# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Jennifer Close

Name

Organisation/

Human Resources

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

Telephone Fax number

02890 340084

Number

[humanresource@antrimandnewtownabbey.gov.uk](mailto:humanresource@antrimandnewtownabbey.gov.uk)

E-mail

Type of Opportunity

Secondment – Waste Management Lead Project Officer

**2. Details of hosting opportunity**

Description of opportunity

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| In the context of the Corporate Plan, the postholder will lead and manage allocated waste projects including:   * developing and implementing a programme plan to effectively and efficiently meet objectives of the Project, including planning project activities, identifying resource requirements, evaluating the implementation and progress of the project; * taking responsibility for procurement and management of services contracts and capital purchases relating to the projects; and, * providing analysis and outputs for evidence-based decision making, developing innovative solutions to improve timely implementation of the project and its objectives and enhancing service delivery. |

Main objectives of the opportunity

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| 1 | Ensure the full and effective development and implementation of Waste Projects, particularly the harmonisation of the kerbside collection scheme across the Borough. |
| 2 | Work with the Waste Strategy and Contracts Manager to prepare contract specifications and tender documents, and evaluate and award contracts in relation to the project and to directly supervise such relevant contracts as allocated to achieve project objectives. |
| 3 | Create and maintain project documentation including project plans, risk register and project spend, in order to measure and evaluate project performance, meet challenges of delivering the projects, ensuring projects are delivered in line with all targets and programmes of work and project objectives are maintained.   |  | | --- | |  | |
| 4 | Assist the Waste Strategy and Contracts Manager in establishing, leading and motivating Project Teams for project delivery, communications, service development, and continuous improvement, information sharing and training of staff. |
| 5 | Identify and apply for further funding opportunities for Waste Management projects that contribute to the successful change and continuous improvement of Council Waste Management Services. |
| 6 | Ensure compliance with the requirements of Council and funders including contracting, specification writing, evaluating, tendering and quotation systems and procedures as appropriate. |
| 7 | Liaise with the Waste Strategy and Contract Manager to ensure that the project budget allocated is appropriately managed within the agreed budget limits and timescales taking cognisance of the need to meet spend targets. |
| 8 | Establish and develop effective relationships with those involved in the governance of the project including funders and designated partners, managing claims for payment. |
| 9 | Provide reports as required to the Waste Strategy and Contracts Manager and Head of Service Waste Management, including any irregularities in programme expenditure and agree corrective actions liaising with Finance as appropriate. |
| 10 | Maintain financial records to aid in the application for funding claims and grant claims. |
| 11 | Take the necessary steps to achieve, monitor and report on project objectives set out in the approved business case and funding arrangements. |
| 12 | Establish and maintain a project monitoring system and records to extract and collate all monitoring information in line with funders’ requirements. |
| 13 | Advise and assist in the formulation of annual estimates of income and expenditure and monitor and control budgets. |
| 14 | Advise the Waste Strategy and Contract Manager, Head of Service Waste Management and Director of Operations as appropriate and report to/attend the appropriate Committee or Council meeting as required. |
| 15 | Participate as directed in the Council’s selection interview process. |
| 16 | Undergo such training as deemed necessary for the performance of the duties of the post. |
| 17 | Undertake any other appropriate duties as determined by Senior Management. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL QUALIFICATIONS**   * Degree or equivalent qualification at Level 6 on the Qualifications Framework in a relevant subject e.g. Waste Management, Project Management, Business Management etc.   **Consideration may be given to applicants who do not hold a relevant qualification but who can demonstrate a minimum of 3 years\* relevant experience as detailed below.**  **If you are applying for this post on the basis of a qualification which you consider to be a relevant equivalent qualification, you must provide specific evidence to demonstrate its equivalency in comparison to the qualification that was specifically detailed in the person specification. It is therefore your responsibility to demonstrate in your application how the qualification you possess is deemed equivalent to the qualification (s) detailed in the person specification. If requested, you must submit clear evidence in respect of the examining body which has verified its equivalency.**  **DESIRABLE QUALIFICATIONS**   * Hold professional membership in a relevant discipline * Hold a project management qualification (eg MSP practitioner or Prince2)   **ESSENTIAL EXPERIENCE**  At least 2 years’\* experience working in the waste sector in a role which required the co-ordination of work programmes to include the following:   * A track record of successful project management and leading project teams. * Carrying out procurement exercises and contract management * Engaging various stakeholders in a programme of work with a common goal * Budgetary management, including budget setting and monitoring   **ESSENTIAL SKILLS & ABILITIES**  • Ability to establish effective working relationships internally and externally including with funders, contractors, and other partner bodies  • Ability to work on own initiative  • Be able to demonstrate excellent organisational skills  **ESSENTIAL KNOWLEDGE**   * Knowledge of managing projects or facilities   **OTHER ESSENTIAL**   * Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full * Competent in the use of Microsoft Office and Windows Applications |

**4. Personnel: Please state below**

Who will the individual report to?

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| Lynsey Daly, Waste Strategy and Contracts Manager |

Who will be the individual’s line manager and/or reporting officer?

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| Lynsey Daly, Waste Strategy and Contracts Manager |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This secondment opportunity is for a Lead Project Officer, working under the direction of the Waste Strategy and Contracts Manager for the development and implementation of waste management projects, in particular the implementation of a harmonised kerbside waste & recycling collection service within the council area.  This is a key role, which will require the post holder to work effectively with key Council Officers as well as third parties.  This opportunity will benefit the individual and their organisation by developing project management skills, change management, and the implementation of high value projects (in excess of £2m). |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as funding is approved  **Duration**: 12 months with possibility of extension (subject to funding)  **Salary:** Antrim and Newtownabbey BC will meet salary and associated expenses. The salary range is £34k - £37k  **Location**: Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB  **Form of transport**: Travel may be required and the successful candidate should have access to a suitable form of transport.  **Further information**: Please contact Human Resource Department by email at: [humanresource@antrimandnewtownabbey.gov.uk](mailto:humanresource@antrimandnewtownabbey.gov.uk), 028 9446 3113.  **Selection**: Provisional dates for Assessment/Interviews for this post will be carried out week commencing 16 December 2019.  **Closing Date:** Applications must be submitted by 4.00pm on Monday 9 December 2019 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Jennifer Close** |

**Signed:**

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| **27/11/2019** |

**Date:**