

University of Edinburgh

Recycling and Waste Minimisation Officer Job Description

1. Job Details

Job title: Recycling & Waste Minimisation Officer

School/Support Department: Estates & Buildings, Corporate Services Group

Unit: Estate Operations

Line manager: Waste & Environment Manager

2. Job Purpose

To deliver waste services and initiatives across the University Academic and Support Estate - with a specific focus on prevention, reuse, recycling and bulking of non-hazardous waste streams. Provision of advice and support to building users efficient use of resources and of the waste management services and infrastructure provided.

3. Main Responsibilities

	Approx. % of time
1. Manage Waste & Recycling Assistants (including occasional temporary staff) to ensure that all collections (including bulky uplifts, clear-outs, events) and deliveries (of sacks, bins, etc.) are prioritised, allocated and completed efficiently, professionally and on-time.	30
2. Manage owned and leased equipment (including compactors, containers provided by waste contractors, vans) to ensure that collection schedules and ad-hoc uplifts can be met.	10
3. Monitor the provision of waste-related services across the estate and anticipate and identify changes in requirements in order to ensure that standards are continually improved and that the service is resource-efficient and cost effective.	10
4. Engage with and advise internal customers and tenants to ensure that waste is separated and stored correctly and that relevant standards, policies and targets are understood and met.	10
5. Track the movement of waste – internal and contracted out – in order to enable cross checking against invoices and to produce reports.	10
6. Develop Waste & Recycling Assistants to ensure that the skills and motivation needed to work to agreed service standards and the meet the changing requirements of the organisation are encouraged and enabled.	10
7. Assist in the purchase of goods and services (including in preparation of waste management & recycling tenders) and in subsequent related tasks.	5

8. Provide back up support for Waste Contracts Officer and other team members – including day-to-day management of waste contracts – as needed during periods of leave etc.

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4. Planning and Organising

- Plan in advance for known variations in waste arising (including Festivals, Degree Shows, vacations) in order to ensure that an efficient service is delivered year round.
- Plan the Waste & Recycling Assistants workload based on demand, available resources and priorities.
- Plan and organise the provision of required in-house infrastructure and accompanying information on use of infrastructure (e.g. posters).

5. Problem Solving

- First point of contact for staff and non-residential tenants enquiring about waste-related issues or in-house procedures and service.
- Liaise with HR Team to resolve staffing issues, including recruitment, training, absence management and disciplinary matters.
- Continually review and propose suggestions for improvements to waste service delivery and infrastructure.

6. Decision Making

- Set priorities for Waste & Recycling Assistants to ensure that standards and targets are met.
- Manage expenditure to ensure that operational and cost-efficiency targets are met.
- Prioritisation of own work on a day-to-day basis.

7. Key Contacts/Relationships

- Engage directly with Cleaning Supervisors, Servitors, Porters, EUSA staff, Waste Coordinators, Building Supervisors and others, to ensure that optimal use is made of resources and infrastructure.
- Promote available services, guidance and procedures to enable the University community to reduce, reuse, recycle and dispose of their waste in the most appropriate manner.
- Work closely with other members of the Waste Team and Estates colleagues to ensure that a professional, compliant and efficient service is provided.

8. Knowledge, Skills and Experience Needed for the Job

- Experience of supervising and mentoring staff, including allocating / managing workloads (essential);
- Understanding of practical ways to increase recycling and reuse (essential);
- Very strong verbal, written communication and strong numeric and IT skills, including the use of spreadsheets or databases (essential);
- Ability to liaise confidently with staff at a variety of levels across the University through face-to-face engagement, by email and otherwise (essential);
- Ability to gather accurate information and produce reports demonstrating progress (essential);
- Knowledge of legal and practical aspects of waste management within an organisation (desirable);
- Experience using or directing work involving the use of waste management equipment (e.g. balers, compactors, etc.) (desirable);
- Experience liaising with external contractors, service providers, tenants or partners (desirable);
- Experience of working in a large, multi-site organisation (desirable).

9. Dimensions

- Customers – all University staff and tenants.
- Line manager for Waste & Recycling Assistants.
- Monitor the general waste budget and variable waste infrastructure budgets.

10. Job Context and any other relevant information

- Members of Estates Operations will be expected to contribute to, and benefit from liaison and communication across the department.
- The post holder will be expected to be flexible and adapt to changing duties as required to meet changing legislative and policy needs and to provide support to University staff.
- The Waste & Recycling Service is offered across the entire University estate.
- Team members will be required to provide cover and back-up for colleagues within the team.

11. Verification

I agree that this job description conveys an accurate description of this job.

Manager:	Waste & Environment Manager	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Job holder:	<i>Staff number</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Other:	<i>Job title</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>