



## Job Profile

May 2025

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<b>JOB TITLE:</b>	Recycling Assistant
<b>GRADE:</b>	Scale 5
<b>POST NO:</b>	post specific
<b>JOB TIER:</b>	5 (non-management)
<b>DBS CHECK:</b>	Not required
<b>GROUP:</b>	Place
<b>SERVICE:</b>	Waste Services

### REPORTING STRUCTURE

<b>Reports to:</b>	Recycling Team Leader
<b>Direct Reports:</b>	0
<b>Indirect Reports:</b>	0

### ROLE PURPOSE:

Assist with the promotion and increase in the level of residential and business / commercial waste recycling throughout the Borough, through engaging with, and educating, residents and businesses to ensure increased and correct use of all available recycling options.

# A. Job Description

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## 1. People Management

- No direct supervisory responsibility.

## 2. Resident & Community Contribution

- Demonstrate an understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- Engage with all aspects of our residents and users of the borough to ensure the maximum recycling material is captured and diverted from the waste stream.

## 3. Operational Service Delivery

- Assist with the day to day activities of the recycling and waste service.
- Liaise with various stakeholders, partners and potential customers to promote the Council's recycling services.
- Help deliver a variety of recycling initiatives surrounding recycling topics across the borough.
- Work with schools to help promote recycling messages and policies.
- Work with residents, including those living in flatted accommodation, to help towards improved quality and volume of recycling materials and diverting recycling waste from residual waste.
- Promote recycling initiatives by through roadshows and attending local events.
- Assist with door to door campaigns to promote the recycling service.
- Work with our commercial businesses to promote recycling waste.
- Keep up to date with new recycling initiatives and actively work to improve your understanding of recycling issues.

#### **4. Service Planning & Development**

- Maintain knowledge of the current Team Plan and understanding of your own contribution in order to ensure delivery of this plan.

#### **5. Financial & Resource Management**

- Demonstrate cost-consciousness and identify any cost effective changes to your own way of working.

#### **6. Continuous Improvement**

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- To help improve the overall recycling behaviour of our residents and users of the borough.

#### **7. Contacts**

- Primary contacts will be with other officers of the Council, service users/potential service users and contractors and schools.

#### **8. Additional Responsibilities**

- Complete other reasonable tasks in order to fulfil role purpose or as required by management.

#### **9. KEY PERFORMANCE INDICATORS**

- Successful delivery against KPIs
- Achieve increases in recycling rates
- Improve the overall quality of recycling materials collected

## B. Person Specification

### Recycling Assistant

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Educated to 'A' Level or equivalent skills and knowledge	✓	
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Able to fully access buildings/sites/rough ground in order to carry out the role.	✓	
Hold a current UK Drivers Licence or equivalent and have a vehicle available for use at all times.	✓	
Able to attend occasional meetings and events outside of normal working hours.	✓	
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Previous experience in waste / recycling industry		✓
Previous experience in a local authority		✓
Experience of using a range of data management systems		✓
Experience of assisting in the delivery of a wide range of projects		✓
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓
Ability to produce and analyse data	✓	
Excellent verbal, written communication, interpersonal skills	✓	
Ability to make decisions within the scope of your authority, and escalate appropriately	✓	
Highly numerate and IT literate, able to work effectively with a range of applications and service specific software	✓	
Ability to work flexibly and meet changing priorities.	✓	
Ability to represent the authority and the service at meetings and events	✓	
<b>5. COMPETENCIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>“Can do” positive attitude</b> Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
<b>Takes responsibility and delivers results</b> Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
<b>Team working</b>		

Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
<b>Communication</b> Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
<b>Customer Care</b> Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
<b>Takes ownership of personal development</b> Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	