

POST TITLE	DISPOSAL OPERATIONS MANAGER
DIRECTORATE	PLACE
SERVICE	NEIGHBOURHOOD ENVIRONMENTAL SERVICES/WASTE DISPOSAL AND CONTRACTS
RESPONSIBLE TO	NEIGHBOURHOOD ENVIRONMENTAL SERVICE MANAGER
NUMBER OF POSTHOLDER	2
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

Responsible to the Neighbourhood Environment Services Manager – Disposal and contracts, this role will play a key part in developing, implementing and managing efficient and safe operations in the network of waste infrastructure, covering depots, Waste Transfer Stations and Household Waste Recycling Centres.

Responsible for the effective daily management of a group of supervisors and staff within the waste disposal section of the Waste and Cleansing Service.

Expected to provide operational guidance in policy development and be responsible for leading the implementation of agreed policies at the front line.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Implementing the new infrastructure operating model across all sites
- Alignment of operational practices and safe working practices across all waste infrastructure sites
- Management of a strong health, safety, and compliance culture within the service relative to key legislative drivers.
- To hold responsibility for daily operations, duty holder and legislative duties and regular inspection of depots.
- Direct and motivate staff ensuring excellent customer service.
- Responsible for delivering an agreed Operational plan to realise cost efficiency, carbon savings and increased recycling.
- Monthly management and reporting against agreed service budgets
- Develop and implement contingencies to minimise disruption to situations impacting on service delivery and provision such as emergency situations, workforce disruption etc.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post will implement proposals relating to policy and procedures for the waste infrastructure service. The post will have oversight of daily operations and decision making.
- They should be qualified to COTC level 4, or obtain this qualification within 2 years of appointment. They should also undertake various courses as CPD on a regular basis during their employment.
- Effective staff, budget and stakeholder management will be required to deliver agreed operational objectives.
- Possess extensive knowledge of the full range of waste management and local environment functions equivalent to the achievement of a qualification at degree level in waste management or an environmental management-related subject.

- Aware of current legislation and developments in the field of waste and maintain up-to-date knowledge of industry best practice.
- The postholder must be able to demonstrate a thorough understanding of relevant Health and Safety legislation and best practice guidance.
- The postholder will be required to liaise with a wide range of internal and external stakeholders, including SEPA and the Health and Safety Executive. Matters will often be complex and may on occasions be contentious, requiring the postholder to exercise diplomacy, tact and sensitivity to resolve areas of conflict.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder will be exposed to some physical demands such as manual handling (20%).
- The postholder will be expected to undertake visits and spend time in facilities which may involve exposure to extreme odour, noise and weather conditions (20%).

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will be responsible for the co-ordination and management of the waste infrastructure service across the City.
- The post holders will each be responsible for approximately 30 staff, comprising 2 Team Leaders, 1 or 2 other supervisory level staff, who line manage 20 Disposal Driver Plant Operatives and 24 HWRC Operatives.

RESOURCES

- The postholders will be responsible for overseeing the development of sites and the use and maintenance of plant, to a value of approximately £750 000.
- Responsible for the proper use and safekeeping of a personal computer and for maintaining electronic and manual data, including sensitive contractual and financial information.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.