

PERSON SPECIFICATION

T176 – WASTE AND RECYCLING ENGAGEMENT OFFICER

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Possess excellent written and presentational skills	E	1,3
Personal Skills	Ability to think creatively and prepare material to educate and engage the target audience	E	1,3
Personal Skills	Able to work on own initiative	E	1,3
Personal Skills	Good planning and organisational skills and able to work to achieve deadlines	E	1,3
Personal Skills	ICT literate and familiar with packages such as Word, Excel and Outlook	E	1,3
Personal Skills	Possess excellent customer care skills	E	1,3
Personal Skills	Be enthusiastic and passionate about environmentally issue	E	1,3
Experience	Experience of undertaking presentations to a wide variety of audiences	E	1,3
Experience	Experience of preparing material for educational and engagement purposes	E	1,3
Experience	Experience of working in small team and developing the service area	D	1,3
Experience	Experience of working in a waste related discipline	E	1,3
Experience	Experience of working in a local authority and awareness of local authority procedures.	D	1,3
Experience	Experience of collating and analysing data	E	1,3
Experience	Experience of working with frontline staff involved in delivering a waste and recycling service	D	1,3
Experience	Experience of dealing with members of the public both face to face and through written correspondence.	E	1,3
Attainments/Qualifications	Environmental/Educational based qualification or experience	E	1,3,4
Attainments/Qualifications	Degree in an environmental based subject or relevant experience	D	1,3,4
Attainments/Qualifications	Membership of CIWM or IEMA	D	1,3,4
Knowledge	Knowledge of national legislation, strategies and policies covering waste, recycling and climate change	E	1,3
Knowledge	Knowledge of the requirements for the different key stages within the school curriculum	D	1,3
Special Requirements	Full driving licence and have the use of own vehicle for work purposes	E	1,3
Special Requirements	Ability to work outside office hours and be able to attend out of hours meetings	E	1,3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]