

Key task and expected resourcing for Partnership Officer to support all Herefordshire and Worcestershire councils objectives and help plan for and deliver future requirements for our collective waste management services.

Work Area	Key Actions	Key Tasks	Resource Requirements	Additional Resource Requirements (£)
Partnership Management	Manage partnership meetings	<ul style="list-style-type: none"><li>Prepare for and organise partnership meetings (MWMB, SOG, WOM, BCM)</li><li>Support chairman to facilitate</li><li>Compile reports, updates, briefing and presentations</li><li>Facilitate workshops and seminars</li></ul>	10% FTE	£2,500
	Develop consistent policy	<ul style="list-style-type: none"><li>Co-ordinate efforts with partners to develop shared policies and approaches to service delivery to improve consistency across the partnership</li><li>Co-ordinate contingency plans and response to emergencies</li></ul>	10%FTE	
Engaging in National Policy Development	Monitor policy development	<ul style="list-style-type: none"><li>Engage with government agencies</li><li>Represent partnership at meetings, events and seminars</li><li>Liaise with other local authorities</li><li>Understand and evaluate implications of policy and timescales</li><li>Prepare and deliver Briefings and Presentations to Partnership officers and members</li></ul>	10% FTE	£2,500
	Influence policy decisions	<ul style="list-style-type: none"><li>Review and prepare response to government consultations to influence policy to benefit of partnership</li><li>Respond to other surveys/questionnaires likely to inform policy decisions and put forward partnerships requirements</li><li>Build relationships with government officers (e.g. Defra/WIDP trans-actors)</li></ul>	10% FTE	
	Lobby	<ul style="list-style-type: none"><li>Brief senior officers, chief executives, leaders and members on facts surrounding the financial and environmental impacts of potentially negative changes such as weekly domestic food waste collection and free garden waste collection.</li><li>Challenge government assessments which support the introduction of these services</li></ul>	5% FTE	
	Petition for fair funding	<ul style="list-style-type: none"><li>Engage with government to encourage fair funding of any changes to service that will have a negative financial impact to services across the partnership</li></ul>	5% FTE	

Preparing for Change	Assess options for joint food waste service	<ul style="list-style-type: none"> <li>Understand implications, demand and requirements of food waste collection service across the partnership.</li> <li>Identify collection options that would best deliver food waste collection services</li> <li>Assess waste treatment options</li> <li>Assess commercial food waste options</li> <li>Consider synergies across collection, treatment and partnership to deliver efficiencies</li> </ul>	15% FTE	£15,000
	Assess impact of EPRS and DRS schemes	<ul style="list-style-type: none"> <li>Understand likely impact of Extended Producer Responsibility Scheme and Deposit Return Scheme on waste stream composition.</li> <li>Assess practical implication for collection and treatment of waste Assess financial impact of schemes (e.g. from reduced recyclable income)</li> </ul>	5% FTE	
	Assess financial/practical implications of R&WS 2018 for partnership	<ul style="list-style-type: none"> <li>Consider the holistic financial and practical impacts of changes for the partnership</li> <li>Advise how partnership may best approach these changes together</li> </ul>	5% FTE	
Joint Communications (OPTIONAL)	Develop Joint Communications Strategy for Partnership	<ul style="list-style-type: none"> <li>Develop a joint communications strategy form the partnership to deliver mutually beneficial communications to support our services: <ul style="list-style-type: none"> <li>Waste Prevention</li> <li>Encouraging reuse opportunities</li> <li>Reducing impact of plastic pollution</li> <li>Reducing recycling contamination and improving quality</li> </ul> </li> </ul>	10% FTE	(£10,000)
	Implement joint communications initiatives	<ul style="list-style-type: none"> <li>Implement planned and bespoke communication initiatives approved by the partnership</li> </ul>	15% FTE	
			£45,000 (Inc. On Costs)	£20,000 (£30,000)
			£65,000 (£75,000 inc. Comms)	

# Part B - Post Management

The following illustrates the how the post will be managed, hosting and reporting lines.

