

PERSON SPECIFICATION

Job Title:	Waste Partnership Strategy Officer
Directorate & Section/Unit:	Economy & Infrastructure, Waste Services
Salary Grade:	PO3
WCC Management Level:	Frontline

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of working within the waste management sector
- Substantial relevant experience of managing collaborative projects, successfully delivering outcomes
- Significant experience of stakeholder management and engagement
- Significant experience of managing, leading and developing a high profile partnership in order to deliver business outcomes
- Significant experience of successful project and programme management
- Demonstrable experience of securing resources from multiple partners to deliver projects
- Considerable experience of managing consultants
- Significant experience in writing and reviewing strategic documents

It is **desirable** that the post holder has:

- Significant experience of managing a Waste Partnership
- Significant experience of public sector procurement
- Significant experience of delivering invest to save waste projects
- Significant experience of managing budgets

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge of the Resources and Waste Strategy for England 2018, the Environment Act and the Environmental Protection Act
- Detailed ability to plan and deliver work at a strategic level
- Ability to work well under pressure and to deliver work to strict deadlines
- Substantial ability to work co-operatively in a partnership

- Excellent verbal communication skills and the ability to present focused, concise and compelling information in formal and informal settings
- Proven ability to work on own initiative and to develop own agenda
- Ability to motivate and time manage
- Ability to write and present clear, well written reports and communicate them in a variety of styles to differing audiences, Board members, Councillors, stakeholders, members of the public.
- Recognises, and has regards to, the need for confidentiality
- Pragmatic and analytical approach to problem solving and experience of undertaking service option appraisals in order to deliver improved efficiency and performance
- Excellent organisational skills
- Excellent IT skills including Microsoft Office applications

It is **desirable** that the post holder has:

- Detailed knowledge of Public Sector Procurement procedures
- Experience of waste communications, including delivering behaviour change
- Proven people influencing and networking skills

QUALIFICATIONS/TRAINING & DEVELOPMENT

It is **essential** that the post holder has:

- A degree in a relevant field

ADDITIONAL INFORMATION

It is **essential** that the post holder:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)