

JOB SUMMARY

Post Title	Waste and Recycling Contract Monitoring Officer						
Job Family	PCC	Pay Range	09	Line Manager to others?	Yes	Role profile ref	PCC09
Service Area	Waste and Public Realm						
Line Manager	Service Manager for Waste and Public Realm						
Location	County Hall, High Street, Newport PO301UD						

<p>Job Purpose</p> <p>Support the Waste and Public Realm Service Manager in monitoring the Waste Public-Private Partnership (PPP) contract. Assist in performance analysis, contract monitoring, and delivering the council's waste services to meet statutory obligations as a waste collection and disposal authority.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</p> <ul style="list-style-type: none"> • Contract Support: Assist in the management and monitoring of the Waste PPP contract to ensure compliance with contractual obligations. • Performance Monitoring: Support the evaluation of contract performance and ensure provisions are met including health and safety monitoring of the contract delivery. • Infrastructure Support: Aid in the management and monitoring of waste infrastructure projects and associated capital programs. • Reporting: Contribute to the preparation and delivery of performance and risk reports to the Senior Managers and Committees. • Project Assistance: Help identify, develop, and manage projects that generate income from council assets, attract investment, and reduce budgetary pressures. • Campaign Evaluation: Support the monitoring and evaluation of waste, recycling, and minimisation campaigns to ensure continuous improvement and progress towards national targets. • Team Collaboration: Work closely with the Waste and Recycling Management team to support overall service delivery. • Waste Data Flow Reporting: Ensure accurate and timely reporting of waste data flow to relevant stakeholders.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant practical experience within the service or a related professional area demonstrating evidence of appropriate level of knowledge.	<i>Minimum two years in waste or a similar regulatory environment in a local government context including a working knowledge of relevant legislation, national policy/strategy and best practice guidance.</i>	E	
Extensive working knowledge of relevant processes and systems.	<i>Knowledge of relevant legislation relevant to a Waste Collection Authority (WCA) and Waste Disposal Authority (WDA)</i>		D
Practical understanding of the range of services provided within area of specialism and their contribution to overall organisational performance.	<i>Knowledge of Waste and Recycling Partnership Contracts and experience monitoring contractual matters. It would be helpful if the candidate had some experience of working in the context of a contract with a performance driven output</i>	E	

JOB SUMMARY

	<i>specification.</i>		
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Substantive experience working with a range of complex ICT systems. Experience with analysing and reporting data</i>	E	
Good communication and interpersonal skills with the ability to engage effectively with a range of audiences and explain specialist information in a way which a non-specialist can understand.	<i>Good ability to communicate contractual matters to a range of internal stakeholders including senior managers, directors, elected members, external bodies, partners, providers and the general public.</i>	E	
Proven ability to build relationships and engage successfully with stakeholder community.	<i>Experience in managing difficult customers / stakeholders, with for example escalated complaints or sensitive issues.</i>	E	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Experience monitoring and challenging compliance with required contractual standards.</i>	E	
Good literacy and report writing skills,	<i>Good ability to communicate contractual matters to a range of internal stakeholders including senior managers, directors, elected members, external bodies, partners, providers and the general public.</i>	E	
Good numeracy and analytical skills. Accurate with good attention to detail.	<i>Experience monitoring and challenging compliance with required contractual standards.</i>	E	
Experience of planning and managing project delivery.	<i>Experience working with projects to deliver change and savings.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to level 4 standard or able to demonstrate equivalent experience.	<i>Must be proficient in written English</i>	E	
Relevant professional qualification - or working towards this.	<i>e.g project management, waste, or data analysis</i>		D
May require relevant certifications including evidence of fluency in English language.	<i>Must be able to respond professionally verbally and in writing to customers and professional colleagues</i>	E	
Other Requirements			
<i>Maximum flexibility in the event of emergencies to support response or recovery (e.g flooding recovery)</i>			
Organisation Structure (optional)			

JOB SUMMARY

--