

## Kent County Council

### Job Description: *Fly-tipping Partnership Officer*

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| <b>Directorate:</b>    | <b>Growth, Environment and Transport</b>                           |
| <b>Unit/Section:</b>   | <b>Environment and Circular Economy / RMCE</b>                     |
| <b>Grade:</b>          | <b>KSF</b>                                                         |
| <b>Responsible to:</b> | <b>Assistant Director Resource Management and Circular Economy</b> |

### **Purpose of the Job:**

The Fly-Tipping Partnership Officer will lead the development, coordination and delivery of the Kent Fly-Tipping Action Plan, working collaboratively with local authorities, enforcement agencies, landowners, government bodies, contractors and community organisations to reduce fly-tipping and waste crime across Kent.

The role will provide dedicated programme management and partnership coordination for the countywide action plan developed following the Kent Fly-Tipping Conference. The post holder will oversee delivery of agreed actions, monitor progress and performance, develop evidence-led prevention initiatives and support partners to identify opportunities for improved intelligence sharing, enforcement, engagement and behaviour change activity.

The role will act as a key point of contact for fly-tipping prevention and partnership activity in Kent and will help ensure the county maintains a coordinated and effective approach to tackling fly-tipping and associated waste crime.

### **Main duties and responsibilities:**

1. Lead the development, implementation, monitoring and review of the Kent Fly-Tipping Action Plan, ensuring agreed actions are translated into deliverable work programmes with clear ownership, resources, milestones and outcomes.
2. Support countywide partnership activity to tackle fly-tipping, working with district councils, the Environment Agency, Kent Police, landowner organisations, government bodies and other stakeholders as required.
3. Establish and support governance arrangements for delivery of the Action Plan, including organising partnership meetings, workstreams, reporting processes and performance reviews.
4. Develop and manage projects and initiatives relating to fly-tipping prevention, behaviour change, engagement and communications.
5. Gather, analyse and interpret performance data and stakeholder feedback to identify priority areas for action and opportunities for service improvement.
6. Develop evidence-based recommendations and business cases to support the implementation of innovative approaches to reducing fly-tipping and waste crime.

7. Support the design, commissioning and evaluation of communications and behaviour change campaigns aimed at reducing fly-tipping, promoting responsible waste disposal and increasing public awareness.
8. Build and maintain effective relationships with internal and external stakeholders, acting as a trusted advisor on fly-tipping prevention, partnership working and programme delivery.
9. Represent Kent County Council and the partnership at local, regional and national meetings, conferences and working groups as required.
10. Prepare reports, briefings, presentations and updates for senior managers, elected Members, partners and funding bodies.
11. Support the identification and pursuit of external funding opportunities and assist with funding applications, monitoring and reporting requirements.
12. Monitor project budgets and expenditure, ensuring activities are delivered efficiently and in accordance with financial and procurement procedures.
13. Maintain an up-to-date understanding of legislation, policy, research and best practice relating to fly-tipping, waste crime, environmental enforcement and behaviour change.
14. Undertake any other duties commensurate with the grading and responsibilities of the post.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Fly-tipping Partnership Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>• Educated to NVQ Level 3 (A level) or equivalent in a relevant field or equivalent relevant professional experience.</li> <li>• Qualification in environmental management, waste management, project management, criminology, community safety, public policy or a related discipline, or equivalent experience.</li> <li>• Project management qualification or willingness to work towards one.</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• Experience of leading and coordinating projects, programmes or service improvement initiatives.</li> <li>• Experience of working with multiple organisations and stakeholders to achieve shared outcomes.</li> <li>• Experience of analysing and interpreting data to inform decision making.</li> <li>• Experience of developing reports, action plans and performance information for senior audiences.</li> <li>• Experience of delivering engagement, behaviour change or communication initiatives.</li> <li>• Experience of managing competing priorities and delivering work with limited supervision.</li> </ul>                                                                                                          |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Excellent partnership-building and stakeholder management skills.</li> <li>• Strong programme and project management skills.</li> <li>• Ability to influence and negotiate with a wide range of organisations and professional groups.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Ability to translate strategic objectives into practical delivery plans.</li> <li>• Ability to present complex information clearly and confidently.</li> <li>• Strong organisational skills and ability to manage multiple workstreams simultaneously.</li> <li>• Competent in the use of Microsoft Office and performance reporting systems.</li> </ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>• Good knowledge of fly-tipping, waste management and environmental issues.</li> <li>• Understanding of local government operations and partnership working.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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|                                            | <ul style="list-style-type: none"> <li>• Understanding of behaviour change approaches and community engagement techniques.</li> <li>• Knowledge of performance management, project governance and continuous improvement principles.</li> <li>• Awareness of legislation, policy and guidance relating to waste crime, environmental enforcement and waste management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks<br/> <b>Curious</b> - constantly learning and evolving<br/> <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all<br/> <b>Working Together</b> - building and delivering for the best interests of Kent<br/> <b>Empowering</b> - our people take accountability for their decisions and actions<br/> <b>Externally Focused</b> - residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p> |