

PERSON SPECIFICATION

Job Title:	Waste Partnership Strategy Officer
Directorate & Section/Unit:	DE&I, Waste Services Unit
Salary Grade:	TBC
WCC Management Level:	TBC

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of working within the waste management sector
- Experience of working on or managing collaboration projects
- Significant experience of stakeholder management and engagement
- Experience of managing, leading and developing a high profile partnership
- Experience of successful project and programme management

It is **desirable** that the post holder has:

- Experience of working for a Waste Disposal Authority or Waste Collection Authority
- Experience of managing a Waste Partnership
- Experience of public sector procurement
- Experience of delivering invest to save waste projects

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Ability to plan and deliver work at a strategic level
- Ability to work well under pressure and to deliver work to strict deadlines
- Proven people influencing and networking skills.
- Proven ability to work co-operatively in a partnership
- Practical experience of formal presentations at senior level using a variety of techniques
- Excellent verbal communication skills and ability to present focused, concise and compelling information in formal and informal settings
- Proven ability to work on own initiative and to develop own agenda
- Ability to motivate and time manage
- Concise and plain English report writing style
- Recognises, and has regard to, the need for confidentiality
- Pragmatic and analytical approach to problem solving
- Excellent organisational skills
- Detailed knowledge of Microsoft Office applications

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A recognised professional qualification
- Evidence of further professional development, within a relevant area or able to show relevant experience e.g. IT Implementation, Change Management, Procurement, Process Engineering or Service re-structure

ADDITIONAL INFORMATION:

It is **essential** that the post holder:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)