

<b>Title of post:</b>	Commercial Waste Recycling Officer
<b>Reports to:</b>	Head of Programme – Resource London
<b>Key Contacts:</b>	Senior members and officers of LWARB, GLA, and London Councils, the London Boroughs and Statutory Joint Waste Disposal Authorities, private waste management companies and business membership organisations (such as Business Improvement Districts) and other key local and national stakeholders.  Members of the LWARB Board and its Committees.
<b>Job Grade:</b>	Grade 7 (£45,742-£50,522 – pay award pending)
<b>Pension:</b>	Voluntary employee’s contribution matched by employer of 3% of salary.
<b>Period:</b>	18 month fixed term to March 2020 (current end date for the Resource London programme)
<b>Hours:</b>	Full Time
<b>Annual Leave</b>	30 days per year
<b>Location</b>	The officer will be based at the LWARB’s Offices with some opportunity for home working. Travel to events and meetings across London will be required.

**Main purpose of job**

The main responsibilities will be:

The London Commercial Waste Recycling Project (the Project).

1. To manage and deliver the project;
2. To work with the greater London Authority and individual or groups of London waste authorities, businesses, business membership organisations (such as Business Improvement Districts) and private waste management companies;
3. To support stakeholder engagement;
4. To disseminate the Project through attendance at relevant waste and business network meetings, presentations, newsletters other media;
5. To report to the Resource London Programme Partnership Board.

**Main accountabilities**

- Responsibility for the development and delivery of a project working with London's waste authorities, commercial waste companies and business support organisations (such as business improvement districts) to improve and increase the provision and uptake of cost effective, harmonised recycling solutions for London businesses, which deliver better quality materials and increase the proportion of London's commercial waste that is recycled (including food waste);
- Support the work of TFL and BIDS on business waste service consolidation trials to help improve service provision;
- Provide efficient and effective business support to the London boroughs to develop commercially viable and competitive commercial waste recycling businesses (services);
- Map existing commercial recycling service provision and service quality (including surveying businesses to understand their needs and barriers of using recycling services) to establish baseline data and then work with key stakeholders to set performance targets and put in place systems to capture better data on commercial recycling tonnages;
- Actively promote awareness of the Project and its benefits including representing the Project at external events to key stakeholders including waste professionals, members or chief executives and lead officers of London waste authorities, government and businesses;
- Identify, commission and manage consultants to deliver specific elements of the Project;
- Develop and maintain relationships with key stakeholders, delivery partners and other key stakeholders;
- Provide support, advice, briefings and reports to the Head of Programme, LWARB Chief Executive, Resource London Programme Partnership Board and LWARB Board members;

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- Liaise with other LWARB programmes and ensuring that cross-collaboration is achieved;
  - Draft reports, briefings, circulars, speeches, articles, presentations, press information and other documents as required on issues arising from the Project.

*Other Duties*

- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job;
- Policy input into any ventures and partnerships the partnership Board chooses to investigate in connection with the Project;
- Keep abreast of market and legislative developments and evaluate the impact of the Board's activity as part of an ongoing strategic view;
- Carry out all tasks and allocated work within agreed timescales and budgets;

**Person Specification**

<b>Knowledge, skills and experience</b>	<b>Essential</b>	<b>Desirable</b>
1. Excellent literacy, numeracy and communication skills and ability to influence and present to stakeholders.	X	
2. An understanding of the local authorities and the wider administrative/political context within which they operate.		X
3. Experience of working collaboratively with a large number of stakeholders at a senior level.	X	
4. Experience of waste management services in a local government context.		X
5. Experience of waste management services in the private sector		X
6. Experience of working with businesses, business support organisations (such as BIDs)	X	
7. Excellent project management capability including experience of managing multiple projects involving multiple stakeholders.	X	
8. Experience of procuring and project managing consultants.		X
9. An understanding and knowledge of the waste management sector.	X	
10. Experience of using IT systems including MS Outlook, word-processing, spread sheets and databases.	X	
11. An understanding of equality of opportunity, valuing diversity and the ability to translate this into action.	X	

London Waste and Recycling Board  
Waste Authority Support Manager  
June 2018

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