



Job description	
Job title	Recycling Engagement Team Leader
Grade	J
Directorate	Communities and Neighbourhoods
Section/team	Waste Management
Accountable to	Waste Prevention Manager
Responsible for	Recycling Engagement Team x 4 Recycling Performance Officer
Date reviewed	25 February 2025

Purpose of the Job

The main purpose of this role is to reduce residual waste, increase recycling percentages and maximise reuse potentials.

To lead on the Council's waste education, engagement activities, awareness raising and enforcement programmes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Support the introduction of recycling initiatives and campaigns that raise awareness about waste minimisation and the circular economy to encourage participation.
- Develop and deliver targeted waste management projects that address issues of poor recycling by improving knowledge and changing behaviour.
- To work alongside operational managers to improve the monitoring and recording of contamination and presentation data.
- To provide advice and solutions directly to individuals and households where there are issues with waste.
- To organise or support events and activities with local community groups or schools that raise awareness, educate and promote the service
- To tackle low level take-up or non-compliance, particularly in relation to waste collected from communal housing as well as the development and



delivery of a comprehensive engagement plan with other relevant bodies or organisations.

- Conduct consultations, surveys and audits as required.
- To support the preparation and development of bids for internal and external revenue and capital funding for waste related projects or services.
- To record and monitor progress and maintain records of activity and engagement and delivery of the Behaviour Change Work Programme.
- Support the development and delivery of any project communication materials such as posters, leaflets, campaigns etc, freedom of information and environmental information requests.
- Contribute to the delivery of the Council's Climate & Waste Management Strategies and Action Plans undertaking work and liaising with individuals and teams across the Council in the delivery of related services.
- Understand the needs of the community through analysis of service data, citizen feedback.
- Develop relationships with key stakeholders and partner organisations, including the Merseyside Recycling and Waste Authority.
- To be responsible for allocated resources including fleet, PPE and equipment including investigation into any loss or damage of such resources

Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities..

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.



Knowsley Council

- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.