



Role Profile

Circular Economy Strategy Officer			
Reference No:	A5808		
Service:	Environment and Building Services		
Job Family:	Transportation/Roads/Waste	Grade:	FC8

Purpose
<p>To provide Circular economy and waste prevention strategies, including waste reduction, reuse, repair, recycling and resource efficiency interventions to Fife Council and other external partners. Developing and implementing corporate strategies, policies and plans; undertaking audits and research; providing policy advice and performance reporting; and manage projects to deliver outcomes on waste, resources and the circular economy.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Developing service, corporate and community partnership environmental policy e.g. Advising on and implementing strategies, including requirements under the Circular Economy Act (Scotland)
Providing responses to consultation documents issued by Fife Council and external agencies in relation to environmental matters e.g. responding to Scottish Government consultations on new Waste legislation.
Providing reports, briefings and presenting written and oral evidence to members and senior management and others to aid discussion and inform decisions on policy matters e.g. to Cabinet, Scrutiny committees, Place

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 9, which includes a Degree or equivalent, ideally in an environment or relevant subject	✓	
Knowledge of national waste policies, legislation and issues related to Local Government	✓	
Experience of engaging with internal and external policy developers	✓	
Report writing skills	✓	

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<p>Directorate Leadership team on EPR, ETS, DRS, the updated Recycling Code of Practice and any other policies that develop.</p>	<p>Knowledge of the key upcoming national policies impacting the waste and resources sector; EPR, ETS, DRS.</p>	✓	
<p>Developing, introducing and reviewing performance indicators to enable effective and consistent monitoring of corporate Waste performance, e.g. Performance indicators for Council Improvement Plan.</p>	<p>Ability to work with key partners like arm's length organisation Cireco to achieve this</p>		✓
<p>Interpreting Council policies and strategies and recommending targets and action plans to/with Service Management Teams.</p>	<p>Experience of policy development/appraisal and engaging with stakeholders</p>	✓	
<p>Providing a leading role in the development of service and corporate Waste strategies, with reference to the Circular Economy Act, e.g. Fife Council Waste and Resources Strategy.</p>	<p>Associate or Full member of the relevant Professional Association (e.g. CIWM, IEMA)</p>		✓
<p>Ensuring that Waste and resources strategies are developed and implemented in a manner that is consistent with relevant service, corporate and national policies.</p>	<p>Experience of development of corporate strategies</p>	✓	
<p>Conducting consultations on Waste and resources strategy development, e.g. through meetings, focus groups, workshops and surveys with internal and external stakeholders</p>	<p>Communication skills</p>	✓	
<p>Developing and implementing systems and procedures ensuring that waste and resources strategies and circular policies are implemented consistently across Fife, e.g. develop monitoring framework and performance reports on strategy implementation.</p>			
<p>Monitoring and reviewing the effectiveness of Waste policies and strategies and recommending revisions as appropriate. Considering the impact of EPR and ways to maintain an "efficient and effective" recycling service.</p>	<p>Experience developing and implementing waste strategy</p> <p>Understanding of EPR, PackUK and the potential impacts to local authorities.</p>	✓	✓
<p>Undertaking research to support progressive and practical proposals that will deliver relevant waste and resources policy objectives of the Council, e.g. researching new waste technologies to assess suitability for implementation by Fife Council.</p>	<p>Experience of undertaking research (desk based and at sites), audits or assessments related to Waste and resources improvements.</p>	✓	

E = Essential Criteria D = Desirable Criteria

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Undertaking Audits to support the Council's waste objectives and to ensure compliance with Council environmental policies and strategies	Awareness of environmental management systems like ISO14001 for example.		✓
Developing business cases for projects, including identifying resources, funding, ensuring the delivery of waste strategies and action plans	Experience of waste compositional analysis		✓
Cases for new recycling operation changes, implementation of new technologies and improvements to service for example, reviewing best practice around recycling points, engaging with the communications team to promote any service changes.	Planning and organisational skills	✓	
Managing projects, taking a lead role to ensure delivery of agreed outcomes and to agreed standards set out in the project business case.	Project management qualification e.g. PRINCE2 Project		✓
Developing, organising and facilitating the effective implementation of environmental strategies and action plans	Management skills	✓	
Developing and undertaking awareness raising/promotional activity to meet the Council's environmental objectives, by supporting the communications team who manage online presence, for example website, social media, event preparation management e.g. Recycling Week and providing them with timely and accurate information for comms campaigns, and to help provide information for enquiries that come from them.	Time management skills	✓	
Developing, organising and facilitating the effective implementation of environmental strategies and action plans	Communication skills	✓	
Developing and undertaking awareness raising/promotional activity to meet the Council's environmental objectives, by supporting the communications team who manage online presence, for example website, social media, event preparation management e.g. Recycling Week and providing them with timely and accurate information for comms campaigns, and to help provide information for enquiries that come from them.	Leadership skills	✓	
Developing, organising and facilitating the effective implementation of environmental strategies and action plans	Experience in designing and undertaking stakeholder consultation and engagement	✓	
Developing and undertaking awareness raising/promotional activity to meet the Council's environmental objectives, by supporting the communications team who manage online presence, for example website, social media, event preparation management e.g. Recycling Week and providing them with timely and accurate information for comms campaigns, and to help provide information for enquiries that come from them.	Experience in developing and implementing environmental awareness, behavioural change or promotional campaigns		✓
Developing and undertaking awareness raising/promotional activity to meet the Council's environmental objectives, by supporting the communications team who manage online presence, for example website, social media, event preparation management e.g. Recycling Week and providing them with timely and accurate information for comms campaigns, and to help provide information for enquiries that come from them.	Be able to communicate well with both colleagues and residents in a presentable and professional manner, demonstrating a particular focus on good "Customer Care"	✓	

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<p>Providing ongoing guidance and support to services and others to assist in the effective implementation of waste and resources strategies and action plans.</p> <p>Collaboration with other council departments to support delivery of council objectives and plans</p>	<p>Substantial experience of developing relationships and partnership working within the private or public sectors</p>	✓	
<p>Represent the council as required through engagement with external stakeholders e.g., Scottish Environment Protection Agency (SEPA), Association for Public Service Excellence (APSE), LARAC, contractors etc.</p>			
<p>Undertaking all other duties as required for the role. Duties will be in line with the grade.</p>			

<p>Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:</p>			
<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	E	D

<p>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</p>	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>

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- Skills Framework (if applicable)
- **How** we work matters

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.