



# Role Profile

<b>Lead Recycling Centre Assistant</b>			
Reference No.	I214.02	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Technical 5	Grade	FC5

<b>Purpose</b>
<p>Lead a 'hands on' team of Recycling Centre Assistants, ensuring daily delivery of a quality service, segregation of waste types and enforcement of a vehicle access policy at a Household Waste Recycling Centre (HWRC) and/or Commercial Waste Centre (CWC).</p> <p>Ensure that the site operates in accordance with the requirements of the Waste Management Licence (WML)/Pollution Prevention Control Permit* (PPC) and Resource Efficient Solutions (RES) procedures</p>

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Supervising team members, scheduling work and instructing team members on day to day tasks and workload. Instructing staff as required on matters relating to their job completion, quality of work and ensuring changes to operating procedures are implemented as required.	<p>Numeracy and literacy skills, educated to standard grade level or equivalent</p> <p>Supervisory skills</p> <p>Experience of carrying out staff training</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>

E = Essential Criteria    D = Desirable Criteria

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Undertaking supervisory tasks as required e.g. return to work interviews, deliver tool box talks, site induction/training.	Current and valid category C / C+E driving licence  Experience in driving LGVs and or plant		✓  ✓
Point of contact for team and providing line managers with a daily report as required. Dealing proactively with all enquiries/complaints, resolving on site where possible.			
Ensuring team comply with site WML conditions and its associated site working plan and are following all Resource Efficient Solutions (RES) operational procedures.	Flexible attitude and approach	✓	
Ensuring the site is operated in accordance with Resource Efficient Solutions health and safety procedures to protect all employees, contractors and customers.	Knowledge of Health and Safety (Take ownership – See 'How We Work Matters' Framework)  Ability to travel to any RES facility	✓  ✓	
Carrying out regular inspections and defect reporting i.e. equipment, legionella.			
Maximising the teams/site performance by: <ul style="list-style-type: none"> <li>• maximising segregation of recyclable material from landfill / non-recyclable waste containers and minimise contamination.</li> <li>• Ensuring site team carry out daily checks and basic maintenance associated with the site plant equipment, including regular washing plant / equipment, oil and coolant top ups, litterpicking inside or outside recycling centre perimeter, sweeping up.</li> </ul>	Team working skills (Work together)  Knowledge of the relevant conditions of the WML / PPC and RES operational procedures (Deliver results)  Communication skills	✓  ✓  ✓	✓

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<ul style="list-style-type: none"> <li>• Ensuring site teams efficient use of compaction equipment to maximise payloads on containers being transferred off site.</li> <li>• Using a range of tools and equipment, including the operation of site-based static/ traversing/mobile compactors and driving nonLGV's as appropriate to the team.</li> <li>•</li> <li>• Issuing instructions to Drivers to direct the daily workings of the site including the prioritisation of which containers should be emptied.</li> <li>• Liaising with Chargehands and Plant Operators on a daily basis to integrate commercial waste reception with site operations where required.</li> <li>• Liaising with Transfer Operations Team to assist in the effective servicing of sites and efficient vehicle utilisation.</li> </ul>	Knowledge of recycling and waste segregation	✓	
Responsible for ensuring documentation is completed accurately and timeously by team. Ensure office/paperwork is organised and consistent across sites.			
Responsible for overseeing the control of daily van and trailer bookings. Operate systems in place for charging of commercial waste, including taking and recording payment.	Experience of maintaining accurate paperwork and detailed record keeping	✓	
Using spreadsheets/mobile technology to record and update systems to ensure the smooth operation of the site, e.g. booking system, daily waste inputs, customer numbers, CCTV activity, container servicing.	IT skills (Embrace technology and information)	✓	
Carrying out a range of manual handling tasks e.g. assisting a member of the public with a large domestic appliance.			

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Providing a quality customer service by offering guidance and advice on site access policy, commercial waste reception, waste segregation, health and safety to all facility users and other site staff.	Experience of dealing with members of the public	✓	
Undertaking waste quarantine procedures, e.g. fly-tipped material at site entrance that may contain asbestos.	Knowledge of waste categories and relevant legislation, applicable to site management		✓
Assisting in investigating health and safety incidents and reviewing risk assessments.	Problem solving skills	✓	
Liaising with outside contractors to arrange uplift of materials off-site e.g. oil uplifts, WEE uplifts and on-site works.	Experience of liaison with regulatory bodies		✓
Providing high profile policing at site entrance. Deciding whether a vehicle and/or customer should be refused entry e.g. as commercial waste. Implementing and complying with operating systems in place for the control of van/trailers access to Recycling Centres.	Customer Service skills (Focus on customers)	✓	
Advising authorised officers of suspected environmental offences, abuse of access policy.			
Assisting with daily operation of computerised weighbridge systems.	Knowledge of weighbridge operations		✓
Assisting with operation of Automatic Number Plate Recognition (ANPR) and CCTV to investigate site incidents.			
Providing First basic First Aid cover for staff and site users.	First Aid Certificate		✓
Ensuring team request van/trailer users complete declaration form where appropriate.			
Ensuring commercial waste customers comply with legislation i.e. Waste Carriers Licence and Waste Transfer Notes.			

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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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<b>Job Title of Specialist tasks</b>			

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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**Additional Information** – the following information is available:

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

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results