

Title	Department	Post Ref.
Head of Waste Management	Place	
<p>Job Purpose</p> <p>Ensures delivery of identified waste management services (directly provided, commissioned or jointly delivered) including accountability for delivering priorities and achieving targets using the resources allocated to those services.</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. To lead and manage the Waste Management service and deliver the statutory function of the Waste Disposal Authority (WDA) for Nottinghamshire. 2. To act as an exemplar for the Council's vision and values at all times. 3. Production of and delivery of service plans including agreeing targets with their Director. 4. Delivering the services within the performance targets in the service plan/s 5. Reporting changes in the operating environment where these require amendment of the Service Plan 6. Fulfilling all duties to effectively manage the performance of and ensure the welfare of all staff in services 7. Providing timely and accurate information about customers including data on future trends 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. Delivering services agreed in the service plan within agreed resources; including targets for improving efficiency and customer satisfaction. 2. Staff performance within the services managed. 3. Delivering services within the allocated budget. 4. Accountable for all budgets within the Group including ensuring that budgets are managed effectively. 5. Taking decisive action and reporting issues where unforeseen events impact on service delivery targets 6. Providing data about customers and the operating environment 7. Meeting statutory or regulatory standards that apply to the services managed. 8. Accountable for the leadership and delivery of an effective Waste Management service. 	

<ol style="list-style-type: none"> 8. Overall accountability to ensure that the Waste Management comply with all current and future legislation, including the Environment Act, Environmental Protection Act (etc) and licensing conditions applied by the Environment Agency. 9. Ensure that the Authority meets reduction, recycling, recovery and landfill diversion targets through external contractors. 10. Manage the 26-year PFI supported Waste Management contract with Veolia. Ensure that the Authority does not incur costs penalty payments related to compensation events and achieves the best commercial position for the Authority with respect to current and future contract negotiations. 11. For its former landfill sites, ensure the Authority complies with all relevant legislation to safeguard public health, through effective procurement of appropriate services to manage and maintain them. 12. Provide an efficient, effective, joined-up waste management service for all the Local Authority Collected (Municipal) Waste produced in the County through external partnerships with waste management service providers. 13. Lead the development, implementation, management, and review of the Authority's Municipal Waste Management Strategy in partnership with stakeholders. 14. Lead negotiations on variations to the PFI Waste contract commensurate with the emerging needs of the Council and national targets, including financing options. 15. Develop, negotiate, manage and review waste management contracts to ensure that these are commensurate with the Council's waste strategy and local/national targets for recycling, recovery and waste minimisation. 	<ol style="list-style-type: none"> 9. Accountable for the Management of an annual budget of approximately £40 million+, and the 26-year PFI output driven contract worth £850+million. 10. Development and management of contracts and external partnerships for the collection and treatment of waste as appropriate. 11. Actively lead and manage effective working relationships with all of the County's District and Borough Councils. 12. Monitor legislative changes related to waste management matters and develop effective responses to emerging changes, including the response to Simpler Recycling requirements and to exploit opportunities presented by the East Midlands Mayoral Combined Authority and Local Government Reorganisation. 13. Ensure that Waste Management services provided by the District Councils and the County Council to have appropriate waste management outlets available when necessary. 14. Ensure that income is maximised from the management of waste services with respect to District Councils and service suppliers. 15. Monitor the Authority's responsibility with respect to the PFI contract to ensure that the contractor will not be in a position to claim compensation from the Authority for failure to adhere to the contract. 16. Ensure project procurement and delivery is in accordance with the County Council Financial Regulations and EU procurement rules and that PFI contract modifications maximises the authority's commercial position. 17. Carry out development reviews that identify training and development needs. Identify skills and competencies required to meet the objectives of the Business Plan and the management of the PFI Waste contract.
---	--

<p>16. Robust monitoring of performance and payment mechanisms for all contracts, including the PFI, to ensure appropriate and accurate payments are made to the Contractor and that deductions are made where necessary.</p> <p>17. Develop and manage agreements and collaborative arrangements with the Borough/District Councils to achieve best value waste collection and recycling services.</p> <p>18. Ensure the provision of accessible, customer-focused and high-quality services at all of the Council' Household Waste and Recycling Centres.</p> <p>19. Ensure that procurement and delivery of the services and contracts and subsequent variations accord with the Council's Financial Regulations, procurement legislation and PFI rules.</p> <p>20. Regularly review the provision of waste management services to, ensure that these continually provide best value, in accordance with the waste hierarchy.</p>	<p>18. Commission and work with external consultants and contractors to continually improve performance with respect to Waste Management techniques.</p> <p>19. As Head of Service provide, expert advice and information to Corporate Leadership Team and other departments on Waste Management Issues including good practice on waste minimisation and recycling/recovery.</p> <p>20. Represent the County Council, Place department and/or the division internally and externally including at relevant committees, Members/Officer Management Boards, District Council meetings, Local Area Forums, public meetings and in media presentations.</p>
--	--

The post holder will perform any duty or task that is appropriate for the role described

Person Specification

Education and Knowledge

1. Management qualification or equivalent experience
2. Evidence of continuous professional development.
3. Comprehensive knowledge of the main issues and influences affecting the service area.
4. Detailed knowledge of main issues and influences affecting the services allocated to this post.

Personal skills and general competencies

8. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.
9. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a changing environment to ensure effective engagement with customers, staff and other key stakeholders.

Tier 4 – Group Manager

5. Detailed understanding and knowledge of PFI/PPP contracts and the commercial issues affecting service price and risk within the waste management space.
6. Comprehensive knowledge of the principles and practice of:
 - effective people management;
 - excellent customer service;
 - continual improvement using an evidence – based approach; and,
 - appropriate risk management.
7. Appropriate technical and professional qualifications (Member of CIWM or similar) or a desire and ability to achieve relevant qualifications.

Experience

12. Minimum of 10 years' experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area.
13. Significant experience of leading change in a service delivery environment with responsibility for direction of a service involving the co-ordination and integration of a number of sub functions
14. Working in a commercial environment with a range of 3rd party delivery partners.
15. Operating in a strongly legislated service area, preferably within an environmental protection field.
16. Comprehensive and detailed understanding of PPP/PFI legislation and contractual frameworks.

10. Ability to make decisions and solve problems in a changing and complex service environment, involving planning solutions and prioritising personal and service resources
11. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources.

- | | |
|--|--|
| 17. Detailed knowledge of legislation and contemporary technologies in the fields of waste management. | |
| 18. Knowledge and experience of commissioning and management of contracts in a comparable environment. | |

Role Dimensions

19. Core areas of responsibility

- Development, procurement and management of municipal waste disposal authority functions of the council.
- Development and management of other waste functions as appropriate.
- Management of a 26-year PFI contract with annual cost of circa £40m.
- Partnership with the public and private sectors on waste and related functions.

20. Financial Responsibility

- Directly manage annual revenue budget of approximately £40 million.
- Additional responsibility for the delivery and operation of the PFI Waste contract worth £850million+.
- Shared responsibility for the delivery of waste management facilities with project costs of £120 million in partnership with PFI partner.
- Maximising income generation opportunities where they arise.

21. Staff:

- Direct management of 8FTE within the retained intelligent client function of the Waste Disposal Authority for Nottinghamshire.
- Contract management of external provider organisations as necessary to deliver the service, including circa 100 FTE front line operational staff.

Please attach a structure chart

Date: 3/2/2025