

Waste and Recycling Officer

JOB DESCRIPTION

JOB TITLE:	Waste Services Officer (recycling)
DIRECTORATE:	Leisure Culture and Community Wellbeing
JOB EVALUATION NUMBER:	A13524
BAND:	5
RESPONSIBLE TO:	Waste Services team leader
RESPONSIBLE FOR:	NA
MAIN PURPOSE OF POST:	• To organise all promotional activities in relation to recycling and waste minimisation. • To be responsible for carrying out all duties and responsibilities of the Council in relation to recycling and waste minimisation, to help achieve the Council's waste and recycling targets. • To proactively seek out opportunities to engage with the public, to develop their understanding of the need and opportunities for local recycling and help increase the tonnages being recycled and decrease those to residual waste. • Deal with complaints and enquiries.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Work alongside our waste collection contractor, following up reports about recycling bin contamination and misuse of the refuse bins.
2.	To assist in the day-to-day monitoring of the performance of the waste collection contract relating to kerbside recycling and garden waste collection. Meeting with the Contractor and colleagues as required to resolve relevant issues and to identify service improvements.
3.	To assist the team in the production and keeping of adequate records, to compile reports using statistics or other relevant material, and report trends to the Waste Services team and other interested colleagues/parties
4.	To communicate with individuals and groups, face to face, at formal and informal settings including on the doorstep and local events. Giving presentations to interested groups including schools, and other audiences of all ages. Drawing on national promotional materials and personal knowledge, etc, to ensure minimal contamination of recycling, to comply with waste acceptance protocol for recycling and garden waste, and to effect waste minimisation and help reduce the impacts of climate change
5.	To seek out, create and establish opportunities to engage with the Borough's residents

	and work with them help improve the quality and quantity of material recycled and reduce residual waste.
6.	Provide assistance to the Waste services team leader with planning applications in relation to refuse and recycling requirements for new developments.
7.	Manage a small budget associated with improving recycling rates.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that

all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Waste Services Officer (recycling)
DIRECTORATE:	Leisure Culture and Community Wellbeing
JOB EVALUATION NUMBER:	A13524
DATE:	August 2026

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Good organisational and problem solving skills.	Application Form
Ability to work unsupervised and use initiative to prioritise workload and meet deadlines.	Application Form
An excellent team worker who can deal with working in a front line service with competing demands and challenging situations	Application Form
Confident when speaking with people on the telephone and face to face.	Application Form
Confident writing emails and letters where appropriate.	Application Form
Ability to be creative and innovative, not afraid to suggest new ideas and take initiative	Application Form
Flexible and versatile and willing to carry out a wide range of duties.	Application Form

Willingness to learn new skills and adopt new ideas.	Application Form
Computer literate with experience of Microsoft office, email and database use.	Application Form

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Knowledge of Waste Management.	Application form/interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience of working in a busy office environment.	Application form/interview
Experience of public speaking/giving presentations	Application form/interview
Customer service/interaction experience.	Application form/interview

Desirable

Desirable experience	Assessment method
Experience of working in local government and/or a waste management service.	Application form/interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
5 grade A* to C GCSE or equivalent to include Maths, English and ICT	certificates
Full clean driving licence	certificate

Desirable

Desirable qualifications	Assessment method
Waste management related training/qualification	certificate
Advanced IT qualification	certificate
Marketing/publicity qualification	certificate

OTHER REQUIREMENTS

Essential

	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level 1

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

Changing and improving

Level: 1

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

Making effective decisions

Level: 1

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

Leading and communicating

Level: 1

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

Collaborating and partnering

Level: 1

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

Developing self and others

Level: 1

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

Delivering value for money

Level: 1

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

Managing a quality service

Level: 1

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

Delivering at pace

Level: 1

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.