

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Transfer Station Operative

Grade: 5

Post Ref:

Date: July 2026

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	
(1) Relevant Experience	Working effectively with the public, customers, suppliers, contractors, partners and trade union representatives. Worked on a recycling or waste management site Working on own initiative as well as part of a small team	Application Form/ Interview		Application Form/ Interview/References
(2) Formal Academic Qualifications		Application Form/Interview		
(3) Vocational Qualifications and Training	Knowledge of the recycling industry.	Application Form/ Interview	Be prepared to undertake Loader, forklift and Class 2 HGV Training	

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. The post holder will be required to lift heavy equipment (manual handling). Ability to accommodate unsociable hours. Ability to operate outdoors in all weather conditions and in an unpleasant and hazardous environment.	Interview		

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Interview and Probation Period
	2.	Accepts constructive feedback and makes adjustments accordingly.	Interview and Probation Period
Organisational Development	3	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview and Probation Period

Communication	4.	Communicates information clearly, accurately, positively and in a timely manner.	Interview and Probation Period
	5.	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	Interview and Probation Period
	6.	Explains reasons for the actions and seeks others opinions.	Interview and Probation Period
	7.	Shows an awareness of how their actions affect others.	Interview and Probation Period
Focusing on our citizens	8.	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview and Probation Period
Leadership	9	Makes decisions confidently and quickly when necessary.	Interview and Probation Period
	10	Build and maintain good working relationships with people inside and outside the council	
Managing Change	11	Is prepared to challenge where others are not seeing the wider implications.	Interview and Probation Period
	12.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview and Probation Period

Performance Management	13	Make time to discuss performance, attitude and approach on a regular basis, providing support and guidance and taking action if performance does not improve.	Interview and Probation Period
	14	Evaluate mistakes and learn from them.	Interview and Probation Period
Living the values	15	Express pride in what the Council does and uphold the reputation of the Council.	Interview and Probation Period
	16	Demonstrate high standards of personal and professional conduct and be a role model to others.	Interview and Probation Period
	17	Is prepared to admit to having made a mistake.	Interview and Probation Period
Health and Safety	18	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Interview and Probation Period
	19	Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.	Interview and Probation Period
		Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are adequately assigned, accepted and fulfilled at all levels of the organisation and	Interview and Probation Period

		understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.	
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