

Job Description

Post Title:

Waste and Recycling Engagement Assistant NN352

Evaluation:

444 Points

Grade: N5

Responsible to:

Environmental Engagement and Education Team Manager

Responsible for:

N/A

Job Purpose:

To contribute to the development and implementation of the programme to deliver environmental awareness, education and enforcement and communicate key messages in respect of the Council's aspirations for a sustainable city.

Main Duties:

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To undertake allocated project work relating to environmental engagement, education and enforcement activities.
2. To direct public, both as individuals and through community representatives, as to the correct and most effective means of participation in the waste and recycling service.
3. To identify instances of abuse of the service and collect evidence in respect of education and/or enforcement actions that may be necessary.
4. To monitor, collect and interpret data in respect of participation and trends in Local Services and Waste Management Services and utilise this to improve appropriate attitudes and behaviours.
5. To help identify instances of service shortfall/failure and support identification of service delivery improvements
6. To support the development and approaches reflecting the specific requirements of local communities, businesses, groups and individuals
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
8. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.

