

Job description

Job title: Contracts Team Leader-waste services Commissioning Team
Grade: Dorset Council Grade 11
Job evaluation reference: NE229
Job family: Natural Environment

Purpose and impact

1. To manage the contracts team.
2. To develop and manage waste collection, disposal and treatment and street cleansing contracts.
3. To manage infrastructure including bring sites and HRC's.
4. To ensure quality of service at HRC's.
5. To resolve customer and partner issues relating to infrastructure and contracts.

Key responsibilities

6. Management of the Contracts team and data officer, including planning programmes of work and the assignment of tasks, ensuring adherence to procedures and providing training, guidance and instruction as necessary.
7. Management of allocated budgets.
8. Management of contracts to ensure effective delivery and achievement of standards.
9. Manage the process of contract reconciliation, including ensuring the verification of payments and costings in accordance with bills of quantities and provisional items and agreeing payments.
10. Verification of the annual RPI figures for contracts and adjustment of the Bill of Quantities accordingly.
11. Liaising with Operations and other officers, site management and maintenance of bring banks, including site risk assessment.
12. Liaison with all parties and organisations regarding planning and licensing arrangements for existing and proposed bring banks. Supporting the appropriate manager in identifying the short, medium and long-term infrastructure needs of the service.
13. Supporting the team in the management of facilities and infrastructure under the remit of the service including closed landfills.
14. Managing HRC's contracts so as to provide a good service to residents and other customers, including general facilities management.
15. Indirect supervision of contractors' staff.
16. Advising and supporting the appropriate manager in tendering for contracts.
17. Dealing with and resolving customer complaints and enquiries concerning HRC's and contract performance.
18. Liaison with Councils and other bodies to ensure the effective operation of contracted services.
19. Assist colleagues in the development of plans for new or improved facilities.
20. Support other sections of the service in developing policy and services.
21. Representing the Council on national, regional and local organisations.
22. Preparation of reports for Council and Joint Committees and Management Board.
23. Liaison with Councillors and other officers, including from other authorities.
24. Developing and maintaining an up to date understanding of legislation, technology and best practice in waste management.



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25. Managing the data management officer in collating, interpreting and reporting on complex data.
26. Be the lead officer for collating and interpreting waste data to support the financial and waste planning.
27. Managing projects within the remit of the role.
28. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
29. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

30. Reporting to: Appropriate Manager
31. Responsibility for: Responsible for contracts and data officers

Other factors

32. Budget holder.
33. Office based however with regular visits to sites and with driving required to attend local and regional meetings and plan and resolve service issues. Sites may contain hazards and therefore health and safety risk assessments may be required, and site rules must be adhered to.
34. Some out of hours working is required.
35. Additional demands resulting from role in multi-authority working.
36. Visits relating to dealing with local issues or complaints from the public, with the potential to be involved in confrontational situations.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [‘Working for Dorset Council’](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	A relevant degree or professional qualification e.g. CIWM Diploma
2.	Membership of Chartered Institute of Waste Management or equivalent, or showing eligibility for Membership including Continuing Professional Development
Experience	
3.	Substantial contract management experience
4.	Substantial experience in the field of waste management
5.	Experience in managing staff teams to deliver services
6.	Experience of site management and inspection, including risk assessments
7.	Experience of dealing with the public
8.	Experience of budget management
Skills, abilities & knowledge	
9.	In-depth knowledge of contract management procedures
10.	Knowledge of service requirements and developments relating to waste management
11.	Knowledge of policy, legislation and developments in the field of waste management
12.	In-depth knowledge of the work of local authorities
13.	Knowledge of budget management
14.	Knowledge of ICT systems
15.	Ability to lead, manage and motivate a team
16.	Excellent communication and negotiation skills
17.	Ability to remain calm under pressure
18.	Ability to work as part of a team
19.	Ability to be flexible in terms of nature of tasks undertaken
Behaviours	
20.	Respect
21.	Responsibility
22.	Recognition
23.	One Team: Collaboration
Other	
24.	Positive attitude and willingness to be proactive, flexible, work as part of a team and use own initiative
25.	Customer focussed
26.	Ability to fulfil travel requirements of the post
27.	Enthusiasm and commitment to the development, delivery and success of the service
28.	Must be prepared on occasions to work outside normal hours

Person specification

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
29. Waste management qualification (eg WAMITAB COTC)	
30. Appropriate business/ public admin qualification	
31. Project management qualification	
Experience	
32. Experience of implementing service change	
33. Experience of tendering procedures	
Skills, abilities & knowledge	
34. Knowledge of construction, licensing requirements of waste sites and development control	
35. Knowledge of the management of cleansing services	
36. Knowledge of environmental monitoring	

Approval			
Manager	Jason Jones	Date	April 2022

