



## COUNCIL OF THE ISLES OF SCILLY

### ROLE PROFILE

Role Profile					
Job Title	Waste & Recycling Operative	Job No. (Office Use)		Grade (Office Use)	2
Business Unit	Place, Economy and Environment				
Team	Operational Services (Environment Service)				
Reports to (Job Title)	Waste Site Manager				
Suitable for Job Share (Y/N)			If No state reason		
Location	Isles of Scilly		Shift Pattern	As required	
DBS check required					

<b>Job Purpose</b>	<p>As a member of the Place, Economy and Environment business unit to support in the delivery of waste and recycling management services for the Isles of Scilly.</p> <p>Responsible for the effective and efficient delivery of waste management services in all aspects of waste, including reuse and recycling, of both domestic and commercial waste.</p> <p>The role is flexible to cover all aspects of waste management and includes supporting the collection of residual waste and recycling from properties across St Mary's processing and containerising material for disposal/recycling, assisting drivers with vehicle manoeuvring, carrying out vehicle and equipment checks, assist with maintenance and cleansing of kit and equipment, assist in delivery of waste containers to households and businesses,, supporting duties associated with weighbridge operations, providing front-line customer support to members of the public, and providing general assistance to the Waste Site Manager and Waste Site Supervisor to ensure the efficient and effective running of the Porthmellon Waste &amp; Recycling Site.</p> <p>Responsibility for delivering and maintaining high levels of customer satisfaction.</p> <p>To conduct all duties in a safe and proper manner as defined in the risk assessments and safe working practices.</p> <p>Support the wider delivery of the Council's operational services as and when required, under the direction and leadership of the Operational Services</p>
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	Manager. Provide accurate and current local knowledge/intelligence in relation to the management to help managers reach operational decisions.
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<b>Autonomy and Accountability</b>	<p>Working within an operational and local authority framework, work will be undertaken within council operational procedures and established procedures in respect of delivery.</p> <p>Dealing with routine work and the provision of functions which support the effective operation of the Council, within a challenging and often fluid environment. Assimilating and analysing information/intelligence from a range of sources.</p>
<b>Relationships and Communications</b>	<p>Build and maintain effective relationships with a wide range of Council officers, stakeholders and key partners to ensure that project/portfolio level issues are progressed and dealt with effectively and in a timely and efficient manner and that action is in line with Council policy.</p> <p>Represent the Council when working with the community.</p>

<b>Management of Resources</b>	<p>Due to the cyclical nature of the programme work, the role will involve ensuring that the council responds to changes in a way that does not compromise operational viability. This will include maintaining momentum and (self) motivation in adapting to changes in working.</p> <p>Contribute towards the delivery of core council services. The role will involve monitoring achievements against planned activity.</p> <p>The post holder will not have line management responsibilities.</p>
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<b>Working Conditions and Demands</b>	<p>Prioritise daily duties and, on occasion, various conflicting demands.</p> <p>Flexible approach to working hours.</p> <p>Ability to work alone during evenings and at weekends, with the collection of waste from public litter bins.</p> <p>Ability to work weekends to support operation of the Porthmellon Waste &amp; Recycling Site.</p> <p>Ability to be available out of hours to be on standby to cover all types of call outs in the event of an emergency as part of the Emergency Out of Hours on Call duty team.</p> <p>Handle commercially sensitive/protected information and data.</p>
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<b>Experience, Knowledge and Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience working in a physically demanding manual role.</li> <li>• Working in an outdoor environment</li> <li>• Experience and able to work effectively as part of a small team</li> <li>• Good customer service skills</li> <li>• High degree of awareness in respect of health and safety</li> </ul>
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**Commented [EW1]:** Think we need to say lone working somewhere as weekend work (litter collection) is. Also added the 'be on call' bit as per the Operational Services Review

**Commented [RT2R1]:** Ideal

**Commented [RW(oE3R1)]:** So do they work evenings to collect litter? I've changed it a bit - let me know what you think...

**Commented [EW4R1]:** Sorry just read what I said- meant evenings when 'on call' as part of the out of hours on call team

**Commented [EW5R1]:** Other than that think it's fine

**Commented [RW(oE6)]:** This is all part of the Grade 3 Driver/Operator role so shouldn't be in here.

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	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> <li>• A valid CPC card</li> <li>• Technical qualification in waste management or working towards or willingness to obtain a qualification (e.g. WAMITAB).</li> </ul>
<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>• Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>