Job Outline

Post: Team Co-ordinator (Disposal)

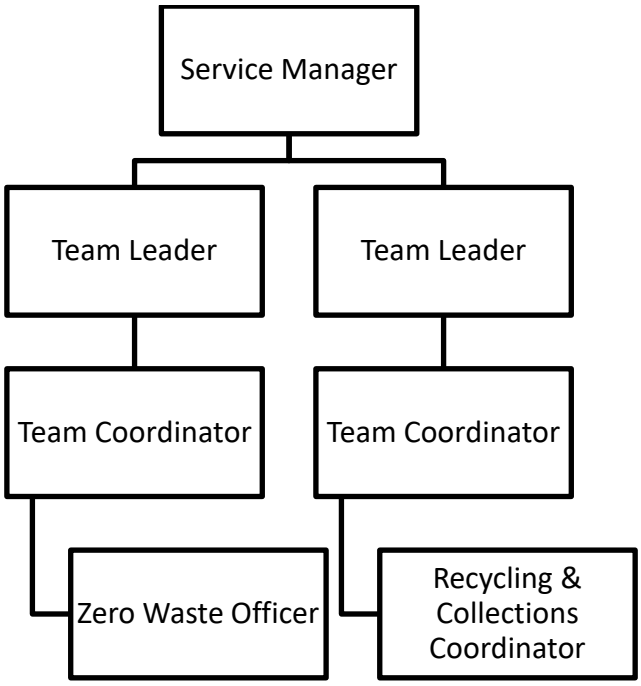
Service: Communities & Economy

Section: Housing & Communities - Cleaner Communities

Grade: G10

Job Purpose: To lead, coordinate and facilitate the implementation of service delivery within Cleaner Communities. To drive development and innovation within the Service, to ensure that we are providing the best service to the communities in which we serve. To assist with the promotion, delivery and integration of the Council's key objectives; specifically in relation to the Community Plan, Shared Commitments, Single Outcome Agreement and Best Value.

A. STRUCTURE CHART



B. KEY DUTIES & RESPONSIBILITIES

1. Co-ordinate and assist employees with the development, implementation and evaluation of a range of service delivery and initiatives in order to meet the needs and aspirations of our communities in

accordance with the Housing & Communities Service Improvement and Recovery & Renewal Plans.

2. Provide specialist advice and guidance on a range of supports and service operations related to but not limited to the development and delivery of Cleaner Communities services in line with the Council and Service objectives.

3. Support individuals and local groups to identify and engage with a range of local/national bodies, other Council services and community partners to progress and implement proposed initiatives or activities relevant to Cleaner Communities.

4. Coordinate the delivery and development of Cleaner Communities Recycling and Commercial waste functions, ensuring reliable, effective and efficient operations with a focus on digitalisation and income generation.

5. Operate and review PECOS, the Council's electronic purchasing system; including generating purchase orders, delivery notes and invoices in accordance with procurement procedures.

6. Processing requisitions and orders ensuring the accurate and timeous maintenance of information relating to budgets.

7. Ensure that all statutory and other service specific SEPA and Waste Data Flow returns are completed in an accurate and timely manner.

8. Actively participate in the delivery of a range of planned activities and initiatives, providing direct instruction and supervision to the wider workforce.

9. Assist in the recruitment, selection and development of employees, bank, volunteer and support roles ensuring the effective implementation of the Council's Human Resources policies.

10. Co-ordinate and monitor activities and review the performance of the team providing day to day advice and supervision of employees including implementing Human Resource Policies and Procedures when required.

11. Ensure all materials; equipment and machinery provided to assist in carrying out the duties of the post are properly secured including maintaining oversight to the Services' fleet in accordance with the Council's policies and procedures.

12. Co-ordinate the monitoring, evaluation and reporting on effectiveness of the Cleaner Communities Service for review at an operational, strategic, and partner level in accordance with the Best Value/Quality Framework.

13. Liaise with a range of/ internal/external partners, Elected Members, individuals and local groups to identify their needs and aspirations.

14. Ensure any enquiries or complaints from residents, Elected Members or wider public are responded and investigated swiftly in line with Council's procedure.

15. Work with a range of Local/National Bodies and local community groups to support an integrated approach to maximise resources in order to assist with the delivery of the Cleaner Communities Plan.

16. Liaise closely with Service Managers and Team Leaders, other East Ayrshire Council services and community partners, ensuring a wider awareness of specific opportunities available to support the needs and aspirations of the community.

17. Provide specialist advice and guidance to a range of internal and external partners supporting the delivery of front line services ensuring team activities are compliant with statutory legislation and the Council and service guidelines, procedures and practices.

18. Participate in service meetings, briefings and undertake training as required to maintain up to date knowledge of developments affecting the post.

19. Assist with the updating and maintenance of accurate records and notes in accordance with the East Ayrshire Council's Financial Regulations

20. Assist with the completion of a range of reports including statistical information dealing non-compliance issues and make recommendations on areas requiring improvement in accordance with the Service and statutory Key Performance Outcomes as agreed.

21. Contribute to the effective marketing and promotion of Housing and Communities.

22. Maintain an up to date knowledge of relevant service legislation and regulations in order to provide advice and support to colleagues in relation to specialist processes and procedures.

23. Plan and deliver a range of training activities including toolbox talks, regulatory and relevant activity based training to ensure a safe working environment is maintained for employees, volunteers and service users in accordance with relevant legislation.

24. Monitor employees and volunteers to carry out their duties in accordance with the East Ayrshire Council's Health and Safety policies and procedures at all times.

25. Assist with the implementation and maintenance of Health and Safety and Supporting Attendance at Work systems on behalf of the service.

26. Undertake a range of risk assessments to ensure compliance with the East Ayrshire Council's Health and Safety policies and procedures including site inspections in accordance with the current guidelines.

27. Ensure all statutory and critical inspections in relation to vehicles and plant are maintained and records kept up to date with the requirements of LOLER/PEWER regulations.

28. Ensure workforce is compliant in terms of health and safety and statutory regulations, coordinating and monitoring of training where required.

29. Assist with the monitoring and implementation of future legislative changes, contributing to the revision, communication and roll out of policies and service procedures ensuring the Council is fully compliant with current legislation.

30. Contribute to the effective management of change issues arising from current/future service delivery re-alignments by adopting an integrated and collaborative approach responding in a proactive or responsive manner to events.

GENERAL RESPONSIBILITIES

36. Represent the Cleaner Communities Service or Council at Council Committees, Partnerships meetings and National Events.

37. Ensure all data including information used within electronic information management systems e.g. database and spreadsheets are uploaded and maintained in accordance with the requirements of the General Data Protection Regulation.

38. Adhere to all East Ayrshire Council and service procedures/guidelines and statutory regulations in particular those pertaining to the protection of all people, including those individuals or groups

identified as vulnerable or living with disabilities, as set out with East Ayrshire Council's policy and services procedures and guidelines.

39. Undertake financial duties including processing of financial documents in accordance with the Council's Financial Regulations.

40. Contribute to the establishment and continuous development of effective engagement with a range of internal and external partners and all other stakeholders by promoting and developing close working practices and arrangements.

41. Ensure that all activities for which the post holder is responsible are delivered in accordance with the Council's Equality and Diversity Policies and the statutory and general and specific Equality Duties.

42. Implement the Council's FACETIME process with employees annually in accordance with the Council's guidelines.

Person Specification

Designation: Team Co-ordinator (Disposal)	Post No:
Service: Communities & Economy - Housing & Communities	Section: Cleaner Communities

Attributes:	**Essential Criteria**	**Desirable**
Qualifications	• SVQ Level 4 or equivalent in a relevant subject or equivalent demonstrable experience	• ILM level 3 • IOSHH or health and safety equivalent • COTC Level 4 Hazardous Waste Management Certificate
Knowledge & Skills	• Ability to complete tasks within a context of competing demands • Excellent presentation, organisational and IT skills • Ability to build good working relationships at all levels • Ability to lead and motivate others to deliver positive results through effective working • Ability to work independently and as a • Part of a team • Effective planning and organisational skills • Effective interpersonal and communication skills • Good ICT skills including use of Microsoft Office packages including Word, Excel, Access, PowerPoint and Outlook	• Knowledge of the Community Planning processes • Knowledge and understanding of outcome focused practices • Good understanding of Council services and activities • Knowledge of the Council's Transformational Strategy. • Knowledge of current legislation and best practice in Waste Management.

Experience	• Contributed to the development and implementation of waste management operations. • Worked with stakeholders and/or partner organisations to deliver community focused initiatives • Worked in a multi-agency environment • Contributed to the development and maintenance of management information systems	• Managed or supervised employees or volunteers • Contributed to the development of operational plans • Developed and delivered training • Worked with Elected Members and/or Senior Management • Processed financial documents and monitored a budget • Risk Assessments • Developed training toolbox talks
Employees are the FACE of East Ayrshire and are expected to demonstrate our FACE qualities and behaviours		
Quality	**Behaviour**	
Flexible	• Have an open mind and look for better ways of doing things. • Embrace new technologies to improve services for the people we serve. • Welcome opportunities to learn and grow.	
Approachable	• Develop positive and productive relationships with everyone. • Listen, notice, respond and engage. • Manage our reactions and think about how our behaviour affects others.	
Caring	• Embrace working in a team and working with others. • Take pride in your role, serving our community and strive to be the best we can be. • Be kind to others and to ourselves.	
Empowered	• Have the courage to try new things. • Work with others to find the best solutions. • Help everyone to realise their full potential.	