

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**JOB DESCRIPTION**

<b>Job Title:</b> Sustainable Environment Officer (Collections and Resources)	<b>Grade:</b> 7	
<b>Directorate:</b> Sustainable Environment	<b>Service:</b> Sustainable Environment Services	
<b>Post No:</b>	<b>JE Ref:</b>	<b>Date of Issue:</b> 3.3.2023
<b>Responsible to:</b> Development Manager		

**Main Purpose of Job:**

The main purpose of the primary element of this job is to work with the Recycling and Waste Services operational Team to maximise the recycling rate and quality of the tonnage collected, divert recyclables from the refuse stream, maximise use of the food waste service, and reduce refuse arisings. This is in relation to the domestic collection services. As our commercial collections pivot to match the domestic services, there is an exciting potential to develop and embed this service with businesses across the Borough.

The main purpose of the secondary element of the role is to assist and coordinate in delivery of the roadmap being delivered to achieve carbon neutrality at the Council by 2030 and across the Borough by 2050.

The role is mainly office-based, over 5 weekdays, and will be delivered generally within standard core hours to ensure availability to colleagues.

**Main Tasks/Duties/Responsibilities**

1. To maintain and develop the service webpages, Facebook pages, other communications items, and engagement projects to promote digital diversion, demand, and reduce avoidable contact.
2. To use Council software to respond to contamination and service misuse reports, process and support assisted collection and extra capacity processes, and other workstreams.
3. To seek out and develop projects targeting low participation areas and look to deliver improvements
4. To create and deliver training both within the Sustainable Environment Service and more widely across the Council to colleagues and Elected Members, as well as in the wider community and partnerships.
5. Develop, co-ordinate and deliver the Council's Sustainable Environment Action plan to become a carbon neutral organisation by 2030 through work with the Net Zero Roadmap, and to report data relating to the targets.
6. Lead on embedding climate change and sustainability issues internally, and promote good local environmental practice

7. To work with and develop partnerships, and write or contribute to bids as required.

### **Occasional Tasks/Duties/Responsibilities**

1. To provide research, evidence and innovation on national policy in relevant areas and advise on local implementation.
2. To support enforcement work on specific issues.

### **General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Equality Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**