# Hosting Proforma

Lisburn & Castlereagh City Council (LCCC)

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Woods

Name

Organisation/

Lisburn & Castlereagh City Council

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

028 9244 7317

Number

[Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

**Waste Development & Communications Officer**

Fixed Term Contract – 1 Year

**2. Details of hosting opportunity**

Description of opportunity

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| This is a Fixed Term Contract for 1 year. The Officer will be expected to work 37 hours per week. |

Main objectives of the opportunity

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| As a member of the Waste Management Team the post holder will have specific responsibility in relation to community waste campaigns, communications, events and programmes, research/surveys/consultations, development of pilot programmes and identification of funding opportunities and will support the Waste Education & Promotions Officer as required to ensure development and implementation of best waste management practices and increased awareness and participation in the Councils waste management services. Delivery of these responsibilities may include working out of hours with due notice.  The post holder will be required to work closely with the Waste Services and Contracts Section in the delivery of a wide range of waste management services and to ensure the Council implements its Waste Management Plan and meets its strategic objectives as set out in the Departmental and Corporate Plan.  They will deputise for the Waste Policy & Development Manager, undertake any delegated functions and assume additional relevant duties including participation in the interchange of duties to cover annual leave & sickness absences. They will support activities within the Waste Services and Contracts Section as required and assist in the annual budgetary estimates process.  **Note:**  The Council reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **QUALIFICATIONS**  Degree or equivalent in a relevant discipline such as waste management, environmental science or geography  **EXPERIENCE**  A minimum of **three** years relevant experience in the waste management field which includes;   * Development and delivery of community engagement programmes * Development and delivery of communications plans * Working in a customer focused environment * Implementation and evaluation of waste collection services   Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of **five** years’ experience as above. |
| **KNOWLEDGE**  Knowledge of relevant legislation in the field of waste management.  Knowledge of Council services related to delivery of waste management plan objectives.  A clear understanding of the workings of local government and the wider environment and political context in which it operates.  Competent in the use of Word, Excel, Access, Outlook |
| It is essential that applicants hold a full (i.e. not provisional) and current UK driving licence and access to a car or \* have access to a means of transport which would enable the applicant to carry out the duties of the post. \*  \*Applies only to applicants who have a disability under the Disability Discrimination Act. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Noeleen O’Malley – Waste Policy and Development Manager |

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

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| Noeleen O’Malley – Waste Policy and Development 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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| **The opportunity will benefit the individual and organisation by:**  Developing good business relationships and sharing and enhancing employees’ skills.  Offering the employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting. |

**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 a suitable candidate has been identified and a release date agreed.  **Duration**: Fixed Term Contract for 12 Months  **Location**: The Lagan Valley Island, Lisburn BT27 4RL  **Salary Scale: Scale:** LCCC will meet costs and associated expenses and the salary scale is £26,999- £28,785.  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview   **Closing Date:** Applications must be submitted by 5.00pm on Friday, 6 March 2020 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**

**Signed**



**Date: 19 February 2020**