



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

| Role Profile                 |                                  |                         |                    |                       |   |
|------------------------------|----------------------------------|-------------------------|--------------------|-----------------------|---|
| Job Title                    | Operative: Waste & Recycling     | Job No.<br>(Office Use) |                    | Grade<br>(Office Use) | 2 |
| Business Unit                | Environment Service              |                         |                    |                       |   |
| Team                         | Operational Services             |                         |                    |                       |   |
| Reports to (Job Title)       | Operative: Waste Site Supervisor |                         |                    |                       |   |
| Suitable for Job Share (Y/N) |                                  |                         | If No state reason |                       |   |
| Location                     | Isles of Scilly                  |                         | Shift Pattern      | As required           |   |
| DBS check required           |                                  |                         |                    |                       |   |

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| <b>Job Purpose</b> | <p>As a member of the Environment business unit, support in the delivery of waste management services.</p> <p>Responsible for the effective and efficient delivery of waste management services in all aspects of waste (both commercial and domestic). The role is flexible to cover all aspects of the management of waste, including its collection, disposal, reduction, re-use and recycling under the direction and leadership of the Waste and Recycling Manager and Waste Site Supervisor.</p> <p>Support the wider delivery of operational services when required under the direction and leadership of the Head of Environment and Operations and Waste Manager .</p> <p>Provide accurate and current local knowledge/intelligence in relation to the management to help managers reach operational decisions.</p> |
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| <b>Autonomy and Accountability</b> | <p>Working within an operational and local authority framework, work will be undertaken within council operational procedures and established procedures in respect of delivery.</p> <p>Dealing with routine work and the provision of functions which support the effective operation of the Council, within a challenging and often fluid environment. Assimilating and analysing information/intelligence from a range of sources.</p> |
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| <b>Relationships and Communications</b>         | <p>Build and maintain effective relationships with a wide range of Council officers, stakeholders and key partners to ensure that project/portfolio level issues are progressed and dealt with effectively and in a timely and efficient manner and that action is in line with Council policy.</p> <p>Represent the Council when working with the community.</p>  |
| <b>Management of Resources</b>                  | <p>Due to the cyclical nature of the programme work, the role will involve ensuring that the council responds to changes in a way that does not compromise operational viability. This will include maintaining momentum and (self) motivation in adapting to changes in working.</p> <p>Contribute towards the delivery of core council services. The role will involve monitoring achievements against planned activity.</p> <p>The post holder will not have line management responsibilities.</p>  |
| <b>Working Conditions and Demands</b>           | <p>Prioritise daily duties and, on occasion, various conflicting demands.</p> <p>Manage flexible workloads at different stages of the year including some weekend work during the peak months with the collection of waste including its disposal, reduction, re-use and recycling at the Porthmellon Waste &amp; Recycling Facility.</p> <p>Handle commercially sensitive/protected information and data.</p>   |
| <b>Experience, Knowledge and Qualifications</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of operational delivery in waste management.</li> <li>• Knowledge and understanding of Health and Safety Regulations, including COSHH.</li> <li>• Depending on specific role, appropriate qualifications and experience will be required to operate heavy goods, vehicles and plant.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Technical qualification in waste management or working towards or willingness to obtain a qualification (e.g. WAMITAB).</li> </ul>  |
| <b>Corporate Standards</b>                      | <ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul> |