

## JOB SUMMARY

|                     |   |                  |           |                                |           |                         |              |
|---------------------|---|------------------|-----------|--------------------------------|-----------|-------------------------|--------------|
| <b>Post Title</b>   | <b><i>Recycling and Waste – Data and Compliance Officer</i></b>         |                  |           |                                |           |                         |              |
| <b>Job Family</b>   | <i>Partnership, Commissioning and Contracts</i>                         | <b>Pay Range</b> | <i>09</i> | <b>Line Manager to others?</b> | <b>No</b> | <b>Role profile ref</b> | <i>PCC09</i> |
| <b>Service Area</b> | <i>Waste, Environment &amp; Planning – Commercial and Business Team</i> |                  |           |                                |           |                         |              |
| <b>Line Manager</b> | <i>Commercial and Business Team Lead</i>                                |                  |           |                                |           |                         |              |
| <b>Location</b>     | <i>County Hall / Agile</i>  |                  |           |                                |           |                         |              |

### **Job Purpose**

This role is pivotal in ensuring the legal and financial compliance and data management for the council's 25-year Public Private Partnership Waste Contract. The Recycling and Waste Data and Compliance Officer is accountable for the accuracy and timeliness of waste data reporting, legal compliance with waste regulations and permitting, and monitoring compliance of waste destinations and duty of care.

Key responsibilities include ensuring the completion of quarterly Waste Data Flow Reports and Fly Capture reports, providing precise and timely data to support local authority returns for the Extended Producer Responsibility Scheme. The role involves maintaining compliance with waste regulations and permitting, ensuring all relevant permits and permissions are adhered to. Auditing Service Provider data to verify adherence to contract terms and overseeing financial aspects related to waste management services are crucial to ensure budgetary compliance and monitor the impact of waste mass flow on financial performance. Promoting environmental sustainability by ensuring all waste management practices comply with legal and regulatory standards is also a key outcome.

### **Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**

- **Data Analysis:** Proficiency in gathering, analysing, and interpreting waste management data from the Service Provider to ensure accurate reporting to government to ensure improved data-driven decision-making, leading to compliant waste data returns to DEFRA and maximised income from packaging producer scheme and enhanced service delivery.
- **Attention to Detail:** Complete all regulatorily required reports with precision and timeliness to ensured compliance with regulatory requirements, contract performance terms and payment to the Contractor.
- **Waste Sector Regulatory Knowledge:** Understanding of environmental and waste regulations and compliance requirements, including waste permits and relevant environmental and planning permissions/consents to ensure all waste management activities are conducted within contractual and legal frameworks, promoting sustainable practices.
- **Legal and Regulatory Compliance:** Maintaining strict adherence to waste regulations and permitting, ensuring that the Service Provider is legally and contractually compliant with site permitting and waste offtake through to end of waste, ensuring reduced legal risks and ensured consistent service quality, fostering trust and reliability in waste management operations.
- **Financial Acumen:** Skills in monitoring financial performance and waste mass flow budgets related to waste management services and understanding the waste mass flow and its impact on financial fluctuations. Supporting enhanced budget management and financial stability in the delivery of the Waste Contract.
- **Audit Expertise:** Experience in auditing Service Provider data, permits, waste tracking, and duty of care to ensure contract compliance and adherence to regulatory standards ensuring improved contract compliance and regulatory adherence, ensuring accountability and transparency.
- **Commercial Contract Skills:** Proficiency in negotiating and supporting commercial contracts to ensure compliance with service agreements. Ability to support contract disputes and ensure service providers meet contractual obligations.

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| <ul style="list-style-type: none"> <li>• <b>Communication:</b> Effective communication skills to collaborate with local authorities, service providers, and internal teams ensuring collaboration and coordination, leading to more efficient and cohesive waste management operations.</li> </ul> |  |                  |                  |
|--|--|------------------|------------------|
| <b>Knowledge, Skills and Experience</b>  |  |                  |                  |
| <b>Role Profile requirements.</b>  | <b>Job specific examples.</b><br>(if left blank refer to left hand column)   | <b>Essential</b> | <b>Desirable</b> |
| Relevant practical experience within the service or a related area demonstrating evidence of appropriate level of knowledge.   | <i>Skilled in data monitoring, analysis and reporting to a high standard within required deadlines.<br/>Being conscious of resources including physical resources and budgets and understanding how commercial principles can be applied to your role.</i>   | <b>E</b>         |                  |
| Extensive knowledge of the systems, policies, processes and regulations relevant to the work area  | <i>Able to confidently collate, record, process, analyse and interpret information / data to support business requirements using the appropriate systems. Produce reports / documents / recommendations and / or action results as required to internal and external and statutory stakeholders.<br/>Ensuring statutory record keeping and reporting is maintained.</i>  | <b>E</b>         |                  |
| Considerable knowledge of the service provided in own area.  | <i>Must be able to utilise existing analytical and data skills to quickly be able to understand the statutory requirements for waste data reporting, identify trends and deliver specialised recommendations to senior managers.<br/>Monitor and report on performance / service standards within recycling and waste as required. Support the analysis of information and identify issues for further review.</i> | <b>E</b>         |                  |
| Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences / developments.   | <i>Understanding the budgeting and financial processes of contracts within a waste context</i>   |                  | <b>D</b>         |
| Good ICT skills including use of Microsoft applications and specialist systems.  | <i>It is expected that this role will be highly conversant in MS Excel, Power BI and data systems</i>  | <b>E</b>         |                  |
| Good verbal and written communication skills with the ability to explain information in a way that a non-specialist can understand.  | <i>Must be able to communicate complex information to a range of stakeholders internally and externally in a professional and concise format to support business and commercial needs.</i>   | <b>E</b>         |                  |
| Proven ability to build relationships and engage successfully with stakeholder community.  | <i>This role will require a confidence approach to managing service providers and engaging with legal and commercial discussions regarding data and compliance.</i>  | <b>E</b>         |                  |
| Proven ability to identify and resolve problems.   | <i>Quality, performance and / or other management information must be provided accurately to the required timescales. Supplier / delivery partner</i>  | <b>E</b>         |                  |

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|   | <i>performance is monitored and issues identified with proposed solutions. Appropriate action is taken to address issues or escalate as necessary. Value for money is achieved for the Local Authority.</i>                             |                  |                  |
| Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.  | <i>This is a dynamic and constant working environment that will require strong self organisational skills and resilience.</i>   | <b>E</b>         |                  |
| Good literacy and report writing skills.  | <i>Reports will be required with interpretation and analysis for stakeholders and business.</i>   | <b>E</b>         |                  |
| Good numeracy and analytical skills. Accurate with good attention to detail.  | <i>Core requirements to be data conversant</i>  | <b>E</b>         |                  |
| Experience of financial processing and / or budget monitoring.  | <i>Business processes of both the local authority and the service provide will need to be balanced and value for money achieved.</i>  | <b>E</b>         |                  |
| May have experience of contributing to project planning and delivery.   | <i>Roles in projects relating to this services area will be part of the role and require a working knowledge of project structures.</i>   | <b>E</b>         |                  |
| <b>Qualifications</b>   |   |                  |                  |
| <b>Role Profile requirements.</b>   | <b>Job specific examples.</b><br>(if left blank refer to left hand column)  | <b>Essential</b> | <b>Desirable</b> |
| Educated to level 6 standard in Environmental Science or Sustainability, Waste and Resource Management or able to demonstrate equivalent experience.  | <i>Equivalent experience related to waste resource management would be considered as demonstrable experience in data gathering, analysis, interpretation and presentation as well as recommending service and process improvements.</i> |                  | <b>D</b>         |
| Educated to level 4 standard in Environmental Science or Sustainability, Waste and Resource Management or able to demonstrate equivalent experience.  | <i>A working knowledge of performance management in contractual contexts<br/>Commercial knowledge of performance monitoring and challenge to service providers where not performing.</i>  | <b>E</b>         |                  |
| Relevant professional qualification in waste and resource management or waste legislation - or working towards this.  | <i>To ensuring better compliance with environmental regulations</i>   | <b>E</b>         |                  |
| May require relevant certifications including evidence of fluency in English language.  | <i>Fluency in English, both written and oral is essential for this role to communicated with a range of stakeholders and write high quality reports that interpret data for a range of audiences.</i>                                   | <b>E</b>         |                  |
| <b>Other Requirements</b>   |   |                  |                  |
| <ul style="list-style-type: none"> <li>• <b>Attention to Detail:</b> <i>Demonstrates meticulous attention to detail in all aspects of data collection, reporting, and compliance.</i></li> <li>• <b>Integrity:</b> <i>Maintains high ethical standards and integrity in handling sensitive data and ensuring compliance with regulations.</i></li> <li>• <b>Proactivity:</b> <i>Takes initiative to identify and address potential issues before they become</i></li> </ul> |   |                  |                  |

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problems, ensuring continuous improvement in waste management practices.

- **Collaboration:** Works effectively with team members, stakeholders, and external partners to achieve common goals and improve service delivery.
- **Adaptability:** Shows flexibility and adaptability in responding to changing regulations, requirements, and organizational needs.
- **Problem-Solving:** Exhibits strong problem-solving skills to address challenges in data accuracy, compliance, and financial monitoring.

## Organisation Structure (optional)

