

## PERSON SPECIFICATION

<b>Job Title:</b>	Waste Partnership Strategy Officer
<b>Directorate &amp; Section/Unit:</b>	Economy & Infrastructure, Waste Services
<b>Salary Grade:</b>	PO3 + MFS
<b>WCC Management Level:</b>	Frontline

### EXPERIENCE:

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

- Ability to maintain effective relationships and ability to deliver through partnership working
- A clear understanding of the national waste agenda and emerging issues
- A clear understanding of the waste and resource management field in the UK, and the economic, social, environmental and legislative drivers for change
- Experience in developing strategies and policies
- 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:

- Experience of managing a Partnership
- Experience of public sector procurement
- Experience of delivering invest to save waste projects

### KNOWLEDGE, SKILLS AND ABILITIES:

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

- Ability to build effective relationships at a senior level across multiple partners and stakeholders, negotiating, influencing, and compromising as necessary

- Ability to work under pressure and manage conflicting priorities whilst delivering work to strict deadlines
- Personal credibility and ability to engender trust and respect. Awareness of the balance of transparency and the imperative of preserving commercially sensitive data.
- 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)