

West London Waste Authority

Job Description



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| Job Title: | Project Director |
| Responsible To: | Managing Director |
| Responsible For: | One financial modeller / analyst |
| Main Function of Job: | To work for West London Alliance and West London Waste Authority to develop and deliver a joint municipal collection strategy in West London including household collections of multiple waste streams, fly-tipping, bulky waste collections, and interface with street cleansing operations. |
| Salary: | £60,000 pa |
| Budget Responsibility: | £200,000 pa |
| Basic Hours: | 36 hours per week |
| | Principal location: Head Office, West London Waste Authority, Civic Centre, Lampton Rd, Hounslow |

Duties & Responsibilities

1. To assist the Managing Director and the West London Alliance with the development and delivery of a new joint municipal waste management strategy (JMWMS 2020) for West London.
2. To collect data relating to existing collection arrangements in six boroughs, create cost models using financial models / budgeting techniques and interpret and present data and conclusions.
3. To develop a new joint collections model, identifying collection and disposal authority interface improvements and ensuring cost savings are seen in all boroughs.
4. To source, engage and manage internal and external professional advisory teams covering areas such as waste flows, finance, collection and disposal operations, commercial arrangements.
5. To develop and manage strong customer relationships with WCA Borough Officers, including Heads of Service and Finance Managers to negotiate changes and impacts, service changes and develop robust outline business cases with the relevant stakeholders.
6. To identify synergy savings within multiple complex waste and recycling arrangements including making recommendations to the Board and ensuring that all changes to service provision and all associated activities are understood by the relevant stakeholders.

7. To develop a project specification for joint working including payment mechanisms and a timetable for delivery.
8. To create and maintain the project risk registers, manage and co-ordinate the response to all project actions and maintain an Actions Log coordinating the activities of all Partners involved in the project.
9. To recommend and deliver service changes which will increase recycling and composting rates to 65% and make cost savings across the WLWA area.
10. To monitor and evaluate the effect of commercial developments in West London and the South East UK which will have an impact upon developing projects and business cases.
11. To develop a strong interface with waste disposal projects in development, taking account of waste flow planning for the Authority. To jointly with the Senior Contracts Manager maintain a project program which integrates all the projects, waste flows and commercial understanding, reporting to the Borough Partnership and Board.
12. To liaise with external bodies and Defra on the projects.
13. To give advice on waste collections risks and opportunities, offer recommendations and prepare reports for West London Waste Authority and the West London Alliance Environment Directors Board.
14. To undertake other duties as required.

PERSON SPECIFICATION:

VALUES AND BEHAVIOURS

| Values and Behaviours | Recruitment and Selection | |
|---|---------------------------------|---|
| | Essential (E), Desirable (D) | Assessed by; Application (A), Interview (I), Test (T), Certificate (C) or Other (O) |
| I ensure the needs of different communities are understood and addressed | E | A, I |
| I challenge others, and deal with challenges in an honest and constructive way | E | A, I |
| I am a role model for the Authority's behaviours and lead by example | E | A, I |
| I make decisions within the scope of my authority, rather than refer them up the line | E | A,I |
| I take responsibility for making sure that taxpayers' money is spent effectively | E | A, I |
| I make sure I know what others are doing in order to do my job well | E | A, I |
| I am flexible in my work and can change what I'm doing in order to meet priorities | E | A, I |
| I treat everyone fairly, with respect and value differences. | E | I |
| I do what I say I will do, when I've promised to do it, or let people know why not. | E | A,I |

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

| Qualifications | Recruitment and Selection | |
|--|---------------------------------|--|
| | Essential (E), Desirable (D) | Assessed by; Application (A), Interview (I), Certificate (C), |
| Strong academic qualifications in business, environmental or science subjects | E | A, I, C |
| To hold a relevant project management qualification | D | A, I, C |
| Experience | Recruitment and Selection | |
| To have extensive experience of bidding municipal waste management collections contracts | E | A,I |
| To have experience of bidding or managing joint municipal collections contracts or operations | E | A,I |
| To be experienced in pitching bids and business cases at Board level, managing multiple senior stakeholders | E | A,I |
| To be an experienced project or team leader with a strong vision of how the services we provide need to develop. | E | A,I |
| To be proficient in articulating project service goals, performance targets. | E | A,I |
| To have excellent oral and written communication skills | E | A, I |
| Experience of managing change with the ability to challenge, inspire, enable, and encourage others | D | A,I |
| To have experience of managing budgets and operational staff, including contractors | D | A,I |
| To demonstrate strong problem solving skills and have the ability to respond flexibly, re-prioritising work as necessary | E | AI |
| Demonstrable knowledge of relevant legislation for waste, Health & safety, contracts and procurement | D | AI |