

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Collection Operative

Grade: 5

Post Ref: TBC

Date: July 2019

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Previous experience of collecting recycling and waste materials.	Application Form/ Interview/References	Previous experience in the collection of waste (including trade waste, recycling, household waste and waste from public open spaces). Previous experience of working on a public highway and/or on HGV/heavy plant. Previous experience of general labouring and/or undertaking horticultural work such as weed killing, fertilising, pruning etc).
(2) Formal Academic Qualifications	WAMITAB NVQ Level 2 Certificate in Sustainable Waste Management Operations or willingness to obtain certificate.	Application Form/ Interview/Certificate	HGV Class C licence.
(3) Vocational Qualifications and Training	A full current valid driving licence.	Application Form/ Interview/Production of licence and/or certificate	CPC Driver Training. HGV Class C driving licence. Reverse Assistant Training. Manual Handling Training.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(4) Specialist Knowledge	N/A		
(5) Special Working Conditions	<p>Physically capable of performing various manual operations associated with recycling and waste collection work which includes pulling, pushing, lifting and carrying of heavy loads.</p> <p>To work in accordance with existing terms and conditions.</p> <p>Ability to work in very disagreeable conditions.</p> <p>Postholder may be required to undertake additional hours and work on Saturdays, Sundays and Bank Holidays in order to ensure service provision is maintained.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p>	<p>Application Form/Interview/Medical Clearance</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	

Competency	Behaviours		How Assessed
Planning and Organising	1. 2.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. Accepts constructive feedback and makes adjustments accordingly.	Interview
Organisational Development	4.	Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	Interview
Communication	5. 6. 7. 8. 10.	Communicates information clearly, accurately, positively and in a timely manner. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. Demonstrates required skill in all forms of written oral and technological communication. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds. Shows an awareness of how their actions affect others.	Interview

Focusing on our citizens	13. 16.	Consult with citizens/councillors/ stakeholders and gather feedback and new ideas to continually improve the service. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview
Managing Change	38.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview
Performance Management	42.	Evaluate mistakes and learn from them.	Interview
Living the values	47. 48. 49. 50.	Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees. Is prepared to admit to having made a mistake.	Interview

Health and Safety	51.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace	Interview
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