# Hosting Proforma

Lisburn & Castlereagh City Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Laura O’Connor

 Name

 Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

 Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

 Address

 Telephone Fax number

07554881607

N/A

 Number

Laura.O'Connor@lisburncastlereagh.gov.uk

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

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| **Waste Development & Communications Officer** **KEY PURPOSE OF THE JOB:**The post holder will be responsible to the Waste Policy & Development Manager within the Waste Management Section of the Technical and Estates Services Unit and will assist in the delivery of a range of services in the Waste Management Section within the Environmental Services Department. The postholder will have specific responsibilities 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 postholder 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. |

 Main objectives of the opportunity

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| **KEY DUTIES AND RESPONSIBILITIES**1. To assist with implementation of the Council’s Waste Management Plan, so as to meet the Council’s strategic objectives and statutory waste targets.
2. To plan, develop, implement, review and evaluate various waste diversion, reuse and recycling pilot programmes, campaigns and promotions, to promote and encourage sustainable waste management practices and increased diversion of waste from landfill.
3. Ensure the promotion of services associated with kerbside collections, civic amenity sites and bring recycling facilities is delivered through development of a range of communication tools and materials and to actively promote these services through development, implementation & evaluation of a comprehensive communications strategy and associated programme of activities.
4. Develop, deliver and evaluate a community engagement programme including demonstration schemes, initiatives to reduce contamination and to increase participation & capture rates and facilitation of community clean-up activities.
5. To develop and maintain contacts with community groups, statutory and non-statutory bodies and other stakeholders, so as to facilitate the implementation of the Council’s Waste Management Plan. To promote Council services and waste management issues through educational talks and visits using a range of communication tools, attend meetings of community groups, external bodies and organisations regarding the Council’s recycling services. To support the Waste Education & Promotions Officer in delivery of a schools education programme.
6. To research funding opportunities to promote and support Council services and where appropriate make applications for funding in accordance with the Council’s rules and procedures. To ensure that funding is administered in accordance with funding guidelines and that any conditions are complied with.
7. Assist the general public, other departments and public bodies with enquires and complaints in relation to the duties attached to this post. To introduce and manage customer care initiatives (e.g. Mystery Shopper exercises, customer surveys and performance improvement initiatives) to ensure high levels of service delivery are achieved and maintained.
8. To prepare relevant items for inclusion in reports to Senior Management, Council and Committees and to attend various meetings with a range of internal and external stakeholders as and when required.
9. Keep up to date with and recommend measures for implementation of relevant legislation relating to waste management including assisting with the development and implementation of policies, practices and procedures.To compile and maintain accurate records utilising Council databases and IT applications.
10. To prepare quotation/tender specifications and documentation for the procurement of goods and services relevant to the post and assist with evaluation, and award and management of contracts in accordance with the Council’s Procurement Policy, Guidelines and Procedures.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:**QUALIFICATION** **1.1** - Degree or equivalent in a relevant discipline such as waste management, environmental science or geography**EXPERIENCE** **1.2** - 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, they must demonstrate a minimum of five years’ experience as outlined in 1.2.**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

**GENERAL****1.3** - 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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| Noleen O’Malley, Waste Policy & Development Manager |

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

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| Noleen O’Malley, Waste Policy & 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:****Benefit to Individual**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.**Benefit to individuals employer**Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.**Benefit to Lisburn & Castlereagh City Council**Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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 is identified and a release  date agreed.**Salary Scale:** £27,741 - £29,577 per annum. LCCC will meet salary and  associated costs **Duration**: Fixed-Term until 30.06.2022 with possibility of extension **Location**: Blaris Ind Est 2, Altona Rd, Lisburn, BT27 5QB**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 24th**  **September 2021 to:****interchangesecretariat@finance-ni.gov.uk**\*NICS staff are not eligible to apply for this opportunity |

**7. Endorsement**

 **Interchange Manager**

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| **Laura O’Connor**  |

**Signed:**

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| **13 September 2021** |

**Date:**