JOB DESCRIPTION - NEIGHBOURHOOD SERVICES

IDENTIFICATION

Post Title:	Strategic Projects Assistant	Post Ref:	413134
Section:	Projects Team, Environmental Strategy	Grade:	7
Responsible to:	Projects Team Leader		
Responsible for:	N\A		

JOB PURPOSE

To assist in identifying and implementing strategic and operational improvements and to undertake project work on range of environmental services within Environmental Strategy within Neighbourhood Services, including recycling initiatives, commercial waste activities, statutory returns & data work and promotional & educational activities.

PRINCIPAL WORKING CONTACTS

Senior Manager, Environmental Strategy
Senior Waste Policy Officer
Business Process Team Leader
Routesmart Officer
Senior Manager, Waste Management
Head of Environment
Business Process Project Assistant
Representatives of other Councils
Elected members/residents/traders

MAIN DUTIES

Assist with all aspects of project work on waste & recycling initiatives under the Council's Zero Waste agenda, including site visits, monitoring and assessments, preparation of initial reports, management of project documentation ands communications & promotions.

Undertake the preparation and submission of the Council's Statutory waste returns, under the guidance of the Senior Waste Policy Officer.

Provide detailed analysis and breakdowns of waste delivered to and treated by disposal facilities for costing and invoicing purposes including recharging to other Local Authorities.

Assist with provision of waste data to support Team Leaders and the Senior Manager, Environmental Strategy to inform reports and in monitoring the implementation and success of service improvements.

Support the Team Leaders and Senior Waste Policy Officer in the provision of the Council's commercial activities in the trade waste sector including the provision of waste data, collation of customer data and associated requirements.

Deal with day to day problem solving with members of the public and customers, via calls and e-mail as well as in-person, and deal with direct service issues, eg explanation of service information.

Research, prepare and present at public meetings any tailored presentations required to ensure public understanding of policies, operational activities and behavioural change as associated with the Council's waste policies and ongoing amendments to these policies.

Carry out critical analysis of all operations and services within the division, as directed by the Senior Waste Policy Officer & Senior Manager, Environmental Strategy, in order to identify best practise and optimum efficiencies.

Research and write reports on complex matters relating to waste policies, wasteflows or other related activities as requested by Senior Managers.

Ensure that any financial and budgetary aspects of projects and initiatives being undertaken by the postholder are controlled effectively.

Assist with preparing proposals and method statements to facilitate the implementation of strategic and operational improvements.

Assist management in monitoring the implementation and success of service improvements by the sourcing and provision of data on project results, savings and efficiencies.

Operate electronic and manual systems of processing, managing and maximising data associated with service improvements.

Provide support to the Senior Waste Policy Officer & Team Leaders in the execution of any reasonable request.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Strategic Projects Assistant

SECTION: Projects Team, Environmental Strategy

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Educated to HND level or equivalent in a relevant subject area, eg Environmental or Computer Science		Inspection of qualifications Interview\test
RELEVANT WORK/OTHER EXPERIENCE	Experience of Local Authority work gained within the waste, environmental or service review sectors Experience of working with statistical information Working knowledge of Microsoft packages including Office 365, Teams, Word, Excel	Experience of project work Experience of operational service review/ improvement review. Experience of waste & recycling initiatives and service provision. Experience in provision of Statutory returns\ commercial waste services	Application form / interview questions & answer analysis
PARTICULAR SKILLS/ABILITIES	Excellent organisational & development skills Good written & oral communication & workload co-ordinating skills, i.e. report writing & public liaison Numerical skills	Ability to identify continuous improvement. Good report writing skills Experience of providing presentations	Application form / interview questions & answer analysis
PERSONAL QUALITIES	Ability to work flexibly, on own initiative and as part of a team. Adopts a proactive, positive attitude - willing to assist others. Ability to handle pressure and meet deadlines Willingness to develop new skills and undertake training	Approachable.	Application form / interview questions & answer analysis
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to lift\ carry boxes\ equipment a reasonable distance (uphill, up stairs)	Full Driving Licence (Level 3)	Inspection of documents at interview