



# Role Profile

## Job Title: Waste Management Officer

Reference No.	A5062	Type	Individual
Service	Fife Resource Solutions LLP (FRS)		
Job Family	Transportation/Roads/Waste	Grade	FC8

### Purpose

To manage the operation of FRS' waste and resource management facilities ensuring the development and delivery of sustainable disposal, treatment and transfer functions.

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).

Major job activities include employee and contractor management and general operation management. The activities are principally located at Lochhead (by Dunfermline) and Lower Melville Wood (by Ladybank), however this may extend to other facilities as required by FRS' remit.

Performance and finance management will be undertaken to ensure key service standards are maintained and to assist managers in preparation of revenue and capital expenditure budgets and activities are conducted within necessary limits.

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<p>Providing leadership and direction to those employees across FRS' waste and resource management facilities</p> <p>Leading and managing teams to ensure standards of conduct and performance in accordance with policies and the recycling targets set by the European, UK and Scottish legislation and guidance.</p> <p>Ensure the delivery of the objectives for the teams within the section are fulfilled in line with the organisations strategic plan and business plan.</p> <p>Promote employee development and arrange training, as necessary and appropriate.</p> <p>Maintain attendance management targets in accordance with agreed organisational policy.</p> <p>Manage and maintain discipline and conduct in accordance with organisational policies and the scheme of delegation. .</p> <p>Co-ordinate, manage and review the activities of contractors employed at the organisations facilities to ensure continuing compliance and completion of their activities.</p> <p>Liaise with and, where appropriate, give direction to consultants and support service employees of Fife Council employed to provide advice in relation to the organisation's activities.</p> <p>Monitor agreed quality standards.</p> <p>Investigate and resolve complaints.</p> <p>Review practices and procedures to bring about improved service delivery, customer satisfaction and more effective use of resources.</p> <p>Ensure compliance with relevant permits/consents and quality management systems.</p>	<p>Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent, in a relevant management or environmental sciences qualification or certificate of Technical Competence in Landfill Operations, Waste Transfer or Treatment Operations or equivalent in a relevant discipline.</p> <p>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.</p> <p>Extensive experience in the operation of controlled waste landfill, waste transfer station and civic amenity sites.</p> <p>Strong leadership skills and excellent organisational skills.</p> <p>Flexible and adaptable to change.</p> <p>Able to communicate at all levels with internal and external customers.</p> <p>Ability to meet agreed deadlines.</p> <p>Significant experience in the strategic development and delivery of policies, procedures and processes in relation to operational management.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

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<p>Ensure that resource management activities are conducted in such a way as to maximise economic benefit to the organisation by effective utilisation of resources and capacity.</p> <p>Develop and review Management Plans for waste/resource management installations in accordance with requirements of relevant permits, consents and quality management systems.</p> <p>Implement the delivery of and play the key section lead role in the review and continual development of quality, environmental and safety management systems.</p>	<p>Significant experience in the management and reporting of data.</p>		
<p>Assist the Team Manager in preparation of revenue budgets.</p> <p>Assist the Team Manager in preparation of the capital plan, the value of which will vary.</p> <p>Assist in the setting and review of unit costs, charging structures and the enforcement of compliant conditions.</p> <p>Identify and take corrective action in relation to potential and actual budget overspends.</p> <p>Decide on optimum use of facilities to maximise economic advantage to organisation.</p> <p>Ensure that activities are conducted within budget limits.</p> <p>Highlight variances in budgets and recommend appropriate remedial actions.</p> <p>Review and authorise timesheets from contractors and consultants.</p> <p>Monitor and authorise overtime working.</p> <p>Authorise vehicle/plant hires.</p>	<p>Experience of budget management</p> <p>Knowledge of financial regulations, best value duties and procurement experience</p> <p>Experience of sourcing and deployment of vehicles, plant and equipment</p>	<p>✓</p> <p></p> <p>✓</p>	<p></p> <p>✓</p> <p></p>

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<p>Assist in the preparation and implementation of quality assurance procedures in respect of development works across the organisation's facilities.</p> <p>Assist in the design of new waste management facilities.</p> <p>Ensure that waste/resource management facilities are operated in accordance with relevant permits, consents, management plans and quality management systems.</p> <p>Ensure the treatment, transfer and disposal site(s) are appropriately resourced and identify resource management issues along with managing their impact on the activities of the section/site.</p> <p>Authorise annual leave requests.</p> <p>Direct daily management responsibility for the sections Supervisors, Technical Assistants and Contractors.</p> <p>Monitor throughput of materials and ensure compliance with waste handling procedures.</p> <p>Ensure that accurate records and site logs are maintained for material flows, tax returns and other pertinent quality, environmental and safety requirements.</p> <p>Ensure compliance with the organisations Health and Safety policy and the duties under the Health &amp; Safety at Work etc Act and relevant sector guidance.</p> <p>Develop and review risk assessments, COSHH assessments, manual handling assessments, etc relevant to the section's activities.</p> <p>Deal with customer enquiries, requests, and complaints.</p>	<p>Experience of effectively managing change</p> <p>Experience of carrying out audits and quality control</p> <p>Working knowledge of ISO systems</p> <p>Extensive experience of managing and co-ordinating resource management activities</p> <p>Practical knowledge and extensive experience of Health &amp; Safety regulation and implementation of procedures to ensure the safe operation of resource management activities.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p>

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<p>Monitor and control water and leachate balance within the appropriate landfill.</p> <p>Monitor the landfill gas production at the appropriate landfill facility.</p> <p>Manage and deploy plant, equipment and vehicles as required for the effective and efficient operation of the section.</p>			
<p>Postholder reports to the Team Manager but will be expected to work with a minimum supervision and exercise judgement and initiative.</p> <p>The postholder is responsible for ensuring that section members discharge their duties in accordance with agreed organisational policies, codes of practice and operating procedures.</p> <p>Determine developmental options for landfill sites, processing infrastructure and assets up to medium term period. This to include assisting in the negotiation with the regulatory authorities SEPA, APHA, Revenue Scotland etc.</p> <p>Produce and review detailed site management and working plans for all licensed and permitted waste/resource management facilities in accordance with technical advances / and legislative changes.</p> <p>Devise, implement and review leachate, gas and resource management protocols, taking into account changing technical and legislative advances, and interpret the data and guidance accordingly.</p> <p>Devise, implement and review operational changes to effect increases in waste being diverted for recycling and composting to meet statutory and organisation Key Performance improvements.</p>	<p>Performance management skills</p> <p>Supervisory skills</p> <p>Experience of effective medium and long term strategies</p> <p>Experience of objective setting and monitoring</p> <p>Project management skills</p> <p>Extensive land demonstrable logistics/resource deployment experience</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p>✓</p> <p></p>

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<p>Prepare weekly plans with Supervisor/Technical Assistants to allow them to allocate tasks on a daily basis and enable the appropriate deployment of staff, vehicles, plant and equipment.</p> <p>Recommend temporary closure of treatment, transfer and disposal facilities as appropriate.</p> <p>Decide whether to reject loads of material being presented for treatment, transfer or disposal. Rejections being recorded in the appropriate site log and immediately reported to the Team Manager.</p> <p>Agree operating procedures with contractors and consultants and monitor against performance.</p> <p>Lead the recruitment and selection to ensure appropriate staffing resource is available to fulfil the sections activities.</p>			
<p>Requires in-depth knowledge of current best practice in resource management operations and other related waste management activities.</p> <p>Requires in-depth knowledge of legislation relative to waste and resource management activities.</p> <p>Requires working knowledge of quality, environmental and safety management systems.</p> <p>Requires a working knowledge of the principles of landfill site development, including civil engineering, hydrogeology, hydrology and containment of landfill gas and leachate.</p> <p>Requires an in-depth knowledge of the potential risks to human health and the environment of site development, operation, and aftercare and of the measures to be implemented to mitigate these risks.</p>	<p>Significant knowledge in a range of Waste Management operational areas.</p>	<p>✓</p>	

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<p>Requires an in-depth knowledge of the plant and equipment required for use in resource management operations.</p> <p>Requires a working knowledge of waste treatment technologies.</p> <p>Requires working knowledge of the European, UK and Scottish environmental legislation. .</p> <p>Requires management skills to lead Fife Resource Solutions employees at Technician, Supervisor and Operative level and manage contractors and consultants working for the section.</p> <p>Required to be able to interpret financial information such as budgets, contractor's estimates and claims for payment and advise accordingly.</p> <p>Requires to be IT proficient, including the ability to produce spreadsheets and reports.</p>			
<p>An ability to travel to a number of locations across Fife and to traverse rough terrain is essential.</p> <p>The post holder will be required to deputise for the Team Manager as instructed.</p> <p>Postholder may be required to attend sites outwith normal working hours.</p>	<p>Ability to provide regular, efficient and effective service.</p> <p>Time management skills</p> <p>Workload awareness</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Regular contact with Team Manager, SEPA Environmental Protection Officers, Compliance Officers, Fife Council Officers, contractors and consultants.</p> <p>Daily interaction with contractors and major commercial and industrial users of treatment and disposal facilities.</p> <p>Regular contact with owners/occupiers of property contiguous to permitted and/or licensed waste management facilities.</p>	<p>Experience of managing conflict and distress (Take ownership)</p> <p>Experience of effective partnership working (Work together)</p>	<p>✓</p> <p>✓</p>	

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Occasional contact with APHA and Revenue Scotland.			
<p>Required to be able to produce and present reports to Team Manager and the Service Management Team.</p> <p>Required to conduct tours of transfer, treatment and disposal facilities to interested parties/groups.</p> <p>Required to attend public meetings/community forums to promote and present the work of the section.</p>	<p>IT skills</p> <p>Experience of effective partnership working</p>	<p>✓</p> <p>✓</p>	
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

**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 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.