

## WRAP Job Description

<b>Job Title</b>	Local Authority Technical Consultant
<b>Included roles</b>	Local Authority Technical Consultant (Wales CCP) Local Authority Technical Consultant (Northern Ireland)
<b>Directorate</b>	Various
<b>Role reports to</b>	Various
<b>Job Function</b>	Service Delivery & Technical
<b>Job Family</b>	Operational/Service Delivery
<b>Grade</b>	D

### Job Purpose

- Provision of technical advice and guidance to local authorities to support with the development and delivery of effective recycling and waste services.
- Enabling local authority stakeholders to build an understanding of the business case for service change, and to support with the successful implementation and delivery of that change.

### Key Responsibilities & Accountabilities

- Establish strong working relationships with relevant stakeholders (local authorities, their contractors and industry bodies) at senior officer, director or elected member level.
- Engage with local authorities on technical and policy issues relevant to the provision of waste and recycling services, providing advice on alternative approaches to service design and delivery, and support them with assessing the business case for change.
- Provide technical advice on strategic approaches to, and technical aspects of, waste and recycling collection, sorting and treatment utilising WRAP's evidence and resources as appropriate. Where required, appoint and manage external contracted support to assist with delivery.
- Develop, update and disseminate tools, guidance and resources to support local authorities with the development and delivery of comprehensive and efficient waste and recycling services.
- Act as a key point of contact between WRAP and its local authority stakeholders, ensuring that local authorities are aware of all relevant opportunities to engage with WRAP's wider work, and can access all relevant products and services offered.
- Provide excellent, professional customer service to all stakeholders, utilising WRAP processes and systems to ensure activity, projects and engagement are clearly recorded.
- Seek opportunities from the engagement with local authorities to secure co-funding for projects or direct revenue for WRAP.
- Contribute specialist collections and recycling knowledge to other projects within WRAP, WRAP's partners and to external stakeholders.
- Keep up to date with relevant market knowledge, developments and trends in the sector, as well as major stakeholders within your portfolio.
- Provide regular progress reports as required by the Programme Delivery Manager and internal clients to inform reporting.

### HR Section Only

Job Code	SDT-OSD-05
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- Travel, as necessary to locations within the UK. Occasionally spend time away from home overnight as and when projects require.
- Undertake other appropriate duties as may be determined.

## Knowledge, Skills, Training and Experience

### Essential:

- Extensive knowledge of the range of collection services, sorting and treatment technologies in operation in the UK and the relevant policy and legislative context.
- Strong operational experience in planning and delivering recycling and waste collection services including experience of rolling out new services and implementing service changes.
- Strong understanding of local authority structures and decision-making processes.
- Proven ability to engage and influence key senior stakeholders and/or decision makers to agree and deliver change.
- Practical experience of developing business cases in support of new services or service contracts.
- Demonstrable experience of writing reports including for a non-technical audience.
- Confident presenter and communicator with experience of delivering workshops and facilitating meetings with senior level delegates.
- Demonstrable experience of managing or delivering services across a number of local authority areas.
- Fluent Welsh speaker – Wales CCP role only

### Desirable:

- Working knowledge of project management principles and tools.
- Demonstrable experience of commissioning and managing contractors to deliver services (not required for Wales CCP role).

### Key Role Requirements

- A flexible approach to working locations and hours
- Full Driving License

## Job Specific Information

### Wales CCP

- *Engage and influence Welsh local authority partners to support them to achieve the WG recycling targets in line with the Circular Economy Strategy*
- *Define, manage and deliver a range of advisory and other support projects designed to support improvements in the design, delivery, cost effectiveness and performance of waste management and recycling services provided by Welsh local authorities.*
- *Develop good working relationships with individuals at a variety of levels in the local authorities you work with. Build knowledge of the waste management and recycling services provided by these authorities and their proposed strategies to reach WG statutory recycling targets.*
- *Provide advice directly to local authorities you work with on strategic approaches to, and technical aspects of, collection and recycling service options, HWRC sites, service enhancements, efficiency improvements, vehicle/handling options, materials marketing, trade waste services and mobilising service changes.*

**NOTE:** This job description is not intended to be exhaustive. It is expected that the post holder and WRAP will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, changing corporate requirements and individual development needs.

## Job Specific Information

### Northern Ireland

- *Engage and influence Northern Ireland local authority partners to help maximise their contribution to the delivery of WRAP's targets*
- *Support policy and evidence teams, providing leadership to resource management Research and Data Analysts task and project teams, helping ensure appropriate outputs and outcomes*
- *Support the Policy Support team in establishing effective working relationships with relevant policy leads in Northern Ireland and across UK governments, with professional bodies and trade associations*
- *Work collaboratively with Technical Support teams in England and Wales, providing expertise as required to support the objectives of WRAP's strategy and business plan*

## Competencies

Competency	Level
Quality Focus	4
Continuous Improvement	4
Analysis & Insight	3
Technical Expertise	3