

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** RWS Supervisor

**Grade:** 8

**Post Ref:**

**Date:** March 2026

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>
<b>(1) Relevant Experience</b>	<p>Good interpersonal, presentation skills and written/verbal communication skills</p> <p>Working on own initiative as well as part of a team and to deadlines.</p> <p>Driver / Team leader experience</p>	Application / Interview	<p>Previous supervisor / team leader experience</p> <p>Experience delivering training and toolbox talks</p>
<b>(2) Formal Academic Qualifications</b>		Application / Interview	<p>Maths and English – foundation or willingness to work towards</p>
<b>(3) Vocational Qualifications and Training</b>	<p>Full valid driving licence HGV Class2</p> <p>Computer / I.T. literate</p> <p>Fluent in Bartec Collective in cab</p>	<p>Production of licence</p> <p>Application / Interview</p>	<p>Train the trainer</p> <p>Terberg Omnidel bin lift Level 2</p> <p>Be prepared to undertake specific waste management training such as WAMITAB / work towards a Diploma in Waste Management, Team Leader/Supervisor level 3 Apprenticeship.</p> <p>H&amp;S formal qualification or a desire to work towards (such as IOSH Managing Safely).</p>

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>
<b>(4) Specialist Knowledge</b>	Knowledge of recycling, public sector services including waste management and promotional or educational activities.	Application / Interview	Knowledge of local area Awareness of data protection and GDPR responsibilities How to carry out Risk Assessments Knowledge of Bartec Collective back office software Fluent in MS office software / willing to undertake further training.
<b>(5) Special Working Conditions</b>	All employees are required to comply with the Authority's No Smoking Policy. Must be able to work weekends and Bank Holidays as required. Ability to work on own initiative and to tight deadlines.	Application / Interview	

<b>Competency</b>	<b>Behaviours</b>	<b>How Assessed</b>
<b>Planning and Organising</b>	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
	2. Accepts constructive feedback and makes adjustments accordingly.	
<b>Organisational Development</b>	3. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview
	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.	
<b>Communication</b>	5. 6. 7. 8. 9. 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. Explains reasons for the actions and seeks others opinions. Shows an awareness of how their actions affect others.	Interview
<b>Focusing on our citizens</b>	16.	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview
<b>Leadership</b>	17. 18.	Has the ability to inspire individuals to give their best to achieve a desired result.	Interview

	19.	Promotes a trusting and empathetic environment and equality of opportunity.	
	20.	Has the ability to motivate and lead a team to ensure effective performance against performance indicators.	
	21.	Provides effective leadership and values to the team, passing on own skills and knowledge where possible by using an effective coaching style.	
	22.	Praises a job well done.	
	23.	Has the ability to delegate the appropriate tasks, taking into consideration others skills and abilities.	
	26.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.	
	27.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	
	28.	Plans the use of deployment of resources and shares information about how things are progressing against plans and what changes will be made to plans as a result.	
	29.	Makes decisions confidently and quickly when necessary.	
		Involves staff and others in decisions that affect them and invites people to ask questions about decisions.	

<p><b>Managing Change</b></p>	<p>35. 36. 37. 38.</p>	<p>Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.</p> <p>Is prepared to challenge where others are not seeing the wider implications.</p> <p>Anticipate how people will feel about change and take action to help them through.</p> <p>Aspire to be better and exceed expectations and promote a positive 'can do' attitude.</p>	<p>Interview</p>
<p><b>Performance Management</b></p>	<p>39. 40. 41. 42. 43. 44.</p>	<p>Gathers and gives feedback regularly and constructively on an individual and organisational basis.</p> <p>Quickly highlight and deal with unacceptable behaviour and its impact on others.</p> <p>Make time to discuss performance, attitude and approach on a regular basis, providing support and guidance and taking action if performance does not improve.</p> <p>Evaluate mistakes and learn from them.</p> <p>Ensures individuals are clear about their own responsibilities and accountabilities.</p> <p>Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p>	<p>Interview</p>

<p><b>Living the values</b></p>	<p>45. 46. 47. 48. 49. 50.</p>	<p>Demonstrates and champions equalities in the treatment of others and in the delivery of services.</p> <p>Stand by Council decisions and act in the Council's best interests, putting them above those of the directorate or immediate team/individuals.</p> <p>Express pride in what the Council does and uphold the reputation of the Council.</p> <p>Demonstrate high standards of personal and professional conduct and be a role model to others.</p> <p>Ensure actions are in line with what citizens should expect from Council employees.</p> <p>Is prepared to admit to having made a mistake.</p>	<p>Interview</p>
<p><b>Health and Safety</b></p>	<p>51. 52.</p>	<p>Demonstrates basic understanding of Health and Safety responsibilities within the workplace.</p> <p>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.</p>	<p>Interview</p>