

## Head of Liquid Waste Management

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**Department:** Growth, Housing and Environment  
**Division:** Operations & Transport  
**Reports to:** Group Director Operations and Transport  
**JE Reference:** GHE009  
**Grade:** CS15 **JE Date:** 28/04/2019

### Job purpose

Leading, developing and managing the Liquid Waste Division of Operations and Transport ensuring the provision of a safe and effective drainage infrastructure and treatment of wastewater which meets the needs of islanders and complies with all relevant statutory, quality, budgetary and health & safety standards to safeguard public health and wellbeing.

### Job specific outcomes

Lead and develop specialist professional services essential for the management of liquid waste, including provision of surface water infrastructure and treatment and collection of wastewater, maintenance of the Island-wide network, pumping stations and foul sewers to ensure the effective management of critical infrastructure essential for the functioning of society.

Provide good leadership and oversee the best utilisation of staff and physical resources in the provision of high quality and cost effective services to support the Island's critical infrastructure.

Provide specialist advice on liquid waste disposal strategy and drainage maintenance procedures and make recommendations in relation to local, UK and EU legislation to Senior Management and politicians to support the development of Government strategic aims.

Develop and deliver the Liquid Waste Strategy capital and asset maintenance project, co-ordinating consultants, contractors and suppliers to ensure that drainage and liquid waste critical infrastructure is managed effectively.

Manage the operation of all liquid waste management contracts, ensuring that such contracts are kept up-to-date and fit for purpose so that wastewater is processed in line with industry best practice and environmental protection principles.

Set, justify, implement and control the revenue and capital budget for the Liquid Waste Strategy ensuring that Island critical infrastructure is developed and maintained within the defined financial limits.

Ensure health and safety at work is given the highest priority within their service due to the risks associated with working with chemicals, flammable substances, power tools and machinery to ensure the safety of staff and the general public.

Lead the implementation of research programmes involving the evaluation of alternative methods of work and plant design, such as trialling the suitability of new procedures and technologies in wastewater processing methodologies to increase operations efficiency and best value practices.

Lead on the provision of liquid waste related operational information and feedback to support the design and introduction of waste charges as part of politically driven initiatives.

Lead on the safe and efficient running of liquid waste disposal processes to ensure that contingencies are in place to prevent systems failure that could lead to pollution of the natural environment or could affect islanders' health and wellbeing.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

- Liquid Waste Drainage Design and Maintenance
- Liquid Waste Treatment and Disposal

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree or equivalent specialist knowledge in a technical or engineering field including Process, Control Systems, Chemical, Electrical and Mechanical Engineering and a level 7 post graduate qualification or equivalent gained by substantial relevant practical experience in a relevant specialism, including Environmental Impact, Finance and / or MBA etc.</p> <p>Chartered membership of a relevant professional engineering institution e.g. ICE, IMechE, IchemE etc.</p> <p>Project management qualification or equivalent.</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of engineering disciplines, including chemical processes.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing waste and liquid waste in Jersey.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The Growth, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p>

	<p>practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing a budget and business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	<p>Driving licence (Group B)</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>The Post holder must possess:</p> <p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a</p>	

	<p>high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Practical experience of engineering disciplines, including chemical processes.</p> <p>Experience in leading multi-disciplinary engineering teams and contractors.</p> <p>Experience in management of major projects.</p> <p>Proven management experience, including management of senior teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in delivery against large budgets.</p> <p>Experience setting and deploying strategy at departmental / divisional</p>	

	<p>level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	
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**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.