

## Kent County Council

### Job Description: Waste Asset Officer

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Environment and Circular Economy</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Operations Manager</b>

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

The Waste Asset Officer will manage small, medium, and large maintenance and upgrade works across our existing waste infrastructure, focusing on improving service delivery through increasing opportunities for reuse and recycling via developing opportunities within our existing infrastructure, this will additionally involve managing contracts.

This role involves hands-on project management and organisational support within the existing project/programme management framework. The officer will work with external partners, contractors and internal staff across the Environment and Circular Economy division, engaging with various project delivery personnel.

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

1. Manage and oversee small, medium, and large maintenance and upgrade works across existing waste infrastructure to ensure efficient and effective service delivery. Performance managing contractors and ensuring value for money is evident.
2. Identify, recommend and implement improvements to existing infrastructure, aiming to enhance efficiency, sustainability, and customer satisfaction.
3. Develop and produce a network-wide Asset Management Plan to ensure the efficient and effective management of all assets, including the identification, assessment, and prioritisation of asset needs through Planned Preventative Maintenance, lifecycle management, risk mitigation, aligning to budget and regulatory requirements.
4. Coordinate and implement project activities at local and county levels, ensuring targeted and effective action plans are produced, using project management techniques, ensuring cost-effective use of resources with projects being delivered within the affordability envelope.
5. Ensure that Health and Safety needs are met to site specific and project standards, and that contractors and the public are safe during any works to sites.
6. Develop technical and relevant knowledge to brief and advise staff at all levels, including senior managers and on occasion Members, concerning project progress, giving presentations and providing written reports as required, to ensure that they are fully informed at each stage of the project.
7. Undertake research and analysis to meet project objectives including the collation and presentation of data and evidence. Monitor and evaluate the progress of projects against the plan, evaluating progress and identifying scope for improvement or any problems or constraints as determined by legislation and national and local initiatives to develop project briefs which support agreed and changing objectives.

8. Identify and introduce sustainability initiatives or improvements into projects to reduce the environmental impact of waste management operations.
9. Seek opportunities to expand and maintain the stakeholder network to ensure good practice is shared within and across the organisation.
10. Carry out any other duties as required commensurate with the responsibility and grading 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.

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## Person Specification: Waste Asset Officer

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>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ level 4 or equivalent experience in a relevant field</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working in teams with a range of partner organisations and agencies</li> <li>• Experience of working with contractors</li> <li>• Experience of infrastructure, waste assets, environmental or sustainability related project work, including working on projects of significant complexity and cost.</li> <li>• Experience managing small, medium and large projects.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to analyse and research information to inform project decision making</li> <li>• Ability to plan and prioritise workload to meet deadlines and to work with minimum direction with a proven track record in planning and delivering project activity</li> <li>• Excellent communication and interpersonal skills and a proven track record of working well within teams and building effective working relationships with internal and external stakeholders.</li> <li>• Commitment to equalities and promotion of diversity in all aspects of work</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of project management principles, techniques and best practice</li> <li>• Good understanding of data gathering and business analysis approaches, data usage and presentation (for example structuring data in a meaningful way)</li> <li>• Knowledge of wider challenges and opportunities faced by the public sector and KCC in the environment, sustainability or waste field</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 and want people that are flexible and agile  <b>Curious</b> - constantly learning and evolving  <b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p>

	<p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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