

Job Description

DIRECTORATE:	Communities
DEPARTMENT:	Community Services
POST:	Cleaner Streets & Waste Contract Manager
GRADE OF POST:	GR15
RESPONSIBLE TO:	Head of Operations – Community Services

JOB PURPOSE:

Responsible for managing the Cleaner Streets operations and Waste services contract; to develop and implement effective enforcement of appropriate environmental legislation; lead on the development of operational policies for both service areas and identify proposals for reducing landfill reliance and increasing recycling rates.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To be responsible for the effective delivery of waste collection, disposal and recycling services to meet diversion from landfill and recycling targets using partnership working where appropriate.
- To be responsible for the delivery of street cleansing and public convenience services to meet cleanliness targets and improve local environmental quality standards.
- To ensure the effective and efficient management of Cleaner Streets and Waste Service area functions, staff and resources.
- To oversee the contract administration, monitoring and delivery of the Council's Waste and Recycling Services Contract. This will include liaising with the current contractor and being involved in the renewal, procurement and tendering of new contractors.
- To Identify and develop appropriate working / operational procedures and to develop reports to present to Cabinet to ensure the Council's statutory responsibilities and obligations in relation to the Waste and Cleaner Streets service area are fully met.
- To identify and bring forward for consideration appropriate measures and operational procedures and practices which achieve the Welsh

Government statutory targets and policy objectives for waste management.

- To provide and present advice, guidance and recommendations to Members, Management and the public on matters related to the Waste and Cleaner Streets service areas using partnership working where appropriate
- Identify appropriate projects and capital or other funding opportunities to secure the ongoing and future development and provision of the Waste and Cleaner Streets service area.
- To be accountable for the service areas depots and inventory of vehicles, plant and equipment.
- To develop, implement and monitor appropriate health and safety measures to secure the Council's statutory duties and the health and wellbeing of its employees and the public.
- To act as liaison Officer on behalf of the Council on Waste and Cleaner Street matters with relevant organisations, associations, and governing bodies.
- To secure the ongoing development of staff through building a performance management culture within the team.
- To manage and monitor the revenue budgets for the services that fall within the responsibilities of the post and to deliver capital projects on time and within budget.
- To deputise for the Head of Service as required, in a variety of complex and potentially contentious situations, including those involving councillors, AM's, MP's, special interest groups and the media, anticipating issues and developing management and communication approaches.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding



Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Cleaner Streets and Waste Contract Manager

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Qualified to degree standard or above in an appropriate discipline or ability to demonstrate competence through experience • Membership of a related professional institution • Able to demonstrate continuing professional development in related subjects 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Able to demonstrate experience in the management of people and resources in a multi-disciplinary environment. • Able to demonstrate extensive experience in cleaner streets and waste management services • Able to demonstrate experience and understanding of contracts and contract management • Extensive knowledge of Health and Safety legislation and its application to practice. • Experience in effectively managing large and complex budgets/projects in a multi-disciplinary service environment • Sound background in statutory and legislative requirements e.g. health and safety planning and legislation, equality of opportunity. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, reference and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Skills & Personal Qualities	<ul style="list-style-type: none"> Ability to communicate effectively with members of the public, Elected Members and Senior Officers Proven experience in the use of information technology to support service provision Demonstrable commitment to a corporate culture and cross service working Strong leadership skills, participative management style and an ability to lead, manage and motivate a diverse group of staff Commitment to the delivery of the Sustainable Development agenda Ability to manage organisational and service change Full driving licence Ability to communicate through the medium of Welsh 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes Yes</p>	Interview, application form, reference and selection process.