

Assistant Waste and Street Scene Manager

Waste and Street Scene

Band 6

This role will be required to work at all of the council's depots. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service and be flexible in this approach.

The **Assistant Waste and Street Scene Manager** reports to the **Waste and Street Scene Manager** and manages the day-to-day work of the following services:

- Commercial waste collection
- Household waste collection
- Garden waste collection
- Bulky collection/bin deliveries
- Street cleansing

This role assists in the development and delivery of the council's Waste and Street Scene service objectives by ensuring that resources are deployed in an efficient and effective way.

The jobholder will be a key point of contact for professional waste advice and recommended actions, including changes to operational work activity.

Key responsibilities and activities

- To effectively manage your area of responsibility ensuring that regular meetings, supervision and appraisal take place. Ensure the development of the skills & knowledge and maximising the potential of all staff within your team.
- Ensure the annual performance reviews are delivered and scored in a timely and equitable manner.
- To develop and implement robust manpower plans and work schedules across multiple disciplines to deliver frontline services, including for out of hours work and events.
- Work 'commercially' and with the commercial team to ensure that competent staff are available to deliver the commercial service to maximise income targets.
- To ensure frontline staff comply with health and safety regulations, wear the correct personal protective equipment and adhere to safe systems of work.
- Work with other service staff to improve communication, day to day management of frontline services, health and safety and resource efficiency.
- To promote and use technology to manage the work and make it central to how frontline services are provided in future.
- To plan for future growth across West Suffolk and how growth will impact on frontline statutory services to ensure adequate resources are allocated to providing these services consistently.

- Undertake/allocate investigation actions and monitor/review progress, undertaking case management, providing advice and recommendations on the appropriate way forward.
- Working with the Enforcement and Education Manager, coordinate and prepare the response to planning applications on behalf of Waste and Street Scene services.
- Assist in the development of council policies, procedures and strategies to ensure the council is fulfilling its obligations in relation to the EPA and other statutory guidance.
- Assist with budget monitoring and contribute to the budget setting process.
- Participate in the recruitment and training of staff.
- To assist on any project, programme, initiatives/trials in areas of waste management and street cleansing.
- To prepare and present investigation reports, including disciplinary, as requested by the Waste and Street Scene Manager.
- Contribute to and work as part of the Team in order to meet service requirements and corporate requirements and targets.
- Work outside of normal office hours when the exigencies of the service demand.
- Undertake such other duties as may be appropriate to the grade of the post.