



Waste Management Officer

Salary: Band 6 - £28,239 - £32,061 p.a.

Hours per week: 37

Location: Waste Depot/Civic Offices/Sites/Tipner Firing Range

Contract type: Fixed Term Contract/Secondment for 1 year

The Service:

As a Unitary Authority Portsmouth City Council is responsible for the provision of both waste collection and waste disposal for the 93,000 householders in the City, including the provision of a Household Waste Recycling Centre.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect how you are and how you work then this could be the role that meets your expectations.

The Waste Management Officer works as part of the Waste Management team (within Neighbourhoods) with contractors and residents to enable recycling (including food waste) and to ensure removal of waste on due collection days.

What is the role?

Reporting to the Waste Reduction Initiatives Team Leader the waste management officer works as part of the Waste Management team (within Neighbourhoods) with the depot, contractors and residents to enable recycling and to ensure removal of waste on due collection days.

You will promote recycling and support residents to recycle as well as ensuring that the correct waste is collected at the right time, working with the depot to ensure the purpose is met. This will involve working outside in all weather conditions.

Additionally, you may also be required to;

- Provide advice with regard to new developments in relation to waste collection and provision/placement of bins for refuse and recycling.
- Assess bulky waste to ensure this can be collected, providing quotations for bulky waste collection.
- Undertake bag checks which involves going through rubbish bags and obtaining evidence of where waste comes from.
- Bin assessments which may also require going through rubbish bags to ensure residents are recycling fully.
- Providing recycling, food waste and general waste education to residents and organisations and undertaking recycling contamination checks.
- Work with other PCC departments, housing associations, landlords and residents to resolve waste related issues.
- Attend neighbourhood forum meetings with residents and/or landlords.
- Additional Ad hoc duties.



Who is the person?

You need to:

- Have a full driving license to work in this role.
- Have experience of customer service and be willing to listen and talk to the general public.
- Have good numeracy, literacy and problem-solving skills.
- Have experience of working with customers to improve services - face to face, at public meetings with the ability to converse at ease, providing advice in accurate spoken English which is essential for this post.
- Have experience in dealing with difficult or aggressive customers.
- The ability to work well under pressure.
- Have communication skills - to engage with residents to understand the barriers to recycling and food waste and working with them to improve participation as well as contamination rates.
- Have an understanding of relationship between waste collection and disposal and the impact of recycling rates and contamination rates on the budget
- Have knowledge of the Environmental Protection Act 1990 in particular in relation to waste regulations and other waste related legislation
- Be computer literate - experience of using Microsoft office, mapping systems, updating databases - understanding data
- Have experience of working alongside contractors in a partnering relationship to meet the service purpose.
- Have experience of understanding health and safety and risk assessment is preferred but training can be given
- Have experience of applying systems thinking principle is preferred but training can be given.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).