

Job Description

Directorate:	Place		
Service:	Waste Management		
Location:	Environmental Education Centre, Leyland and Reuse Hub.		
Salary range:	£17,443 - £19,871 per annum (pro rata), equivalent to SCP 11-19	Grade:	Grade 6
Reports to:	Principal Waste Management Officer	Staff responsible for:	N/A

Job purpose and scope

Lancashire is the fourth largest local authority in England and covers a huge geographic area and a wide range of communities both urban and rural. Lancashire County Council (the Authority) manages over half a million tonnes of municipal waste each year. The Authority has a network of waste facilities which includes 15 household waste recycling centres (HWRCs), 1 Community Recycling and Reuse Centre (CRRRC) and 2 waste transfer stations. Our award winning Reuse Hub is a simple to access and easy to use scheme that connects Authority and local voluntary services with reusable items sourced from the recycling centres that can make a real difference to people in need. Our short film explains more https://youtu.be/tiLh_Mf0n8E

This role combines office-based administrative and data support duties with practical operational activities within the Reuse Hub environment. The role is part time 3 days/22.2hrs per week, working Tuesday to Thursday.

The role holder will provide general technical and administrative support to the Programmes, Engagement and Data Team although support across all areas of the waste service functions may be required from time to time. The role holder will use practical and procedural knowledge and analytical and judgmental skills to interpret information or situations and solve varied problems some of which may be challenging and require advance planning. Role holders will be expected to make decisions as to when and how duties are carried out and respond to situations independently. They will also be required to provide operational supervision of others, including volunteers and staff.

Performance Indicators

- We are looking for an individual who is proficient in Microsoft office including Word, Excel and Outlook, has good attention to detail and the ability to deal with technical data and information. Good communication skills are important as the role holder will be interacting with internal and external customers regularly.
- The post holder will be required to spend time on operational waste management facilities which will involve manual handling and working outdoors from time to time.
- Completion of tasks to required standards, deadlines and timescales.

The Lancashire Mindset

Here at Lancashire County Authority, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

The post holder will be required to spend time on operational waste management facilities which may involve working outdoors from time to time.

Typical duties will include the following:

- Supporting Reuse projects, including the Reuse Hub.
- Receipt, processing and analysis of service specific data and information, including waste tonnages, reuse rates and performance information.
- Collecting, analysing and presenting data accurately using Microsoft Excel and other information systems
- Practical activities to assist in the day to day running of the Reuse Hub and monitoring of operational performance.
- Assisting in developing new systems for the management and processing of information.
- Assisting in providing training on new and existing systems to staff at a variety of levels of grade and ability.
- Supporting in the development and implementation of new Waste Service initiatives
- Dealing with challenging customers/contractors to reach agreed outcomes.
- Supporting in the development and implementation of new Authority policies.
- Identifying opportunities for improving procedures and processes within the team or wider service area, to support the continuous improvement of services.
- Provide day-to-day operational guidance and supervision to volunteers and other personnel engaged in reuse activities

We are seeking to appoint an enthusiastic candidate who will be able to deliver these demanding outcomes in challenging, but exciting, times. If you have the motivation and commitment, and a real

desire to make a difference to how we manage our waste in Lancashire, then we look forward to receiving your application.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

A good standard of general education, including literacy and numeracy skills, or the ability to demonstrate an equivalent level of knowledge and competence.

Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.

Experience

- Experience of working with relevant specialised systems, equipment and/or IT or be able to demonstrate the ability to carry out the role.
- Ability to work as part of a team
- Ability to work without close supervision.

Essential knowledge, skills & abilities

- Knowledge of, or the ability to quickly acquire knowledge of, the practices, processes and procedures relevant to the delivery of reuse, waste reduction and associated environmental programmes.
- Good organisational and administrative skills, with the ability to coordinate activities, maintain accurate records and support the effective delivery of reuse projects and services.
- Good IT skills, with the ability to use relevant digital systems and Microsoft Office applications to maintain information, produce reports and support service delivery.
- Ability to communicate clearly and effectively with a range of people, including colleagues, community organisations, partner organisations and members of the public.

- Ability to interpret information, identify issues and use judgement to resolve routine problems associated with the delivery of reuse and waste activities.
- Ability to plan and prioritise a varied workload, meet deadlines and respond to changing service requirements.
- Ability to work effectively as a member of a team and contribute to shared service objectives.
- Ability to work independently and use initiative without close supervision.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive