

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Environment Project Assistant |
| HBC Grade: | HBC 5 |
| Service: | Waste and Environmental Improvement |
| Division: | Community and Environment |

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| **Main Purpose of the Role** |
| 1. To set up and manage information systems to support the Principal Officer – Waste & Recycling Projects, and other officers within the Waste and Environmental Improvement Services Division
2. To manage systems for the monitoring of performance and payments relating to waste and recycling contracts.
3. To provide information and technical support for the review and development of strategies relating to waste and sustainability.
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| **Key Duties**  |
| **1** | To be responsible for ensuring that operational management software, financial management systems, and databases are accurate, constantly reviewed and updated to ensure efficient and effective operation with particular emphasis on the payment mechanisms relating to waste contracts. |
| **2** | To provide regular reports and management information as required by the Principal Officer – Waste & Recycling Projects and other officers within the Waste and Environmental Improvement Services Division |
| **3** | To set up and manage computerised information systems to assist the Waste Management Division and to be responsible for the training of any staff that may be assigned to support the section or other officers who may need to access such systems |
| **4**  | To raise official orders on the Agresso system, record deliveries and secure certification of invoices ensuring that Standing Orders relating to Finance are complied with and that the relevant performance indicators are met. |
| **5** | To assist in the preparation and administration of official tenders and contract documentation, including completion of tender registers whilst ensuring compliance with Standing Orders relating to Contracts |
| **6** | To liase with organisations, both internally and externally, in order to maintain records and co-ordinate the compilation of accounts related to waste disposal and recycling contracts and to be the focal contact for the provision of Waste Management data enquiries. |
| **7** | To ensure the provision of an efficient and effective data collection/retrieval service to satisfy the needs of the Division. |
| **8** | To meet, liaise and interact with officers from other local authorities and to represent Halton as a member of relevant external working groups |
| **9** | To provide the Waste Strategy Manager with the data necessary for the production of statutory and Best Value Performance Indicators and other relevant statistics |
| **10** | To support the Principal Officer – Waste & Recycling Projects by carrying out research in order to assist in the evaluation of the impact of developments within the waste industry, including Government legislation upon Halton Borough Council’s Waste Management Strategy |
| **11** | To assist the Principal Officer – Waste & Recycling Projects and other officers of the Division in the preparation and delivery of community engagement and consultation exercises |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| Minimum 3 GCSE’s at grade ‘C’ and above (including Maths and English) or proven relative experience. | HNC Business Administration or other relevant qualifications. | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Experience in the use of Microsoft office. | Skilled in the use of a range of software. | Self motivated with excellent organisational and communication skills | Application / Interview /Assessment |
| Experience in the use of, and maintaining, financial management and other information systems |  | Ability to determine and work effectively on own initiative and co-operatively as part of a team. | Application / Interview /Assessment |
| Experienced in the use of management information systems including the ability to interrogate, organise and present data. |  | A professional attitude, proactive, honest, hard working, demonstrating commitment and pride in the job, self critical and striving to improve. | Application / Interview /Assessment |
|  |  | Proven good interpersonal skills, able to demonstrate the ability to elicit co-operation from internal and external contacts. | Application / Interview /Assessment |
|  |  | Work effectively under pressure and meet set targets and deadlines. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Experience working for or in partnership with Local Authority | Web site maintenance | A flexible approach and understanding of the challenges facing local authorities to deliver successful waste management services. | Application / Interview /Assessment |
| Experience of working in a support role to front-line and environmental services. |  | Report writing. | Application / Interview /Assessment |
| Research, analysis and interpretation. |  | Presentation skills. | Application / Interview /Assessment |
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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Available to work out of office hours if necessary – some flexibility will be required.  | Willingness to undertake relevant training. | Interview / Assessment / Documentation  |
| Current UK Driving Licence | Willingness to network with partnership organisations. | Interview / Assessment / Documentation |
| Genuine interest in the environment. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.