

Waste Compliance Officer

Department: Growth, Housing and Environment

Division: Operations & Transport

Reports to: Senior Manager / Manager

JE Ref: GHE1073

Grade: CS09

JE Date: 20/04/2020

Job purpose

Evaluating and monitoring compliance within the Waste Management functions, the Island Abattoir and Knacker's Yard to ensure that services operate in cost effective and environmentally responsible ways to meet the needs of the Island community.

Job specific outcomes

Plan, direct and control all aspects related to compliance with procedural, legislative and other regulatory requirements, carrying out inspections and routine sampling of water, ground and bio aerosol, maintaining accurate records to ensure that plant, machinery and procedures involved in the processing and disposal of solid and liquid waste are optimal and in good working order to minimise the risk of spillage, contamination and pollution, safeguarding the Island natural environment.

Develop and implement audits on the procedural systems used within waste management and /or the Abattoir and Knacker's Yard and recommend improvements when required, ensuring that systems are well calibrated and fit for purpose and that waste and/or animal by-products are disposed of safely to promote safe delivery of waste processing and animal slaughtering services and the disposal of animal by-products, safeguarding the health and wellbeing of islanders.

Devise and ensure successful implementation of procedures and work methods based on the latest techniques that will enhance the health, safety, efficiency and effectiveness of the section, ensuring continuous compliance with regulation guidelines and legislation in place.

Monitor and assess the compliance of waste working plans related to solid and/or liquid waste processing and/or the welfare and slaughter process of animals for human consumption at the Island Abattoir and the safe disposal of animal by-products at the Knacker's Yard, ensuring all relevant equipment, licences and materials are available and up-to-date and that staff meet the necessary training requirements for the effective and safe operation of such services as applicable to the role.

Deal with complaints from customers and the general public ensuring that a professional service is provided and remedial action is taken in line with guidelines and procedures in place, making recommendations for improvement of services and processes where necessary to promote the provision of excellent services to customers that meet the needs of the Island society.

Provide technical advice on the type of services provided by the section, including on the appropriateness of new service provision or customer requests in line with regulatory restrictions to ensure operational compliance at all times.

Maintain accurate records of monitoring compliance protocols applied, identified issues and corrective action where applicable for audit purposes and to support follow-up processes, assessment and review at regular intervals to ensure the safe and effective operation of waste management functions and /or the Island Abattoir and Knacker's Yard for the benefit of the public and protection of the natural environment.

Managing the interface between the Department and other Government functions (e.g. Regulation, Law Officers etc.) and external agencies as relevant to the enforcement of compliance standards related to the activities of the section.

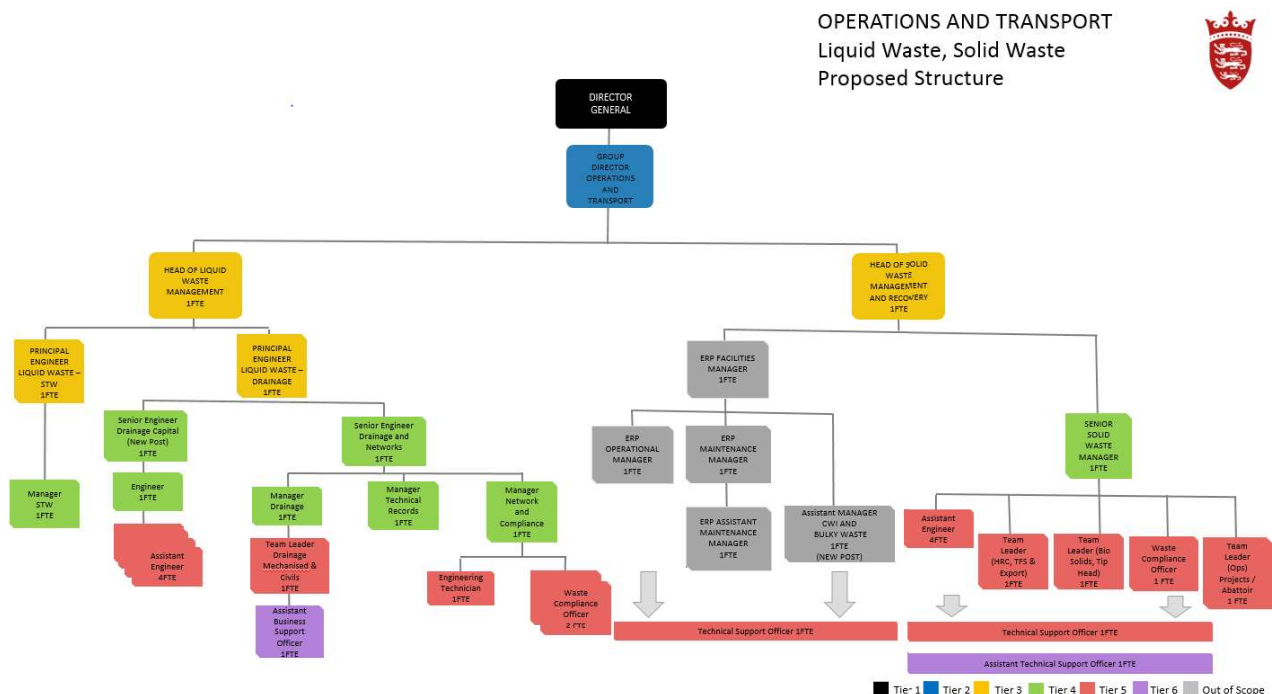
Statutory responsibilities

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

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

- The role refers to the following specialisms:
- Waste Compliance Officer (Liquid Waste)
 - Waste Compliance Officer (Solid Waste)

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	HNC level qualification or equivalent in Waste Management or a Scientific related discipline	Health & Safety certificate (e.g. IOSH)
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	Knowledge and understanding of legislation and policy as it relates to waste management and / or animal welfare as applicable to the role and the ability to apply these and explain to others	<p>Knowledge of:</p> <p>The activity and processes of Government</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>Technical / Work-based Skills <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>Ability to use technical business applications designed to capture, store, manipulate and analyse technical data as relevant to the specific service and industry.</p>	Driving licence (Group B)
<p>General Skills/Attributes <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>Problem solving and communication skills</p> <p>Strong relationship building skills</p> <p>Ability to prioritise and meet deadlines</p> <p>Ability to present effectively, both verbally and in writing</p>	

	Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation	
<p>Experience <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>Experience of:</p> <p>Significant experience in Waste Compliance or a related specialism, including compliance practice and theory</p> <p>The practical application of relevant legislation and policy</p>	

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 5 core accountabilities attributes and behaviour indicators.

Organisational structure

