

Job Description

Job Title:	Loader (Recycling & Waste)
Grade:	SC2 – ID: 3949
Department:	Operations – Waste
Division:	Public Realm
Reports to:	Operations Manager or Supervisor
Responsible for:	
Number of Posts Supervised/ Managed:	

Job Purpose

To be part of a team providing waste collection services to the residents of the Borough. To comply with the relevant transport, waste, and Health & safety legislation at all times reporting to the driver/office staff any issues preventing and hindering collections.

Specific Accountabilities of the Role

1. To work as part of a team in the collection of recycling and waste material for both domestic and commercial properties, ensuring that all duties are undertaken in accordance with safe working methods and Health & Safety guidelines.
2. To return containers to the collection point of domestic or commercial property in a non-obstructive manner.
3. Ensure that unacceptable material is not loaded into recycling and waste vehicles, report any issues to the driver or supervisor.
4. Assist the driver when the vehicle is maneuvering or reversing in difficult areas.
5. Ensure that all day-to-day activities are undertaken in accordance with Health and Safety requirements.
6. Work flexibly during adverse weather as instructed by Supervisor.

Specific requirements of the role

To ensure high levels of service, staff will be required to work all Public Holidays excluding Christmas Day and there will need to be staff on standby to deal with emergencies. This will not prevent individual staff members from not working on any particular public holiday, provided adequate cover is available to meet the needs of the service on that day. Staff will be paid the Council's enhancements for working Bank Holidays.

Statutory requirements

None

General Accountabilities and Responsibilities

Customer Care

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

Project management

Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Person Specification Template

Post Title	Loader (Recycling & Waste)	Grade	SC2
Section, Division	Recycling & Waste, Public Realm	Date of Person Specification	April 2018

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
Education, Training and Qualifications				Knowledge, Skills and Experience	Able to demonstrate a knowledge and understanding of Health & Safety at work Act 1974	E	I
					Previous experience of providing a front-line service.	E	AF1
					Knowledge and understanding of recycling and waste collections.	E	I
Communication, Contacts and Relationships	Effective team player	E	I	Equalities and Diversity	Shows respect for all groups and individuals regardless of their culture, ethnic origin, gender, sexual orientation, age or abilities	E	I
	Demonstrable interpersonal skills	E	I				
	Able to communicate at all levels	E	I				
	Able to build relationships with	E	I				
Creativity and Innovation				Resources, data protection and information governance.	Ability to work effectively and efficiently, to complete daily work schedules, to tight deadlines.	E	I
					Able to represent the service in a professional manner.	E	AF2
					Ability to solve problems whilst maintaining a calm professional approach	E	I

Supervision / Management of People				Work Demands and Decisions	Self-motivated, ability to work on own initiative with a flexible approach to work		
Drive Values	Deliver – work as a team to get tasks completed	E	AF/V1				
	Respond – I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.	E	I				
	Inspire – Taking pride in the role and duties undertaking	E	I				
	Value – I understand my contribution and the part I play to change the borough	E	AF/V2				
	Engage – Constructive and respectful on improvement matters	E	I				
Any additional factors e.g. specialist “know how” Understanding Cleaner Communities service management and how performance and service delivery can be improved in a local authority.							
Criteria	E - Essential (only use Essential Criteria)			Method of Assessment	AF - Application Form		
	DWP “Disability Confident Employer” Accreditation Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job. Armed Forces Community Covenant All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.				C - Assessment Centre		
				I - Interview			
				T - Test			
				W - Workplace Assessment or job trial			
				O - Other (please detail below)			

Barking and Dagenham Council employees



Deliver

I get the basics right and keep learning to develop my skills.

I work with my team and others to get things done, and never leave a problem unsolved.

I am responsible for my actions, make decisions and can explain why I made them.



Respond

I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.



Inspire

I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally and transparently.

I take pride in my work, and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.



Value

I understand my contribution and the part I play to change the borough for the better.



Engage

I speak up constructively and with respect when I think things need to improve.