



# Role Profile

## WASTE OPERATIONS CO-ORDINATOR

Reference No.	I201.01	Type	INDIVIDUAL
Service	Assets, Transportation and Environmental		
Job Family	Team Manager 1	Grade	FC8

### Purpose

Lead in key budget/service areas: 'People & Customers' (including recruitment, maintenance of team competencies and customer policies); or 'Assets & Performance' (including logistics, fleet management, workload & efficiency).

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Leading on the project management and development of functional areas including:

- Fleet Performance and Liaison
- Claims Investigation and Reporting
- Stock Management
- Contingency Planning
- Establishment and Recruitment
- Training Coordination
- HR Liaison and Attendance Management
- Recycling Policies, Procedures and Practice
- Internal Information and Communication
- Benchmarking
- Logistics – Route Efficiency and Improvement
- Generic and Route Risk Assessments

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

<b>E</b>	<b>D</b>
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Educated to SCQF Level 7 in a relevant management qualification e.g. HNC Sustainable Resource Management or appropriate SVQ Level 3 in a relevant management discipline

✓

Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent, in a relevant management or environmental sciences qualification

✓

Significant knowledge in a range of Waste Management operational areas (Focus on customers – See 'How We Work Matters' Framework)

✓

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	Ability to provide a regular and effective service	✓	
Developing strategies and practices which support the Service's aims and values, all in accordance with appropriate policies and guidance.	Experience of effective medium and long term strategies (Deliver results)		✓
Assisting Management in developing and realising the full potential of employees through effective objective setting, performance management and skills development.	Supervisory skills	✓	
Ensuring high standards of service delivery and effective use of resources across all areas of the Service.	Performance management skills	✓	
Researching and advising on change opportunity projects which could lead to improved service delivery and cost reduction.	Experience of objective setting and monitoring	✓	
	Project management skills	✓	
Reviewing, improving, developing and implementing changes to operational processes.	Experience of effectively managing change		✓
Identifying improvements in line with changing objectives and resources, including use of mobile technology.	Experience of managing conflict and distress (Take ownership)	✓	
	IT skills (Embrace technology and information)	✓	
Developing and promoting effective partnerships, working across the Service and with partner services and organisations, ensuring a shared understanding and commitment to quality service delivery.	Experience of effective partnership working (Work together)	✓	
Implementing effective means of communication and problem solving, ensuring that all results are analysed and applied to promote and maintain high standards of service delivery.	Time management skills	✓	
	Workload awareness	✓	
Assisting in the audit and quality control of performance. Seeking and identifying opportunities to continually improve the service.	Experience of carrying out audits and quality control	✓	

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Delivering reports to the management of relevant agreed revenue and capital budgets via regular monitoring and reporting.	Experience of budget management	✓	
Developing processes and procedures to monitor the budget.	Knowledge of Council regulations		✓

Undertaking all other duties as required for the role. Duties will be in line with the grade.

### Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

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"/>	

### 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