

## Person Specification

### Waste and Recycling Engagement Assistant

#### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Good understanding of the waste and recycling service and local environmental issues in Newcastle.
- Well-developed communication skills with colleagues, managers, residents and customers.
- Ability to deal with challenging situations.
- Experience of working flexibly and as part of a multi-disciplinary team to deliver projects.
- Ability to work to tight deadlines and deal with competing demands.
- Ability to gather and record information, present it clearly and interpret it.
- Basic ICT skills

#### Desirable

- Full driving licence

#### Part B

The following criteria will be further explored at the interview stage:

- Understanding of the waste and recycling service and local environmental issues in Newcastle.
- Communication skills with colleagues, managers, residents and customers.
- Ability to deal with challenging situations
- Experience of working flexibly as part of a multi-disciplinary team to deliver projects.
- Ability to work to tight deadlines and deal with competing demands.
- Ability to gather, record, present and interpret information.

#### Additional Requirements

- The jobholder will be required to walk up to approx. 12 miles per day on occasion.
- The jobholder will be required to repair or fix labels to wheeled bins so must be able to bend, stoop and lift.