

Role Profile

This section provides key information relating to the role

Job Title:	Simpler Recycling Mobilisation Lead Officer		
Post No:	RP0118	Grade:	J
Team:	Environmental Services	Location:	Campus East
Responsible to:	Environment, Landscape and Climate Change Service Manager		
Responsible for:	TBC		

Overall job purpose:

To lead on the mobilisation programme to implement the requirements for Simpler Recycling securing efficiencies and added value. The emphasis of the mobilisation programme will be on assessing the exiting provision, assessing additional needs (including resource, equipment and vehicles), depot, staff, vehicles, Management Information Systems and multiple other service solutions.

Key areas of focus:

1.	Manage a programme of integration work to harmonise multiple tasks and requirements to ensure successful implementation of the new legislation requirements. To act as the lead officer for the mobilisation of the new legislation requirements.
2.	Establish quickly an understanding and rapport with the Contractor(s) ensuring high level of trust and partnership ethos. Be the first point of contact, ensuring that all concerns are responded upon in a timely fashion and work to find agreeable solutions to all enquiries.
3.	Work with the Council's Procurement Officer to amend existing contracts to facilitate additional service requirements.
4.	Work closely with the Contractor(s) to ensure proposed services, equipment and schedules are delivered. Responsible for the operation and mobilisation group, including the facilitation of the regular meetings, production of the relevant agendas and supporting papers. Responsible for prompt and effective action following meetings to implement any decisions taken at those meetings and to deal with all correspondence relating to mobilisation/contract matters.
5.	Responsible for providing effective support, communication and co-ordination between officers and Members.
6.	Manage all parties to deliver and communicate the mobilisation plan(s). Prepare reports for relevant officer and members groups, providing clear updates on the progress of all aspects of the mobilisation programme. Ensure all project control documentation and plans are prepared, maintained and tracked.
7.	Oversee the final specification and procurement of new waste collection vehicles and other equipment.

8.	Work with the Contractor(s) to implement management information systems with up-to-date information that can fully integrate with the Councils Customer Relation Management (CRM) system. Develop an updated Contract Management Guide for Council Officers to ensure smooth transition to, and fair management of, new contract(s).
9.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
10.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
11.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post.

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
Educated to A Level standard or equivalent	x		AP
Experience of working in recycling / waste sector	x		AP
Experience of supervising / leading a diverse team	x		AP
Experience of managing budgets	x		AP
Further qualifications & experience in logistics/ fleet management/ waste management		x	AP
Knowledge			
Practical and procedural knowledge of programme management, including the ability to lead complex projects, to time and budget	x		AP
Skills and abilities			
Ability to manage workload and plan up to a year or more ahead	x		AP
The ability to develop new concepts and creative solutions	x		AP

Excellent interpersonal with the ability to advise, guide, negotiate and persuade on complex and contentious matters to a wide range of audiences	x		AP
Ability to communicate effectively by a variety of means to difference audiences including, contractors, councillors, senior colleagues, staff and the public	x		AP
Other attributes			
Excellent IT skills to include MS Office applications	x		AP
Willingness to work outdoors	x		AP
The flexibility to work occasional early mornings, evenings and weekends as required	x		AP
Full driving licence and access to a car to travel around the Borough	x		AP

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.