



Role Profile

WASTE DATA ASSISTANT

Reference No.	A4860	Type	Individual
Service	Fife Resource Solutions LLP		
Job Family	Para Professional 2	Grade	FC4

Purpose

To work as part of a team operating within a waste management environment; which may include landfill sites, materials recovery facilities, anaerobic digestion plant, transfer station, composting sites and recycling centres; providing a range of waste data collation, sampling and analysis duties.

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
To undertake material sampling in accordance with statute, contract or sector guidance.	<p>Previous relevant experience in a support role</p> <p>Working as part of a team</p>		✓
<p>To produce planned and ad hoc reports, both manual and electronic, including the amending of such reports, to ensure that they satisfy the requirements of the regulatory authorities, e.g. the Scottish Environment Protection Agency (SEPA) and Revenue Scotland, particularly in terms of the Landfill Tax Regulations 1996.</p> <p>To populate, maintain and amend all associated records, databases, spreadsheets, graphs and reports within the designated timescales.</p> <p>To maintain an organised filing system for sampling and compliance related data, weighbridge tickets, consignment notes and any other associated documents, including an archive facility.</p>	<p>Experience of using the Microsoft Office Professional suite of packages</p> <p>Working in waste/resource management and/or environmental sustainability</p> <p>Operating to strict deadlines</p>	✓	✓

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To use a range of Microsoft applications to utilise databases, spreadsheets, graphs and reports, which also include their manual equivalents.			
<p>To provide cover for the operation of manual picking/sorting operations across the operational sites.</p> <p>To provide cover for the operation of a computerised weighbridge and manual back up system. Training will be provided, which will cover an understanding of the Landfill Tax, Duty of Care legislation and Waste Acceptance requirements under the Pollution, Prevention Control (PPC) Permit or Waste Management Licence (WML).</p>	SVQ Level 1/Standard Grades or equivalent, or relevant experience in a similar environment	✓	
Undertaking sampling and waste compositional analysis of a range of waste streams, with regard to both inputs and outputs to determine level of contamination and quality. For materials recovery facilities, all such sampling and analysis must be carried out in accordance with SEPA's Materials Recovery Code.	<p>Good communication and writing skills</p> <p>Flexible and adaptable to change</p> <p>Provide reports/spreadsheets in accordance with requirements</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
To liaise with colleagues, contractors, hauliers, re-processors, customers, etc. in person, by telephone or e-mail with regard to compliance and sampling data and the provision of information, where appropriate.	<p>Able to communicate at all levels with internal and external customers</p> <p>Positive customer care</p>	<p>✓</p> <p>✓</p>	
Undertaking compliance monitoring and sampling at designated waste management facilities, both internal and external to the organisation.	Ability to walk over uneven terrain	✓	
Ensuring the provisions of FRS's Occupational Health & Safety Policy are met, insofar as they apply to the post holder.	Health and safety awareness	✓	
To carry out sampling, inspections and defect reporting at frequencies determined by the conditions of the WML/PPC Permit or Service Manager as directed by the Technical Officer (Compliance).	<p>Work on own initiative and prioritise workload to achieve deadlines</p> <p>Communicate effectively with all levels of staff and team members</p>	<p>✓</p> <p>✓</p>	
Providing cover, at short notice, for colleagues at other waste management facilities.	Demonstrate willingness to assist other members of the organisation as required	✓	
Carrying out a range of manual handling tasks, including housekeeping duties, at frequencies determined by the Service	Ability to provide a regular and effective service	✓	

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Manager, directed by the Technical Officer (Compliance), the minimum standard of which must comply with the conditions of the PPC Permit/Waste Management Licence.			

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:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

