

THE HIGHLAND COUNCIL

JOB SPECIFICATION

- SERVICE:** Community Services
- POST DESIGNATION:** Waste Management Assistant - Data
- GRADE:** HC06 £22,295 - £25,116 p.a.
- LOCATION:** Dingwall
- RESPONSIBLE TO:** Principal Waste Management Officer
- JOB PURPOSE:**
- To assist in the on-going rollout, monitoring, promotion and successful implementation of the Council's Waste Strategy with particular emphasis on the collation and interpretation of all waste management data including related financial and performance information.
 - To collate and interpret all waste management data required for the compilation of Statutory and Internal Performance Indicators; Statutory Returns for Scottish Environment Protection Agency(SEPA), Revenue Scotland and Zero Waste Scotland and for the production of reports relating to the Council's Waste Strategy.
 - To assist with the scrutiny of invoices and returns from waste management contracts.
- DUTIES:**
- Assisting in the development and maintenance of all of the waste management data collection systems
 - Collating and interpreting the data to complete the Statutory Returns for SEPA, Revenue Scotland and the compilation of the Statutory and Internal Performance Indicators.
 - Assisting with the on-going roll out, monitoring, promotion and successful implementation of the Council's Waste Strategy and operational activities.
 - Providing reports on waste management data to assist with the development of the Council's Waste Strategy and operational activities.
 - Scrutinising claims from waste management contracts compiling accurate records of all transactions
 - Assisting in the delivery of recycling activities and helping to develop and promote new activities and programmes
- OTHER DUTIES:** The post holder may be required to undertake any other duties appropriate to the level of the post.

DATE:

Duties and responsibilities will vary from time to time.
9th December 2016

PERSON SPECIFICATION

POST: Waste Management Asistant – Data

Service: TEC	Location: Dingwall
Date Reviewed:	December 2016
ATTRIBUTES	ESSENTIAL
EXPERIENCE	At least two years experience in the successful implementation of data management systems and the collation and interpretation of complex information
EDUCATION AND QUALIFICATIONS	An appropriate degree qualification and / or demonstrable data management system experience (Experience or knowledge of Waste Strategy / policy and regulation would be desirable) .
SKILLS/ ABILITIES	Working knowledge and experience of the successful development and use of data management systems Ability to present complex subject matter, orally and in writing, in an accessible form (including making best use of ICT) Ability to make, understand and develop technical, financial and statistical information Ability to organise and plan activities to meet deadlines Excellent interpersonal and communication skills Ability to contribute to a successful team
INTERPERSONAL AND SOCIAL SKILLS	Commitment to providing service to the public and customers Ability to focus on achieving targets Self confidence The ability to build successful working relationships