

Job Description

Commercial Officer

Reports to:	Head of Operations
Responsible for:	None
Total staff managed:	None
Working environment:	Office and depot based

Purpose of role

To support the Head of Operations in the effective delivery of the council's Corporate Plan priorities, strategies and major projects.

To be accountable for growing the council's revenue income within the scope of the Operations service and day-to-day management of the council's trade waste function.

To support the Council to achieve its Corporate Strategy vision that by 2021, Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

Key results areas

Corporate responsibilities

- To deliver the Corporate Plan priorities through the provision of highly efficient and effective council services.
- To work across the council as a member of the Operations team to achieve corporate and collective goals and contribute to the delivery of the council's objectives.
- To advise on matters of policy concerning commercial waste and recycling and to advise on their strategic development.

Operational responsibilities

- To have day-to-day responsibility for the management of the council's trade waste function, as well as external suppliers and contractors:
- To support the development of corporate policy and strategy on environmental issues.
- To provide good quality information to support the Service Manager, Waste and Recycling in managing and preparing financial budgets.
- To help identify and bid for external funding opportunities for the council.

- To develop and deliver the council's Waste Strategy underpinned by a high performing operations service which meets the needs of the council.
- To ensure resources are effectively utilised and that annual financial efficiency and income generation targets are met.
- To provide quotations to potential customers and promote the benefits of the council's service with respect to environmental performance in recycling and diversion from landfill, reliability, reliability and quality, accessibility and locality, and competitive rates.
- To build good relationships across the council with other service areas and with external voluntary organisations to deliver greater added value to operations outcomes.
- To maintain effective relationships with external partners, suppliers and contractors.
- To ensure the council is delivering good value for money and has effective governance around financial decision-making.
- To develop an effective organisational culture where services are high performing and staff exhibit the behaviours and values of the organisation.
- To positively promote commercial waste and recycling services by regular liaison with businesses, business representative groups, media and other associated bodies.
- To keep up to date with technical, policy and legal developments and to consider the possible impact on policy, finances and services.
- To develop the profitable growth of commercial waste services to support the financial challenges facing the council.
- To ensure appropriate work records are maintained to the required legal and service standards, observing data protection, privacy and confidentiality rules and procedures.

These may change subject to consultation with the postholder.

General Statement

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

Health and Safety at Work

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities and Accessibility

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Absence

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

Performance Management

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

Staff Development

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

NOTE: This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.