

Directorate: Growth, Environment and Transport
Unit/Section: Resource Management & Circular Economy
Grade: KR9
Responsible to: Environmental Infrastructure & Compliance Manager

Purpose of the Job:

To provide professional guidance of environmental compliance and monitoring to support the development of strategic policy and environmental protection projects, by undertaking analysis and taking account of a range of influences – legislative, regulatory standard and technological solution. To play an active role in enhancing and delivering key projects within the Divisional and those with Service Level Business plans.

Main duties and responsibilities:

1. Support the Environmental Infrastructure & Compliance Manager with the development of professional new and existing project to support the management of Waste & Environmental infrastructure in Kent. Commission and review data to understand and design solutions as a consequent of wider implications related to forthcoming national legislation and growth. Support the commissioning of research into best practice, techniques, and solutions. Lead on the commissioning of market engagement and review, through participation of professional bodies. Develop projects innovatively and strategically to influence the sustainable infrastructure for the management of Kent's municipal waste.
2. Manage projects and monitor budget expenditure to deliver the Waste Management Service Level Business Plan and Waste Disposal Strategy. Lead on research into the management of environmental compliance systems. Work with partners and influence partnerships that form part of the development of multi-agency agreements such as the Environment Agency and other regulatory bodies. Analyse the data and information gathered to deliver reports and presentations for senior managers in the Division, Members and others on the issues, findings, opportunities and risk mitigation.
3. Commission surveys, market reviews and use technical analysis data and tools to inform future developments, projects, and work streams. Commission, monitor and manage contractors for compliance with targets, contractual obligations, and performance indicators; escalating any actions or decisions required to the Environmental Infrastructure & Compliance Manager.
4. Assist the Environmental Infrastructure & Compliance Manager in monitoring the outputs and outputs of closed landfill monitoring. Map the successful delivery and highlight issues of concern and where appropriate identify solutions in the short and medium term.

5. Review and prepare considered approaches to Government consultations and legislative change. Take the lead for identifying best practice through technical consultancy and other professional bodies to ensure that the Division has the most appropriate intelligence, strategies and objectives to manage the development of the business in the medium and longer term.

6. Keep abreast of emerging legislative and regulatory changes and developing technologies that affect wider delivery of service. Advise and propose policy or operational changes to senior management to ensure ultimate compliance as well as highlighting service risks and opportunity.

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: *Business Development 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.

	CRITERIA
Qualifications	Educated to NVQ level 4 or equivalent experience in Waste Management
Experience	Experience of working in local government or similar environment Experience of working in waste management Experience of data analysis and review, and presenting/communicating information, reports and recommendations to senior officers and Members
Skills and Abilities	Excellent communication skills:, both written, and verbal and presentation skills to communicate with people at all levels Strong organisational and administrative skills Excellent ability to undertake technical research, analyse and interpret complex data and information and apply this to the Service Ability to build relationships across organisation boundaries and work collaboratively with others Good computer literacy Drive, highly motivated and able to work as part of a team and individually Ability to make recommendations to design policy and new operational procedures
Knowledge	Knowledge of national waste management legislation Good understanding of customer care principles and practices Good technical knowledge of Waste Industry
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making</p>