

## WRAP Job Description

<b>Job Title</b>	Recycling and Collections Advisor
<b>Included roles</b>	
<b>Directorate</b>	WRAP Cymru
<b>Role reports to</b>	CCP Team Manager
<b>Job Function</b>	Service Delivery & Technical
<b>Job Family</b>	Operational/Service Delivery
<b>Grade</b>	C

### Job Purpose

Plan, manage and execute a portfolio of projects to provide advice and support to local authorities to inform the design and delivery of recycling and waste collection services, and to manage and contribute to projects which research and define good practice. To develop information and evidence to inform decision making and define good practice with a particular focus on cost and performance data.

### Key Responsibilities & Accountabilities

- Accountable for managing a range of advice projects to improve the design, delivery, cost-effectiveness and performance of waste and recycling services provided by local authorities.
- Using available data, provide analysis to local authorities on the current performance of their recycling and waste services and use wider data and insight to inform them about the potential impact of changes.
- Provide advice directly to local authorities on strategic approaches to, and technical aspects of, collection and recycling service options, HWRC sites, and efficiency improvements.
- Support local authorities and team members with performance and financial modelling and data analysis work, utilising WRAP tools where appropriate.
- Define and deliver projects to inform the advice that WRAP provides to local authorities on the collection and recycling of waste.
- Manage projects to inform the development of good practice and the body of evidence on cost-effective interventions to improve recycling. This may include research studies, preparation of case studies, field-based work to obtain operational data, collection pilots and equipment/technology reviews. Where it is identified that reports will be published, ensure reports of publishable quality are produced.
- Use WRAP project management tools and apply good practices in the execution and management of projects.
- Provide progress reports and expenditure forecasts for projects as required by the Programme Area Manager or Head of Programme to inform monthly and quarterly reporting on the programme.
- Develop technical expertise in areas relevant to the work of the Programme, respond to requests from colleagues, keep abreast of developments in these areas and bring such to the attention of colleagues.
- Contribute to disseminating the results and outputs from WRAP commissioned studies by speaking at external events and by facilitating and presenting at WRAP organised dissemination events and workshops.
- 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 from time to time.

### HR Section Only

<b>Job Code</b>	SDT-OSD-03
<b>Date modified</b>	09/10/2020

## Knowledge, Skills, Training and Experience

- Experience of working with or for the public sector. Must be able to demonstrate an understanding of local authority structures and processes.
- Good knowledge of the range of collection, recycling and sorting systems in operation and the relevant policy and legislative context.
- Experience of managing discrete projects, with sound project management skills and an ability to balance a complex mix of priorities
- Confident presenter and communicator, with experience of writing clear technical reports and other publications.
- A strong background in a discipline involving a range of research-based and numerical skills (e.g. statistics, market or social research, economics).
- Experience of carrying out research and evidence gathering

## Job Specific Information

### **Recycling and Collections Advisor (CCP Waste data flow specialist)**

- *Use expert knowledge of Waste Dataflow to ensure that the work of the team is informed by the most up to date data.*
- *Lead a programme of evaluation of the impact of changes made by LAs to understand the success of the change, the effectiveness of our support and inform future work.*

### **Recycling and Collections Advisor (CCP data consultant) – currently vacant**

- *Creating and maintaining WRAP CCP's data sets as agreed, including cleansing and importing new data as it becomes available.*
- *Collating evidence and monitoring scheme performance.*
- *Support the evaluation of the impact of changes made by LAs.*
- *Provide regular data updates to Welsh Government using the agreed format and to the timescales required*
- *Support the writing of reports by other members of the team*
- *Support on extracting and analysing data from Waste Dataflow as required.*

## Competencies

Competency	Level
Quality Focus	3
Continuous Improvement	2
Analysis & Insights	3
Technical Expertise	3

*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, in particular changing corporate requirements and individual development needs.*