



## **Waste Management Project Officer**

**Salary:** Band 8 - £36,363 - £39,151 p.a.

**Hours per week:** 37

**Location:** Waste Collection Depot, Portsmouth. Role is hybrid between office-based/travel to off-site across the city and working from home. Minimum requirement of two days per week in the office.

**Contract type:** Fixed Term Contract/Secondment for 12 months

### **Job Purpose:**

We are seeking a Waste Management Project Officer to join the Waste Management Team within Neighbourhood Services of the Housing, Neighbourhood & Building Services (HNB) Directorate. The Waste Management Team work to 'enable recycling and remove waste on collection day'. As a service, we take pride in our work by valuing others, focusing on what is important so that we make a real and positive difference.

The service is preparing the city and residents for a new recycling collection system, aiming to ensure we can recycle more materials in line with 'Simpler Recycling' and the Environment Act 2021. With Portsmouth being such a densely populated city, there will be challenges accommodating the needs of those residents living in communal properties as well as those living in properties with limited space.

### **What is the role?**

The role will have responsibility for preparing residents, businesses and landlords/managing agents for a new recycling collection system to comply with the Environment Act 2021. You will manage and lead stakeholder engagement with landlords/managing agents, businesses and residents to inform and assist them in improving waste management in readiness for twin-stream recycling. This will entail site meetings, email and telephone correspondence to those stakeholders.

You will ensure compliance with waste policies and legislation as well as Health and Safety regulations. You will be assessing and recording data to inform decisions and how best to assist stakeholders in managing the changes required. You will investigate issues which may require working with the wider directorate and council teams to propose solutions. You will contribute to the planning of changes and new services. You will need to manage your own workload and plan for meetings and site visits across the city.

### **Who is the person?**

You need to:

- Have relevant experience of working in waste management operations, ideally from a collections perspective, including understanding relevant waste legislation and regulations
- Have experience managing your own workload
- Hold a full driving licence
- Experience of using Microsoft office applications and using data to improve services
- Have a good understanding of the types of waste management issues that can hinder an efficient service and act to resolve or escalate when necessary



- Experience of problem solving and demonstrate how you sought solutions
- Be a good communicator, and be able to give clear guidance and information to a range of stakeholders
- Have good local geographical knowledge
- Be able to self-manage and have good planning skills
- Have a good understanding of Health and Safety legislation in relation to waste collections and adhering to safe systems of work
- Have an understanding of waste collections within Portsmouth i.e. types of waste collected, contamination, non-domestic waste, and carrying out collections in line with the Council's Waste Collection Policy
- Have an understanding and experience in managing customer/stake holder information, including personal and sensitive data in accordance with GDPR

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](#).