# Hosting Proforma

Ards and North Down Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Christine Robinson

Name

Organisation/

Waste and Cleansing - Environment

Department

Town Hall

The Castle

Bangor

BT20 4BT

Address

Telephone Fax number

03000133333

Number

christine.robinson@ardsandnorthdown.gov.uk

E-mail

Fixed term secondment – Waste Resource and Contracts Manager - 2 years and may be extended for a further year

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| Ards and North Down Borough Council is seeking a Waste Resource and Contracts Manager. This is a fourth-tier post in the organisation, reporting to the Head of Waste and Cleansing Services. This manager is responsible for managing 9 Recycling Centres and 2 Waste Transfer Stations across the Borough and for development and implementation of re-use and recycling strategies to maximise the resource value of the Borough’s municipal waste  **Full Job description is attached at Annex A** |

Main objectives of the opportunity

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| * In conjunction with the Head of Service the postholder will develop and implement the service unit business plan and relevant policies and procedures * To maximise performance across the team including effective implementation of performance management processes * Manage and review team members’ performance with the aim of development of skills and knowledge * Ensure effective management of financial, human and physical resources and associated budgets in the delivery of the service * Comply with, and ensure that other staff comply with Council’s policies and procedures including those relating to health safety wellbeing and safeguarding * Work with head of service to ensure regular inspections across the service unit’s facilities. Implement an agreed planned maintenance programme to ensure facilities are of an excellent standard |

**3. Skills requirements**

What qualities, skills and experience are required from the individual

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| Essential  Degree or equivalent in a relevant subject area OR  3 years’ experience including the ability to manage a team effectively, ability to prioritise and manage conflicting work demands/financial management/project management/business improvement processes  Competent in the use of Microsoft applications    Access to a form of transport to fulfil the duties of the post    Desirable   * Additional relevant professional qualifications * Additional relevant experience |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Waste and Cleansing – Nigel Martin |

**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 is an excellent development opportunity for someone wanting to gain experience in a management role within local government and to develop skills in the area of Waste Resource and Contracts. |

**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 possible  **Duration**: 2 years, may be extended  **Location**: Environmental Resource Centre – Balloo Drive, Bangor  **Salary**: The Council will meet the salary costs. The salary range is PO6 which is  £42683 - £45591 per annum starting at £42683 per annum  **Further information**: Please contact Christine Robinson in Human Resources on tel:  Tel: 0300 013 3333 ext. 40761 or by email at: [Christine.Robinson@ardsandnorthdown.gov.uk](mailto:Christine.Robinson@ardsandnorthdown.gov.uk)  **Closing Date:** Applications must be submitted by **5.00pm on Friday 10 January 2020**.  **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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| Christine Robinson |

**Signed:**

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| **11 December 2019** |

**Date:**

**ANNEX A**

**JOB DESCRIPTION**

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| **JOB TITLE:**    **HIERARCHY:** | **WASTE RESOURCE & CONTRACTS MANAGER**    4TH level |
| **DIRECTORATE:**  **SALARY:**  **CAR USER STATUS:** | ENVIRONMENT  PO6 £42683 - £45591 per annum  Casual |
| **RESPONSIBLE TO:** | HEAD OF WASTE & CLEANSING SERVICES |
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| **RESPONSIBLE FOR:** | SEE LIST BELOW |
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# SERVICE UNIT RESPONSIBILITIES

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| 1. In conjunction with the Head of Service, to develop and implement a service unit business plan, and relevant policies and procedures in support of the Corporate Plan. |
| 2. To maximise performance across the team including effective implementation of performance management processes. |
| 3. To manage and review team members’ performance with the aim of development of skills and knowledge. |
| 4. To ensure the effective management of financial, human and physical resources and associated budgets in the delivery of the service. |
| 5. Comply with, and ensure that other staff comply with, Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding. |
| 6. Promote equality and diversity across all service areas through clear leadership, effective policy implementation and demonstrating appropriate behaviours in line with Council values. |
| 7. To work closely with the Head of Service to ensure the conduct of regular inspections across the service unit’s facilities. To implement an agreed planned maintenance programme to ensure that facilities are of an excellent standard. |
| 8. Through the Head of Service, to liaise with the Head of Legal Services to avail of legal services contracts in place for use. |
| 9. To work towards the achievement and/or retention of quality standards and/or standards of excellence and strive for continuous improvement. |
| 10. To meet set governance obligations, including legal, audit, procurement and financial regulations. |
| 11. To implement the agreed communication methodology your service unit. |
| 12. To ensure service unit specific performance indicators are effectively developed, measured, monitored and reviewed to ensure continuous improvement. |
| 13. To produce relevant management information as required by the Head of Service. |
| 14. To be available out of hours as necessary as part of the emergency planning response team. |
| 15. To ensure compliance with Council’s contracting, tendering and quotation systems/ procedures and ensure effective contract management within service unit. |
| 16. To review and update the service unit risk register. |
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| 17. To assist the Head of Service to prepare annual estimates of capital /revenue expenditure and income within the service unit. |
| 18. To carry out all specified, and any other relevant, duties to the highest of professional standards, protecting the reputation and ensuring the integrity of the Council at all times. |

# SERVICE AREA RESPONSIBILITIES

The services falling within the remit of this post will vary from time to time with the following reflecting the current situation.

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|  | **SERVICE UNIT : Waste Resource and Contracts** |
|  | Development and implementation of re-use and recycling strategies to maximise the resource value of the Borough’s municipal waste |
|  | Management of Council’s Waste Recycling Centres (9 No.) |
|  | Management of Council’s Waste Transfer Stations (2 No.) |
|  | Management and administration of Waste Treatment Contracts (Landfill, mixed dry recyclables, organics, waste haulage, bring bank service and WRC material  Contracts) |
|  | Administration and authorisation of statutory returns including WasteDataFlow and Waste Summary Returns |
|  | Development and management of Waste Education, Awareness and Communications Programmes |
|  | Developing and leading a continuous improvement culture within the service unit including meeting KPIs, corporate and service specific targets |
|  | Supporting and assisting other Service Unit Managers in the Environment Directorate to ensure the delivery of high quality services to the customer. |

**EMPLOYEE SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Degree or equivalent in a relevant subject area.    Or    3 years relevant experience as outlined below:  ability to manage a team effectively  ability to prioritise and manage conflicting work demands  financial management/project management/business improvement processes  Competent in the use of Microsoft applications | Additional relevant professional  qualifications |
| **EXPERIENCE** | 2 years’ relevant management experience within the service area  responsibilities listed for this post | Additional relevant experience |
| **Other** | * Access to a form of transport to fulfil the duties of the post * Competent in the use of Microsoft applications |  |

# CORE COMPETENCIES

* Managing Your Own Work/work of the team
* Communicating with Impact
* Problem Solving and Decision Making
* Achieving Results
* Continuously improving service

Please refer to the LGSC Competency Framework for Local Government for details of these competencies

[http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf](https://eur01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.lgsc.org.uk%2Ffs%2Fdoc%2Fpublications%2Fcompetency-framework-for-local-government.pdf&data=02%7C01%7CChristine.Robinson%40ardsandnorthdown.gov.uk%7Ceb73e525e01248bd093b08d769108311%7C39416dee5c8e4f5cb59d05c4bd0dd472%7C0%7C0%7C637093391940556951&sdata=BbwFJQUhX19s3VcwJWvcEU7gXCa8mNY%2BtMufHAFFVuU%3D&reserved=0)

You should refer to the operational and strategic positive indicators.