence to health and safety procedures.
- Prepare & deliver regular health and safety briefings for staff, contractors, and visitors.
- Responsible for the production, implementation and review of risk assessments and safe systems of works for all waste facilities.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

Post requires a person who is quality and customer focused. There is regular interaction with others including the public in relation to supply and system operation needs. The person must also be mindful of the environment and policies related to Waste management.

Person Specification:	Waste Manager		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Knowledge, Skills & Experience			
At least 7 years' relevant work experience, in either waste management or in another related field/sector (demonstrated by transferrable skills)	✓		A/I/T
Training and experience in the effective management and development of staff and holding of meetings.	✓		A/I/R
A track record of delivering effective business and financial planning, including sound budget management experience	✓		A/I/R
Capable of producing clear and informative reports, including analysis and capturing relevant data and analytics	✓		A/I/R
Ability to interpret and resolve maintenance problems and issue works orders	✓		A/I/R
Computer literate in MS Office packages e.g. Word and Excel	✓		A/I
Understanding of overall environmental issues, policies and legislation relating to waste management	✓		A/I
Capable of providing clear technical instructions and interpreting technical documents	✓		A/I/R
Good team leader and player	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously and ensure effective delivery of such tasks.	✓		I/R
Good problem solving and decision-making skills	✓		I/R
Experience of strategic (long term) planning		✓	A/I/R
Training and experience in the installation and maintenance waste facilities		✓	A/I
Stores management experience		✓	A/I
Knowledge of Planet and Dynamics software packages or other similar packages		✓	A/I
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Ability to engender good working relationships amongst staff	✓		I/R
Capacity and eagerness to learn various aspects of waste management and environmental awareness	✓		I/R

Person Specification:	Waste Manager		
Criteria	**Essential**	**Desirable**	**Assessment Method**
Personal Attributes (continued)			
Customer focussed with a clear understanding of quality and delivery	✓		I/R
A high level of trustworthiness is essential as sensitive/confidential information or data may be encountered during the course of work	✓		I/R
Ability to communicate effectively at all levels both in writing and verbally	✓		A/I/R
This post involves contact with members of the public, so politeness and tact are essential as are patience, resilience and the ability to manage conflict successfully	✓		I/R
Has an interest in, and an understanding of environmental and sustainability issues	✓		I/R
Must have capacity to attend out of hours when required	✓		I/R
Qualifications & Training			
Degree or Equivalent Qualification in Waste Management (e.g., Chartered Institution of Wastes Management) and to a level 4 or equivalent work experience at a similar level	✓		
Valid Manual Driving Licence	✓		
GCSE's in 'Maths' and 'English' or equivalent competency	✓		
Relevant health and Safety Qualification (IOSH/NEBOSH) or willing ness to achieve with an agreed period.	✓		
Additional trade qualification related to waste management		✓	
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of assessment:

A - Application Form I - Selection Interview R – Reference O - Other

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