

## Job Description

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| Service:          | Operations Division                |
| Job title:        | Waste Reduction Engagement Officer |
| Grade:            | D                                  |
| Hours of work:    | 37                                 |
| Responsible to:   | Waste Minimisation Officer         |
| Responsible for   |                                    |
| Direct reports:   | None                               |
| Indirect reports: | None                               |
| Budget:           | None                               |

### Purpose of Post:

With the launch of a weekly food waste collection service in 2026, this role will be essential in ensuring successful participation among domestic properties receiving communal waste collections across the district.

The primary focus will be engaging directly with property management companies, residents, and key stakeholders to provide the necessary knowledge, equipment, and encouragement to support their involvement in the service.

### **Key Deliverables:**

- Conduct site visits to communal properties to assess suitability for food waste collections
- Engage with residents to understand barriers to participation and identify specific needs
- Develop a report outlining findings and recommendations for implementing weekly food waste collections at each site
- Establish relationships with property managers, housing associations, and local community groups
- Identify resources to key stakeholders to ensure knowledge is gained and provide ongoing support
- Gather feedback and use insights to inform engagement strategies
- Work with collections crews to monitor contamination levels and provide feedback to residents and/or property managers and housing associations
- Implement tailored interventions in areas with high contamination rates
- Track participation rates and assess the effectiveness of any engagement activities
- Use data to support future waste reduction initiatives with communal properties

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| <p><b>Knowledge and Qualifications</b></p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential</p> <p>(D) Desirable</p> | <p>5 GCSEs (Grade C or above including Maths and English) and/or relevant work experience (E)</p> <p>A working knowledge of the principles of environmental sustainability or management of the waste hierarchy.(D)</p> <p>Ability to communicate professionally and confidently with members of the public, staff and stakeholders (E)</p> <p>IT literacy – MS Word, Excel, PowerPoint and the ability to input information relating to waste performance into computer spreadsheets.(E)</p> <p>The ability to work unsupervised and use own initiative. (E)</p> <p>Able to manage, interpret and record information and follow instructions provided (D)</p> <p>Full UK Driving Licence (E)</p> |
| <p><b>Experience</b></p> <p>Experience the person would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>                                                                                    | <p>An understanding of the factors and motivators in changing behaviour (D)</p> <p>Experience in planning of communications (D)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Skills and Abilities</b></p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>                                                                  | <p>Clear and concise written and spoken communication skills</p> <p>Ability to present written information in a structured and balanced way appropriate to the needs of the reader (E)</p> <p>Post requires giving advice and exchange of information with key stakeholders</p> <p>Analytical skills and problem solving</p> <p>Demonstrate an enthusiastic approach and constantly strive for improvements to performance and service</p>                                                                                                                                                                                                                                                        |

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| <p><b>Decision Making and Impact on Others</b></p> <p>What impact the reasons made by the post holder would have on others across the Council</p>                                                | <p>Decisions and recommendations on adaptations to processes to address issues</p> <p>Recommend decisions on which campaign to use based on information obtained</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p><b>Communication with Internal and External Customers</b></p> <p>What customers the applicant would be in contact with in the job</p>                                                         | <p>Predominantly external customers – high visibility with members of the public</p> <p>Where is the focus of this role in their team, other teams or across the council</p> <p>Internal customer contact __30%</p> <p>External customer contact __70%</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Personal Attributes and Other Requirements</b></p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p> | <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members</p> <p>A 'Can-Do' attitude is essential in a role in a fast pasted Operational environment</p> <p>Strong and adaptable communication (E)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>HDC values</b></p>                                                                                      | <p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always</p> |

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|  | ready for challenges and opportunities, and we embrace them. |
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### **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children