



Role Profile

COMMODITIES AND FUEL SUPPLY STRATEGY OFFICER

Reference No.	A4984	Type	Generic
Service	Fife Resource Solutions LLP		
Job Family	Professional 2	Grade	FC8

Purpose
To provide strategic commodity management services (including Energy from Waste and account management) to Fife Resource Solutions (FRS) and other external customers.
Developing and implementing corporate strategies, policies and plans; undertaking audits and research; providing policy advice and performance reporting; and manage projects to deliver outcomes.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing service, corporate and commercial partnership commodity policy e.g., developing a corporate commodity management Policy.	Educated to SCQF level 9, which includes a Degree or equivalent, ideally in an environmental or business development relevant subject	✓	
Providing responses to consultation documents issued by customers, partners and other external agencies in relation to resource	Knowledge of national environmental policies, legislation and issues related to Local Government.	✓	

E = Essential Criteria D = Desirable Criteria

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management matters e.g., responding to Scottish Government consultations on appropriate new legislation.			
Providing reports, briefings and presenting written and oral evidence to members and senior management and others to aid discussion and inform decisions on commodity trading and EfW matters e.g., the Environment and Transportation Policy Advisory Group, Executive Committee.	Experience in engaging with internal and external policy developers	✓	
Providing account management and associated reports to key EfW and Commodities Trading Partners, leading on the resolution of issues and identifying improvements to service provision			
Identifying markets and external partners for the off take of material streams created by FRS.			
Ensuring appropriate transport is in place for the movement of material from FRS/Cireco and external partners/customers to reprocessors/EfW facilities.			
Developing, introducing, and reviewing performance indicators to enable effective and consistent monitoring of commodity trading performance, e.g., Performance indicators for corporate reporting.			
Assessing and interpreting tenders requests and providing recommendations on appropriate tenders and leading on the completion and submission of tenders.	Experience of policy development/appraisal	✓	
Providing a leading role in the management of the Recycling Centre Booking and Traders Booking System i.e., liaising with suppliers to make amendments/improvements to the solution as required.	Associate or Full member of the relevant Professional Association (e.g. CIWM, IEMA)		✓
Liaising with stakeholders in relation to the operation of Fife Council's Recycling Centres			
Ensuring that commodity and EfW appropriate strategies are developed and implemented in a manner that is consistent with relevant service, corporate and national policies.	Experience of development of corporate environmental strategies	✓	

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Conducting customer and corporate consultations on commodity strategy development e.g., through meetings, focus groups, workshops and surveys with internal and external stakeholders.			
Developing and implementing systems and procedures ensuring that commodity strategies are implemented consistently across the organisation, e.g., develop monitoring framework and performance reports on strategy implementation			
Monitoring and reviewing the effectiveness of policies and strategies and recommending revisions as appropriate, e.g., undertaking audits of Services on how they implement the commodity and EfW appropriate policies in relation to the waste collections.	Experience developing and implementing carbon accounting systems and audits (e.g. Carbon Footprint) Qualification/Training in environmental assessment methodologies, e.g. EIA, SEA, EMAS, ISO1400		✓ ✓
Undertaking research to support progressive and practical proposals that deliver relevant policy objectives of Fife Resource Solutions/Cireco, e.g., researching new renewable energy or waste technologies to assess suitability for implementation by FRS.	Experience of undertaking research, audits or assessments related to environmental topics	✓	
Undertaking audits to support the FRS's objectives and to ensure compliance with corporate policies and strategies, e.g., Audit of processing sites to meet quality requirements of offtakers.			
Supporting the Council on the management of the recycling point provision i.e., providing advice and information on servicing provision and maintenance	Knowledge of Local Authority governance and organisational management systems and processes e.g. Best Value		✓
Preparing performance reports in relation to commodity and EfW action, e.g., Material Recovery Facilities (MRF) reporting.	Report writing skills	✓	
Developing business cases for projects, including identifying resources, funding, ensuring the delivery of appropriate strategies and action plans, e.g., business cases for new recycling operation changes, implementation of new renewable technologies.	Experience of evaluating projects Organisational skills	 ✓	✓
Managing projects, taking a lead role to ensure delivery of agreed outcomes and to agreed standards, e.g., development of software solutions.	Project management qualification e.g. PRINCE2 Project management skills	 ✓	✓

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	Time management skills Communication skills Leadership skills	✓ ✓ ✓	
Developing, organising, and delivering training, facilitating the effective implementation of strategies and action plans	Experience in designing and undertaking stakeholder consultation and engagement Experience in developing and implementing environmental awareness, behavioural change or promotional campaigns	✓ ✓	✓
Assessing the training requirements necessary to implement corporate commodities and EfW strategies and action plans	Experience in developing and delivering training packages Qualification/Training in “Train the Trainer” or similar course	✓ ✓	✓
Developing and undertaking awareness raising/promotional activity to meet FRS’s objectives, including management of online presence e.g. website, social media, event preparation management and marketing campaigns	Ability to provide a regular and effective service Experience of Social Media tools	✓ ✓	✓
Developing and ensuring the Cireco (Scotland) brand identity is retained and promoted through the provision of signage, workwear and any other relevant mediums.			
Providing ongoing guidance and support to assist in the effective implementation of relevant strategies and action plans	Substantial experience of developing relationships and partnership working within the private or public sectors	✓	
Leading the development of appropriate joint working proposals with commercial partners and other organisations			
Undertaking consultancy work related to the tasks outlines above for external organisations, customers and business partners as appropriate.	Experience of consultancy work as part of the private sector		✓ ✓

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	Experience in generating income from funding applications Customer service skills		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
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.

Additional Information – the following information is available:

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

Expected Behaviours

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.