UNIVERSITY OF WARWICK

Job Description

Job title	Waste & Recycling Manager
Department	Estates Office
Grade	FA7

Job purpose (a brief summary of the role)	To be responsible for the management of all waste streams produced at the University ensuring waste is collected and removed from campus in a safe, compliant, cost effective and sustainable manner, engaging with management, staff, tenants and students to develop and implement strategies to reduce waste and increase recycling levels for all waste streams.
Duties and responsibilities	**Waste Strategy and Compliance** • Together with the Head of Facilities develop and implement a five-year Waste strategy across the University. • To develop the University waste policy in collaboration with the Sustainability Team, providing recommendations to reduce waste and increase recycling levels. • To develop, implement, monitor and review all Waste Management arrangements and relevant waste management legislation. • To be responsible for developing and maintaining the Waste Duty of Care Register for Estates, accommodation, departments, CCSG, Wellesbourne and off Campus. • To develop and review waste codes of practice and standard operating instructions that are linked specifically to waste stream and type of producer (Estates, Students, CCSG, off campus) making reference to Duty of Care register. • Responsible for managing the capture and collation of Waste data to ensure that the information recorded is accurate and up to date at all times, maintaining the records of all non-hazardous waste transfer notes and hazardous waste consignment notes in line with the University's code of practice, policies and procedures. • Responsible for producing the annual HESA waste report and other waste and recycling reports for management updating the University Waste Duty of Care register. • Manage the waste and recycling operations within ISO 14001 standard, contributing and supporting audits in conjunction with the Sustainability Team to ensure compliance at all times and where necessary ensure that any corrective work is actioned in a timely manner. **Waste Management Operations** • Provide expert advice on waste management practices and lead on improving standards in accordance with statutory and mandatory requirements**.** • Manage the University waste removal contractors for non-hazardous, hazardous and confidential waste. • Developing partnerships with charities to reduce Waste at source and enhance local community engagement. • Oversee the ongoing management and upkeep of the Universities waste duty of care register, to ensure that the information recorded is accurate and up to date in line with the University's code of practice, policies, arrangements and procedures, as well as the Estates ISO 14001 standard and climate emergency objectives. • Monitoring, recording and analysis of weights of the various waste streams leaving the University to gain maximum efficiency and cost effectiveness.

	• Compiling waste and recycling management reports and communicating to stakeholders. • Working with other departments across the university to ensure the university achieves or exceeds recycling targets. • Ensuring departments across the university are kept updated with new waste and recycling regulations and helping them plan for their implementation. • In conjunction with the Sustainability Champion (Waste and Recycling) and Compliance and Assurance team, ensure waste audits of University buildings are carried out and recommendations implemented. • Identifying, benchmarking and implementing best practice for waste management. • With the support of assistant managers, ensuring the department waste vehicle fleet are compliant and roadworthy at all times ensuring that audits and spot checks are carried out by Waste Assistant Managers to ensure appropriate records are maintained and to take appropriate action where required. • Ensuring that the waste and recycling operation meets Health and safety regulations and that risk assessments and method statements are produced to support this. • In consultation with the Head of Facilities, be responsible for identifying, organising and delivering recycling training to ensure that all University staff and contractors fully understand the University Management policy, arrangements, procedures and keep accurate records. Maintain up to date knowledge of the legislation and regulations in relation to the management of waste in the workplace. • Lead on the co-ordination of Waste surveys with the support of Assistant managers, appointing the appropriate contractors for specialist wastes. • Liaise with contractors and taking necessary action. Oversee the waste removal contractors regularly reporting and influencing performance improvement in these areas against agreed measures/KPI's and sample auditing. • Lead the tender specification in collaboration with Estates Procurement team of all waste management services, producing tenders for waste and recycling contracts, evaluating submission and offers, leading negotiations with suppliers, achieving best value for money. • Manage the ongoing relationship and Contract with Coventry City Council for Waste streams operated by them, under the Supervision of the Head of Facilities. **Staff Management** • Overseeing effective recruitment and training of the waste team, and ensuring effective absence, performance and discipline management practices in line with University policies, arrangements and procedures. • Management of an adequate flexible resource, ensuring there is enough resource to meet service requirements, including temporary staff and absences, taking responsibility for ensuring correct rota management. • Identifying and implementing improvement to processes, which will enable more effective team working. • Implementing and sharing departmental strategies. • Ensuring that all staff within the team are trained to work in a safe manner in line with health and safety requirements. • Ensuring that any health and safety incidents, breaches are reported and investigate in accordance with the Universities incident SHE ASSURE reporting system immediately. • Develop Risk Assessment register, Standing Operating Procedures for all activities carried out by the Waste Operations team. • Ensure that contractors adhere to universities health and safety policies and Contractors Code of Conduct at all time.

	Budget Management • Manage delegated budget of circa £0.75m. with regular reporting to line management of progress and status. Produce monthly, quarterly and annual progress, waste and recycling reports and statistics. • Checking and processing invoices and other paperwork related to the waste and recycling operation. • Managing the operation of waste and recycling across campus within budget, ensuring resources are deployed in an efficient and cost-effective manner. • Monitoring, measuring and reviewing the performance and value for money of the various contracts for waste and recycling. • Develop and contribute to the production a campus wide strategy and 5-year plan.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Relevant degree or other recognised waste management qualification, or equivalent experience.	A
E2	NEBOSH Award qualified essential.	A & C
E3	Significant experience of Waste management, risk assessments and report writing with specialist skills gained through significant experience.	A & C
E4	Experience of developing and implementing Waste Management systems and processes and experience of preparing and delivering information sessions to a diverse range of people.	A & C
E5	Experience of dealing with general waste management including recycling initiatives in public or private sector organisations.	A & C
E6	Experience of working with budgets and financial planning.	A & C
E7	Experience of managing teams and the appropriate skills to understand, communicate and influence people on the benefits of proposed solutions or the need to take a specific course of action.	A & C
E8	In-depth knowledge of Waste Regulations and knowledge of relevant Health and Safety regulations.	A & C
E9	Have substantial problem-solving abilities to be able to select and recommend solutions from a number of alternatives with the ability to lead change in making recommendations and implementing policies and procedures.	A & C
E10	Good interpersonal skills, dealing with people from a wide variety of backgrounds required.	A & C
E11	Be able to demonstrate a flexible approach to working and a clear commitment to service delivery and customer care.	A & C
E12	Ability to plan and prioritise workload and time; working to tight timescales.	A & C
E13	Excellent verbal communication, influencing, written and IT skills in reporting and auditing which will influence change and use them to prepare reports and training presentations.	A & C
E14	Knowledge of waste management legislation and a detailed comprehensive knowledge of Health and Safety relevant to the role.	A & C
E15	Ability to manage own workload, prioritise tasks and retain appropriate records essential.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Membership of CIWEM* preferred, but not essential.	A & C