

Person Specification

Post Title: Recycling Collection Officer

Contract: Full time - Permanent position

Location: Blackburn

Date: July 2017 [Target start date October 2017]

This document sets out the essential, criteria you will need, to carry out the job role effectively. Your application form, interview and the final appointment decision will be based on an assessment of your ability to match these criteria. Please bear this in mind when preparing to apply for the job.

Key Duties the Recycling Collection Function:

The post holder will be responsible for:

- Procuring used, good quality unwanted household items and bric-a-brac in the quantities needed to meet customer demand.
- Building a successful recycling collection network [RCN]
- Developing both charity [free household goods and bric-a-brac] strand; alongside a purchasing strand E.g. Purchasing from retail / house clearance schemes etc.
- Coordinating Collections across the UK and Ireland, as appropriate.

Method of Assessment: A - Application form I – At Interview P – Presentation

1. Education/Qualifications/Training:	A	I	P
1. Do you have any formal qualifications or undertaken any training you consider relevant to this post. For example: HND/HNC - desirable but not essential.	All	All	
2. Training: Govt. Recycling policy / Purchasing /Stock management/Business administration IT and business database/spreadsheets/Project planning/logistics /P & L Quality control			1.3
3. The job role is office based however the job will entail: Off-site travel to meet Providers/suppliers/donors – inspect products etc.			
2. Knowledge / Experience of:	All	All	
1. Working with local councils/community groups or similar			2.2
2. Working knowledge of Recycling policy and practice			
3. Building, developing, managing a commercial initiative scheme network or similar			2.4
4. Coordinating commercial project or similar			
5. Strategic planning, able to identify: options/opportunities to maximise results			2.6
6. Contingency planning; conducting risks assessments appropriate to role			
7. Employing tactical approaches to produce desired results			
8. Developing systems and processes to influence and achieve best outcomes			
9. Creating, implementing and monitoring work related policy to align with company objectives as appropriate			

3. Skills / Abilities able to:	A	I	P
1. Effectively self-manage, organise, plan and prioritise own work	All	All	3.1
2. Work unsupervised, but collaborates and works as a team player to achieve results			3.2
3. Set goals and targets achieve these to agreed deadlines			
4. Assess /evaluates results in a range of situation			3.5
5. Develop /provide a recycling procurement strategy/plan or similar			
6. Maintain work documents in a clear systematic and auditable fashion.			3.7
7. Coordinate a range of activities, projects taking into account contingency and logistics [Eg. planning transport and storage stock coordination, collections]			3.8
8. Make calculated decisions – aims for high quality low risk			3.9
9. Conduct quality research - opportunities – network suppliers etc.			3.1
10. Keep up to date and advises on recycling legislation/policy as appropriate			0
11. Conduct field visits[or similar] ensuring a full risk assessment has been carried out before collections take place			
12. Able to think laterally, to create new ideas/ improvements.			
4. Team working	All	All	
1. Works effectively with others to identify problems and find and implement solutions.			4.1
2. A “hands on” team style and pro-active/motivational /influencing attitude			4.2
3. Plans, attends effective meetings both internal and external - secures aims/ outcomes			4.3
4. Remains calm and professional when working with others to achieve results/deadlines			4.4
5. Works towards developing a detailed understanding of the job role and share this and other business knowledge gained from the initiative with SMT [via progress reports			
6. Manage and supervise personnel as required			
7. Work closely with managers/departments collaborating on project			4.7
8. An appreciation of equality and customer care requirements at work			
9. Leadership - as appropriate to the job roles and responsibilities	4.9		
5. Communication Skills	A	I	P
1. A good standard of written & spoken English is essential.	All	All	
2. Communicates clearly and professionally with a range of people internal and external			5.2
3. Clear communication and presentation in writing / correspondence Eg. Reports and progress updates Power Point or similar packages			5.3
4. Confident & assertive when working with others – focused, friendly, personable			6.3
5. Effective negotiation skills in a range of work situations			
6. Confident in communicating operational/work issues problems in a timely way to managers and colleagues in order to find and implement solutions.			6.6
7. Work with integrity and manages level of autonomy of job role			6.7
6. IT/ICT	A	I	P
1. Proficient keyboard skills uses database/spreadsheets able to input, interrogate, analyse information using for reporting purposes	All	All	
2. Able to effectively set up systems using software packages such as Microsoft Word, Outlook, Excel and PowerPoint or similar software to develop effective systems to carry out the tasks and functions of this role			6.2
3. Systematically records and maintains information Eg. Collection Network database provide report on key categories of information			
4. Able to effectively carry out research to identify collection opportunities			
5. Systematically collect data, compile statistics, report on potential and actual results and costs			6.4

	A	I	P
7. Finance	A	I	P
<ol style="list-style-type: none"> 1. Provides financial updates; estimate cost implications when planning initiatives and in reporting on progress 2. Provides cost estimates Eg. Travel/transport/Stock /profit margins etc –when required. 3. Awareness of the cost of inefficiencies - able to factor these into plans as part of risk assessment and contingency 4. Calculate the impact of decisions/purchases on company sales and gross margin 	All	All	7.2 7.4
8. Competencies, Accountabilities & Attitudes:	A	I	P
<p>The post holder will be expected to undertake their duties in line with the following: ~A commitment to the company ~maintaining confidentiality and discretion ~ An openness to change ~A customer-focused attitude ~An appreciation of equality at work ~A spirit of team working ~Working professionally at all times ~Leadership - as appropriate to the job role/ responsibilities</p>	All	All	
8. Able to comply with the following:	All	All	
<ol style="list-style-type: none"> 1. Off-site travel will be necessary/frequent Eg.contact with supplier/assessments 2. Able to travel across the UK and /abroad unrestricted 3. A full clean, current driving licence is required to fulfil this aspect of the job 4. Willing to work beyond 9am to 5pm as required 5. Work occasional weekends to attend work related donor/supplier events as necessary 6. Occasionally undertake travel for work across the UK /Europe <p>Please note: This is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.</p>			