

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Apprentice Recycling Advisor	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Waste Management		
Service Area:	Community Services		
Primary Location:	Barrack Street, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Compliance Manager		
Responsible for:	Staff – none, Budget – none, Other – equipment and resources used within the waste management group		

Role Purpose

The Waste Management Apprentice will primarily assist with operating the Household Waste Recycling Centres and Transfer Stations to improve recycling and help members of the public.

The role includes working outside in all types of weather (appropriate uniform provided).

A range of training opportunities will be provided both in work and through training courses. The post holder will have the opportunity to gain training, experiences and competencies towards becoming a local authority Recycling Advisor.

Role Responsibilities

Main duties:

Many of the duties will include training and supervision where necessary in order for the Trainee to gain the necessary experience and competencies to become a Recycling Advisor

1. Attend and complete all elements of the Level 2 Waste Resource Operative Apprenticeship
2. Assist with the operation of the County's Household Waste Recycling Centres and transfer stations.

3. Assist with increasing the recycling rate and helping members of the public separate their items for recycling on site.
4. Learn valuable site skills such as the operation and maintenance of plant machinery.
5. To support the re-use agenda and identify items that would be suitable for the on site re-use shop or for recycling and direct customers accordingly.
6. Assist with site maintenance including helping to ensure that all areas of the site are kept clean and tidy at all times.
7. To ensure that the site, plant and equipment are operated in a safe manner adhering to the Health and Safety requirements of the site at all times.
8. To learn how to use the weighbridge and take customer payments.
10. To ensure the site operates within its Waste Management Permit and all other associated legal and environmental requirements.
11. Maintain comprehensive records of all work and training activities undertaken
12. Take reasonable care of the health and safety of yourself and of other people and work within the provisions of environmental, equalities and health & safety legislation.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good customer service skills and confident in dealing with a wide variety of situations and people	A, I
Willingness and aptitude to undergo further training, both formal and work based	A, I
Good verbal communication skills and the ability to communicate effectively with the public	A, I
Capable of physical manual work	A, I
Flexible regarding duties, hours and place of work	A, I
A good team player / team working skills	A, I
The ability to operate heavy plant machinery (training will be provided)	A, I

Adequate levels of vision, hearing & mobility, with or without the use of aids	A, I
Customer focussed and committed to ongoing service improvement	A, I
Genuine enthusiasm for and an interest in recycling and reducing waste	A, I
Willing to travel to work at a variety of different locations within Warwickshire	A, I
Understanding of the importance of health and safety	A, I

Desirable Criteria

Assessed By:

Some form of work experience	A, I
GCSE's and/or equivalent qualifications including grade A* - C / 9 - 4 in English and Maths	A, D
Full UK driving licence	A, D, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties

<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input checked="" type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	