

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.
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 values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. A relevant degree or professional qualification e.g. CIWM Diploma	Application form
2. Membership of Chartered Institute of Waste Management or equivalent, or showing eligibility for Membership including Continuing Professional Development	Application form
Experience	
3. Substantial contract management experience	Application form
4. Substantial experience in the field of waste management	Application form
5. Experience in managing staff teams to deliver services	Application form
6. Experience of site management and inspection, including risk assessments	Application form
7. Experience of dealing with the public	Application form
8. Experience of budget management	Application form
Knowledge	
9. In-depth knowledge of contract management procedures	Application form Interview Assessment
10. Knowledge of service requirements and developments relating to waste management	Application form Interview Assessment
11. Knowledge of policy, legislation and developments in the field of waste management	Application form Interview Assessment
12. In-depth knowledge of the work of local authorities	Application form Interview Assessment
13. Knowledge of budget management	Application form Interview Assessment
14. Knowledge of ICT systems	Application form Interview Assessment
Skills and abilities	
15. Ability to lead, manage and motivate a team	Interview Assessment



16. Excellent communication and negotiation skills	Interview Assessment
17. Ability to remain calm under pressure	Interview Assessment
18. Ability to work as part of a team	Interview Assessment
19. Ability to be flexible in terms of nature of tasks undertaken	Interview Assessment
Our values	
20. Respect	Interview Assessment
21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
Other	
25. Positive attitude and willingness to be proactive, flexible, work as part of a team and use own initiative	Application form
26. Customer focussed	Application form
27. Ability to fulfil travel requirements of the post	Application form
28. Enthusiasm and commitment to the development, delivery and success of the service	Application form
29. Must be prepared on occasions to work outside normal hours	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
30. Waste management qualification (eg WAMITAB COTC)	Application form
31. Appropriate business/ public admin qualification	Application form
32. Project management qualification	Application form
Experience	
33. Experience of implementing service change	Application form
34. Experience of tendering procedures	Application form
Knowledge	



35. Knowledge of construction, licensing requirements of waste sites and development control	Application form Interview Assessment
36. Knowledge of the management of cleansing services	Interview Assessment
37. Knowledge of environmental monitoring	Interview Assessment

Approval

Manager's job title: Jason Jones

Date: April 2022

