

Job Description



Please complete all accessible boxes so that your submission is not delayed because of missing information Managers please refer to the guidance on writing Job Descriptions & Person Specifications

MMU Department:	Services		
MMU Section:	Facilities		
MMU Unit:	Environment Team		
Job Title:	Waste and Recycling Assistant		
Vacancy No:	G1/3159	Closing Date:	1 st March 2013
	(Applications must be submitted by midnight on the closing date)		
Grade:	4		
Hours of Work:	35 Hours per week		
Contract:	Fixed Term		
Report To:	Waste and Recycling Manager		
Responsible For:	N/A		

Principal Accountabilities:

Be responsible for the operational delivery of key recycling and recycling goals acting as a key supporting role to the Waste and Recycling Manager in the further development and delivery of the University Waste and Resource Management Strategy.

Act as the main point of contact for University waste collection requests, contract services operation and administration of waste contract.

Co-ordinate and deliver specific recycling initiatives aimed at students, staff and wider stakeholders.

Apply knowledge of waste legislation to ensure that MMU are operationally legally compliant, acting on areas of non-compliance with the Waste and Recycling Manager.

Key Tasks:

Administration duties

Act as principle point of contact to support faculties, departments and external stakeholders who have waste and recycling quires.

Liaise directly with the external waste contractors to remove items off site, ensuring all legal waste documentation is received and filed appropriately.

Manage the updates to the waste contract collection schedule and audit the monthly pay-by-weight data to achieve increase in recycling and cost reduction.

Attend waste contract management meetings and provide administrative support ensuring actions are followed up.

Contract Management

Check incoming invoices against collections log and liaise with Facilities Business Administration Team to ensure variations are picked up with the contractor to satisfactory conclusion.

Liaison and Customer Support

Ensure and maintain the functionality of the waste and recycling part of the environment website, liaising with the Sustainability Engagement Officer to ensure that all updates to service, changes in legislation or practice are communicated effectively.

Assist in the development of a web based, streamlined collections request system.

Communicate with all levels of staff on a daily basis to provide an effective and efficient waste and recycling service.

Service Delivery and Data Support

Liaise with the Environmental Data Analyst, providing contract and construction waste management data for manipulation, analysis and reporting.

Assist in the provision of waste and recycling data for statutory reporting on a monthly or yearly basis. This will include a conversion to scope 3 carbon emissions data, with the support of the Waste and Recycling Manager and completion of data for the University Estate Management Statistics.

Carry out waste audits on departments as required, to encourage best practice and to increase reuse and recycling rates.

Proactively set up new recycling initiatives to capture new waste streams and in helping reduce waste costs. This will include liaising with the Sustainability Engagement Officer to help engage staff and students with the aim of achieving higher recycling rates to reach recycling targets.

Support the Waste and Recycling Manager in the delivery of waste and recycling services in new buildings including the processes associated with closing building stock.

Arrange electronic and mail shots as required, supporting the implementation and communication for increased recycling rates.

Undertake research in support of the Waste and Resource Strategy including collecting, collating and analysing information as required and presenting to Waste and Recycling Manager.

Be responsible for the co-ordination and management of key recycling projects and events such as the Halls Zero waste event.

Set up monitoring systems to check staff and student recycling activity.

Ensure the waste contractor is provided with the collection reduction schedule over holiday periods in an effort to reduce waste costs.

Assist in the development and delivery of briefing sessions and workshops to promote the waste and recycling strategy.

Use statistics, reports and documents for working group meetings, Manchester Metropolitan University management, staff groups and stakeholders as required.

Teamwork

Make a positive contribution to the work of the team and to help maintain a professional team approach, proactively supporting other team members and providing cover when required.

Supervise and co-ordinate temporary administrative staff, such as MMU Interns, as required, providing introductory training and guidance.

Be an active team player, supporting other environmental areas when necessary such as the Travel Plan Team, General enquiries, University Sustainability Engagement events for staff and students, and Fairtrade Fortnight.

Miscellaneous:

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review:

This is a description of the job as it is presently constituted. It is the University's practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

Job Title:	Waste and Recycling Assistant	Vacancy No:	
MMU Department:	Services		
MMU Section:	Facilities		
MMU Unit:	Environment Team		

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Attributes		Item	Relevant Criteria	How Identified	Rank
1	Skills & Abilities	1.1	Ability to receive, understand and convey information which needs careful explanation and interpretation.	A/I	E
		1.2	Ability to work effectively both within a team and independently.	A/I	E
		1.3	Proficiency in working with standard software packages, including Microsoft Word, Access, Excel, or equivalent.	A/I	E
		1.4	Fast and accurate word-processing skills, including the ability to produce documentation for a range of audiences in a variety of formats.	A/I	E
		1.5	Good grasp of grammar, spelling and numeracy, including the ability to take responsibility for the accuracy and presentation of work.	A/I	E
		1.6	Excellent telephone and interpersonal skills, with an ability to act professionally, with tact and discretion.	A/I	E
		1.7	Good organisational skills, including the ability to manage a varied workload in order to meet objectives and deadlines.	A/I	E
2	General & Special Knowledge	2.1	An interest and awareness of sustainability issues and practical application to reduce impact.	A/I	E
		2.2	Sound awareness of waste management	A/I/P	E

			processes and application of legislation to waste and recycling management.		
3	Education & Training	3.1	A science degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills.	A/C	E
		3.2	Either a relevant IT qualification (e.g., ECDL) or evidence of equivalent IT training.	A	D
4	Relevant Experience	4.1	Experience in working within the environmental and or waste and recycling sector.	A/I/P	E
		4.2	Experience of providing information to customers and promoting a service.	A/I	E
		4.3	Experience of collecting, collating and analysing information and undertaking research both desk based and visits to other establishments.	A/I	E
		4.4	Experience of communicating to a variety of audiences through different media.	A/I/P	D
		4.5	Experience of prioritising own workload to meet the set objectives.	A/I	D
5	Special Requirements	5.1	Evidence of a commitment to Equal Opportunities.	A/I	E
		5.2	Commitment to providing a high standard of customer service.	A/I	E
Date Revised:		February 2013			
Key:		How Identified	A	Application	
			I	Interview	
			T	Test	
			C	Copy of Certificates	
			P	Presentation	
		Rank	E	Essential	
			D	Desirable	