

## **JOB DESCRIPTION**

**Job Title:** Waste Partnership Strategy Officer  
**Directorate & Section/Unit:** DE&I, Waste Services Unit  
**Reporting to:** Chair of the Strategic Waste Management Board  
(Senior Officer Group)  
Waste Services Manager (WCC)

**Management / Supervisory Responsibility for:**

**Salary Grade:** TBC  
**WCC Management Level:** TBC  
**Number of Direct Reports:** None

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

- Work with elected members and senior manager representatives on Herefordshire and Worcestershire's Strategic Waste Management Board to lead, develop, and manage the partnership
- Engage with government, local authorities and key stakeholders to understand and assess future waste service requirements. Produce reports and briefings to help guide the partnership and inform decision making.
- Plan and undertake service option assessments to explore how service can best be delivered to deliver improved performance and efficiency across the partnership
- Provide secretariat support for the partnership, and support governance and decision-making processes.

**Main Activities & Responsibilities:**

- To manage partnership, promoting and maintaining close working between the constituent local authorities.

- Understand and consider the implications to the partnership of changes to waste policy and legislation resulting from the Resource and Waste Strategy 2018 and Environment Bill.
- Review and respond to consultation requests on behalf of the partnership in order to help influence national policy and legislation.
- Plan, prepare and agree a work plan with the Strategic Waste Management Board.
- Carry out assessments of service options to help explore different choices and the partnerships decision making.
- Project manage all joint activities & initiatives including the management of any consultants or contractors delivering projects, and ensure projects are implemented on time and within budget.
- Prepare, lead reviews & update the Herefordshire and Worcestershire Joint Municipal Waste Management Strategy (HWJMWMS) and action plan.
- To report regularly to the Strategic Waste Management Board and other stakeholders on project progress as appropriate bringing to them issues requiring their decisions or approval. To follow up on any decisions made to ensure their implementation.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.
- Provide secretariat support to the Partnership Board, ensuring agendas are formed in collaboration with partners; lead the timely preparation and coordination of reports, undertaking quality control; and ensure good governance and decision-making protocols are followed.

#### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

**Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates

External: District & County Councils, Government Agencies & Departments, Contractors, Service providers, Statutory and Voluntary Organisations, service users, customers, members of the public, volunteers

**Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act