|  |  |
| --- | --- |
| **Job Summary** | **Wigan Council colour logo (45mm)** |
|  |
| **Waste Service Officer** |
|  |  |
| **Service:** | Waste Services | **Grade:** | G5 | **Salary:** | £18,152 to £21,317 |
| **Reporting to:** | Operational and Technical Manager | **Location:** | Makerfield Depot | **Hours:** | 37 hours |

|  |
| --- |
| **Your job** |
| Waste Services has embarked on a Waste Modernisation project; its aim is to transform delivery across all aspects of the service. This role is a 12 month secondment opportunity to support the Waste Services team during the project period. Your role will be to assist in the efficient and effective provision of business services within the Waste Group, including Environmental, Education and Enforcement Team, Waste Collection, Cleansing and Waste Management.  |
| **You will** |  | **Our culture** |
| As part of your role, on an ongoing basis, you will **√** assist in the planning and implementation of all waste and recycling collections and street cleansing programmes and related services to ensure optimum effectiveness and efficiency**√**assist in the implementation, application, maintenance and training of technology used by the service**√**be responsible for all data capture, ensuring systems are kept up to date and the reporting of results**√**be responsible for the production and presentation of management reports**√**support the procurement, implementation and monitoring of all waste contracts **√**Assist in the investigation and response to complaints and enquiries**√**Assist in ensuring that the Waste Group meets its statutory duties and obligations in the provision of the full range of the services provided |  | For us, it’s not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.**Be Positive…** take pride in all that you do**Be Accountable…** be responsible for making things better**Be Courageous…** be open to doing things differentlyIn addition to these, our managers are expected to display our **Be Wigan** behaviours. **Inspire**…lead by example and help others to see the big picture**Care…** show genuine concern for people as individuals and value their contributions **Engage…** I connect with others both within and beyond the organisation |

|  |  |  |
| --- | --- | --- |
| **Our ideal candidate** |  | **Staff Deal** |
| Our ideal candidate will have* Experience of working within a waste, recycling or cleansing service or similar multi-agency working environment
* Experience of data collection and able to produce quality reports
* Ability to analyse data and make meaningful conclusions and suggest recommendations
* Knowledge and experience of use of IT systems and new technologies to support business delivery
* The ability to make decisions and to break down problems
* The ability to deliver innovative solutions to the benefit of the service
* Good interpersonal and communication skills
* Good administrative skills, keeping accurate and timely records
* Ability to meet deadlines, whilst working under pressure with minimal supervision and on own initiative
 |  | Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you |