

West London Waste Authority

Job Description

Job Title:	Waste Minimisation Operative
Responsible To:	Chargehand
Responsible For:	No supervisory responsibilities
Main Function of Job:	To ensure the safe and efficient delivery of a positive user experience whilst maximising the treatment of waste as a valuable resource.
Salary:	Scale 4/sp7-11 £22,067 - £23,724 (Incl. London weighting)
Basic Hours:	36 hours per week This job is subject to a rota that coincide with the open and closed days on the HRRC

Duties and Responsibilities:

1. To promote waste as a valuable resource to the public.
 - a. Communicate information about relevant topics including waste minimisation and recycling
 - b. Provide information about relevant services from the council
 - c. Support the circular economy by diverting items for re-use
 - d. Encouraging individuals to make positive changes to reduce their carbon emissions
2. Suggest implement and Support delivery of improvement projects to the HRRC and waste minimisation projects.
3. Collecting data and information through conversations, surveys and questionnaires including the use of devices, apps and other appropriate technology.
4. To meet and greet members of the public and all users of the site in a friendly and informative manner, and to manage the flow of customers through the site to maximise user experience and separation of good quality materials.
5. To carry out all duties in a responsible and professional manner, work collaboratively with colleagues and show initiative and flexibility in meeting the necessary priorities so as to enhance the efficiency of the site operations.
6. To maximise separation of materials (using machinery where required) in to individual streams and ensure that charges to site users are levied when appropriate.
7. To be adaptable/flexible and prepared to undertake duties and/or working patterns to provide efficient, Complaint and Customer focused service, including maintenance duties, operation of the weighbridge, Operation of mobile plant etc.
8. To keep the site a clean, tidy and engaging place for residents to visit and use effectively

9. The post holder must be physically fit.
10. To be familiar with and comply with West London Waste's Health and Safety Policy and all procedures and requirements contained therein, including the use and wearing of PPE at all times, and to perform all duties so as not to prejudice the health and safety of self and any other users of the site, including all colleagues.
11. To ensure that all dangerous occurrences, incidents or accidents are reported immediately to the duty supervisor / chargehand.
12. To be familiar with and observe the requirements of West London Waste's Equal Opportunities Policy.
13. To perform any other duties or responsibilities as reasonably may be requested and that do not exceed the skills and abilities required of the post and/or post holder, including flexibility to work on other HRRC sites.

West London Waste Authority is continually reviewing its structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

PERSON SPECIFICATION: Waste Minimisation Operative

VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Other (O)
I am flexible in my work and can change what I'm doing in order to meet priorities	E	I
I treat everyone fairly, with respect and value differences.	E	A,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

Experience	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Other Test on-site (O)
Experience of dealing with a wide range of people in a polite and helpful manner, including members of the public	E	A, I
Working knowledge of appropriate health & safety requirements and practices	E	A, I
To be an excellent team player	E	A, I
Able to use tablets and computers to record data on a variety of different software's or have a willingness to learn.	E	A, I
Physically fit and able to lift heavy equipment and materials, in potentially awkward positions and exposure to difficult weather conditions, when required	E	I I
Undertake weekend and Bank Holiday working, on a rota basis	E	A, I
Prepared to work at any HRRC facility	E	
Experience of working co-operatively with others within a multi-skilled environment	D	A, I
Previous experience of working with the appropriate machinery and equipment	D	A, I
Experience of working within the waste management sector	D	