

JOB DESCRIPTION

Job Title: Waste Development Project Officer		Ref No:	JE Ref: G955
Department: Economy and Infrastructure	Band: 9	Location: Dumfries	
Responsible To:	People, Performance and Improvement Manager		
Responsible For:	Not Applicable		
Job Purpose:	Design and deliver Dumfries and Galloway Council’s strategic waste projects including the Packaging Waste Extended Producer Responsibility Scheme (EPR), the Deposit Return Scheme (DRS), the Circular Economy (Scotland) Act 2024, as well as the mandatory Code of Practice on Household Waste and Recycling among others relevant to Waste Services The roles will support the development, management, and implementation of large-scale projects that will ensure Dumfries and Galloway Council delivers effective and efficient waste services in-line with all current and future legislation and national policy.		

Main Responsibilities:	The postholder will be responsible for and will undertake: • Undertaking programme activities including project planning and delivery, monitoring and reporting, risk and dependency management, benefits realisation and evaluation. • Utilising communication and project management skills, identifying outcomes and objectives and organising them into an actionable plan using project management methodology and change management techniques. • Establishing and maintaining project documentation for management, audit and reporting purposes including the preparation of programme and project updates and progress reports. • Facilitating project meetings, managing and maintaining action logs and assisting with the development, co-ordination and tracking/monitoring of business cases. • To contribute to the decision-making process within the Service and across Waste Services • To represent the Service on internal and external working groups • To support the Waste Development Team Manager to ensure Service meets the relevant outcomes set out in Council plans.
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Job Activities	• Use professional expertise and knowledge to ensure the Council is leading best practice to improve outcomes • Ensure that the council is meeting it's legislative and statutory requirements by keeping abreast of new initiatives and legislation • Evaluates and reviews the impact of service improvements from the customers perspective • Ensures sustainability and environmental awareness practices are being implemented and that they inform the development of new projects/initiatives • To prepare and present reports at Management Team Meetings, Project Review Boards and Committees as required. • To collaborate with key partners to devise, plan and deliver projects aimed at achieving transformational change, service improvements and increasing efficiencies. • To advise on all upcoming legislation changes, impacts on the services and plan accordingly to ensure Dumfries and Galloway Council maintains compliance.
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Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Procurement Standing Orders, Financial Regulations, Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work considering the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.
Prepared by:	Steven Trotter Date:4/11/2025