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| **Job Description** | |
| **Post title** | Apprentice (Refuse and Recycling Operative) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Environment |
| **Reporting to** | Waste Transfer Station Co-ordinator |
| **Location** | Your normal place of work will be Heighington Lane Waste Transfer Station, Newton Aycliffe, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is not** eligible for flexitime  The post holder will be required to work a 5 day week. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

*Use this section to describe the overall purpose and objectives of the post in clear and unambiguous language. The description should be brief and should represent the main aims of the job.*

As a Waste Resource Operative Apprentice, you will develop skills, knowledge and experience working in Strategic Waste Management.

The council has four waste transfer station across the county and a green waste facility at Joint Stocks, Coxhoe. From collection to ‘bulking up’ waste then onto various outlets for either treatment or to facilities that divert from landfill, the team is responsible for ensuring we operate within the site permit and environmental legislation. The service is a fast-moving service which collects refuse, recycling and garden waste that feeds into the waste transfer stations.

You will be trained in operating the weigh bridge, reception hall duties, site inspections, haulage planning and any other general site operations.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Waste Resource Operative Level 2 standard during the duration of the apprenticeship
* Learning and undertaking duties across the waste management operations function including:
  + Refuse and Recycling Collection
  + Weighbridge Operations
  + Waste Transfer Station Operations
* Working alongside fully trained Operatives, as part of a team for the collection and disposal of refuse and recyclable materials.

* Carrying out instructions in a safe, competent and proper manner.
* Providing technical support for the waste management operations function.
* Assisting with promotional campaigns and providing advice to residents.
* Attending meetings and training course relevant to the post as required.
* Maintaining a working knowledge of all operating and Health and Safety Procedures relevant to the role, and to adhere to these at all times.
* Undertaking and completing an apprenticeship qualification framework and associated training including LGV driving as appropriate.
* Understand the role and contribution of the waste and resources industry, types of waste (plastics, metals, glass, green, Waste Electrical and Electronic Equipment (WEEE), residual, unknown) and treatment options.
* Learn the principles and purpose of environmental protection in the waste industry
* Increase knowledge of the relevant health and safety legislation e.g. Manual handling, Control of Substances Hazardous to Health, Provision and Use of Work Equipment Regulations, Lifting Operations and Lifting Equipment Regulations and associated processes, procedures and safe working practices in your workplace.
* Develop understanding of DCC’s systems and procedures for receiving, checking, segregating, handling and transferring waste.
* Be able to communicate effectively with managers, peers, internal and external customers.
* Learn how to deal with conflict with internal and external contacts.
* Understand how to prevent waste, prepare for reuse (upcycle, refurbish), recycle, and recover contribute to sustainability and promote the circular economy.
* To undertake general labouring tasks across other service areas within the Division as and when required.
* To comply with Equal Opportunities legislative requirements and Council Policy to ensure equity in employment matters and service provision.
* To assist in the maintenance and co-ordination of Quality Systems and procedures within the Section as required.
* To follow standard operating procedures relevant to the post.
* To uphold the Council’s standing as a body providing public services in a professional, competent, helpful and polite manner.
* To assist in other areas of operations as and when required.
* The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their Mentor, Supervisor or Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Ability to achieve the Waste Resource Operative Level 2 standard during the duration of the apprenticeship |  |
| Experience |  | * Ability to demonstrate initiative |
| Skills & Knowledge | * Basic knowledge of role of Refuse and Recycling * Ability to follow instructions * Good communication skills * Good numeric skills * Ability to work as a team member * An aptitude for working on technical problems | * Knowledge of IT systems |
| Personal Qualities | * Ability to form effective working relationships with colleagues * Able to work on own initiative or as part of a team * Flexibility within the role in delivering the service * Based on the assessment of risks associated with collection of Refuse and Recycling, the work is deemed unsuitable for employees below the age of 18 years |  |