



Job description			
Job title	Recycling Engagement Officer		
Grade	H		
Directorate	Place		
Service/team	Neighbourhoods – Waste Management		
Accountable to	Waste Prevention Manager		
Responsible for	N/A		
JE Reference		Date Reviewed	January 2025

Purpose of the Job

As a Recycling Engagement Officer, you will engage with households and key stakeholders to promote recycling, waste minimisation, change recycling behaviours and reduce contamination in the recycling stream.

Duties and Responsibilities

1. Visit, engage and proactively work with households and other stakeholder groups to reduce contamination, increase recycling and reduce residual waste.
2. Engage and work with waste management teams to increase recycling and reduce residual waste including, bin checks, issuing bin stickers, reporting broken/extra bins and stickering contaminated bins.
3. Undertake load samplings in order to verify the contamination rate and challenge the results if necessary.
4. Work with the Corporate Communications team in the preparation and delivery of publicity material for the promotion of the Borough's recycling initiatives.
5. Prepare and deliver educational materials and presentations to stakeholder groups on waste/recycling matters including schools, local community groups, registered social landlords and Council employees.
6. Assist with the implementation of new recycling and waste initiatives.
7. Analyse data and assist with performance monitoring and reporting.



8. Respond promptly and deal with customer enquiries and complaints.
9. Raise instances of non-compliance/contamination with residents and explain corrective actions
10. Maintain an understanding of the Council's waste enforcement policy and be able to explain this to residents.

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.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



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.