

Waste Supervisor

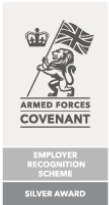
£33,945.03 - £37,704.53



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 02/11/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section A	Grading Section
Post Title: Waste Supervisor (Forthbank HWRC) Initial Location: Forthbank, Alloa In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation. Reports to post (Title): Waste Operations Officer Service: PLACE Date last updated: Date if superseded:	Eval Ref: A4431 Post Number: MM25 Grade: 6

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

(Structure Chart)

Waste Team Leader

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Waste Operations Officer

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Waste Supervisor (Forthbank HWRC)

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Forthbank HWRC Staff

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

To assist the Waste Operations Officer in the management of Forthbank Household Waste Recycling Centre, to ensure that all work is carried out efficiently and economically. The post-holder will be responsible for the direct supervision of site operational staff and will assist in ensuring the site is managed in accordance with waste legislation.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Supervise site operations at Forthbank Household Waste Recycling Centre including employees and the use of plant and equipment. This includes line management duties, scheduling of disposal activities and ensuring required machinery is available at all times.

To ensure all activities are undertaken safely and in accordance with the Council's Health and Safety Policies & Procedures (in relation to the site, operational staff and including members of the public using Forthbank HWRC site).

To participate in the daily operations within the HWRC as required

To assist in ensuring appropriate risk assessments and safe systems of work are in place and any issues identified are mitigated.

To examine new ways and methods of working and make recommendations for change as necessary.

To be involved in promoting a culture where customer care and safety of the workforce and the public take precedence.

To assist in the development of performance monitoring measures both internally and externally, ensuring that targets are met or exceeded.

Direct and face-to-face engagement with public / customers and service users both internal and external to the organisation, on site at Forthbank HWRC

To manage absence and act as the first point of contact for the workforce when dealing with sickness and discipline, including conducting return to work interviews following sickness absence.

To ensure the completion of work sheets and time sheets for the manual workforce and deliver them timeously to the administration team for processing.

Supervision of linked activities carried out on a contractual basis for the

Council such as the activities of linked community businesses and contractors providing ancillary services.

Providing back-up and stand-in cover at times of annual leave / absence for any positions / roles e.g. Waste Operations Officer or Waste Operations Supervisor, below that of Team Leader.

Undertaking activities as required to comply with the Blackdevon Landfill site Closure Plan (including site inspections on flare and leachate systems).

To be prepared and capable to make difficult or unpopular recommendations when necessary and in the interest of the Service.

The duties listed above are not intended to be exhaustive and the post holder will be required to undertake such other duties appropriate to or below the grade of this post, within the Place Service, as may from time to time be determined by the Team Leader.

ACCOUNTABILITY & KEY PRIORITIES

The Waste Supervisor is accountable to the Waste Operations Officer.

The post holder will be involved in ensuring compliance with all licensing or other externally applied controls such as Duty of Care and transport.

Some out of hours working and weekend working will be expected with overtime or time off in lieu being paid as appropriate at the discretion of the Manager.

The post holder must ensure that works are carried out with the minimum possible adverse impact on the public.

A flexible attitude to work and a proven ability to respond and adapt to change and a challenging working environment

SUPERVISORY RELATIONS

The Waste Supervisor will when instructed deputise for any supervisory role when asked to do so, for example in the case of absence of another supervisor within Waste Services.

The jobholder has a responsibility for the work of employees, through the co-ordination of work, on the job training and performance appraisal. This refers to both informal and formal assessment of subordinates' work against expected standards. This is an ongoing, daily responsibility.

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Basic appreciation of the purpose, direction and potential of the organisation in the context of overall public sector service delivery is essential.

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. A formal waste management related qualification (HNC, WAMITAB disciplines or equivalent), or relevant compensatory experience, or completion of relevant qualification within 12 months of accepting post	Application Certificate
2. Significant experience of directly supervising and managing a workforce combined with a proven ability to motivate staff to take pride in the work they produce.	Application Interview
3. Knowledge and understanding of Waste legislation and guidance	Interview
4. Knowledge of the waste issues managed and delivered by the Service	Interview
5. IOSH Managing Safely qualified or similar and ability to demonstrate a high degree of understanding relating to frontline management of Health and Safety	Application Certificate
6. Excellent communication and negotiating skills	Interview
7. Proven ability to communicate and negotiate outcomes with a wide range of organisations and people	Application Interview
8. Customer focus	Interview
9. A working knowledge and ability to use IT packages such as Microsoft Word and Excel	Application
10. Current valid LGV category 'Class 2' driving licence or ability to gain licence within a 6-month period of accepting post	Application Driving Licence

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Previous local government experience	Application

Section F**WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The post will be office based but will be required to work on-site for up to 80% of the working day. The post holder will be required to supervise site operatives and members of the public, monitoring compliance with Health & Safety legislation.

The post-holder will require to operate heavy plant and equipment for up to 30% of the working day.

Section G**PHYSICAL CO-ORDINATION**

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The post-holder will require to operate heavy plant and equipment for up to 30% of the working day. The post-holder will require to drive refuse collection vehicles (Class 2), roll-packer, telehandler and also regular vehicles when attending other sites as part of the role. Manual handling will be required on a daily basis (for example moving furniture or white goods).

The post-holder will require basic keyboarding skills for data input.

Section H**MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

In the course of normal working, the jobholder is required to resolve problems or situations for the day ahead, generally by applying existing rules, procedures or instructions to the more difficult or challenging problems that arise. Examples include preparing rotas and scheduling waste movements and deliveries.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The post-holder will be required to deal with conflicting demands on a daily basis which can include ensuring site capacity is adequate for demand, dealing with staffing issues and dealing with members of the public.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

As well as internal contact across the organisation the Waste Supervisor duties entail personal contact with members of the community, and with public and private sector organisations.

The post-holder will be required to deal directly and resolve complaints from members of the public and escalate internally or externally if required.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The jobholder's primary responsibility for physical resources is for vehicles and equipment which he/she has to manage. This responsibility is primarily for supervising the proper use and safekeeping of very expensive refuse collection vehicles.

The post-holder will be responsible for processing financial documentation which will include weighbridge tickets for commercial customers.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

- To prioritise & programme workload in discussion with the Waste Operations Officer and allocate adequate resources.
- To assist the Waste Operations Officer in ensuring that staff are adequately qualified and trained in the tasks they are required to undertake.
- Manage competing priorities.
- To plan own work load to accord with current programmes and to meet necessary deadlines.

- Assess if available resources are sufficient to carry out projected workload and assist the Waste Operations Officer to arrange either sub-contract or agency working when necessary and supervise any external contractors employed.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.