



Job description

Job title: Technical Officer (Waste, Environment & Cemetery Services)

Post No: New Post

Grade: Band 6 (Part time 22.2 hours)

Directorate: Place and Prosperity

Reports to: Senior Waste, Environment & Cemetery Services Officer

Purpose of the job

Main areas of responsibility

- To assist waste, environment, cemetery and finance colleagues with validating contractual financials and billing, setting invoices up on the Councils accounts systems, registering new suppliers, generating purchase order numbers and monitoring and processing payments. Issuing service refunds, in accordance with agreed policies.
- To support the team in maintaining and monitoring budgets, reporting on regular basis and highlighting issues in accordance with the financial procedure rules.
- To support the team in maintaining and updating the contracts register and procurement details in accordance with the Council's contracts procedure rules.
- To maintain and update the Public Realm Asset register, health and safety records and other relevant databases to monitor regulatory compliance, repair and maintenance obligations and effective financial management of the Council's public realm assets.

- To work with the team to ensure the smooth running of the Councils waste management and street cleansing services. This could include answering internal and external enquiries, obtaining quotations for and overseeing minor works, compliance inspections, data management and record keeping. Assist with the completion of projects and works on site. To attend site visits as required by the team and collect relevant information.
- To support the team with Freedom of Information Requests, handling complaints, responding to queries from customers, elected members, partners, and other colleagues in the Council.
- To support the team in preparing briefing notes, reports and presentations to the Council's committees, stakeholder group meetings and the senior leadership team.
- To provide support for other team members in instances of staff absence or during busy periods.
- To carry out other such duties as may be directed, which may also involve working outside normal hours of work.
- To ensure compliance with all relevant Council policies, statutes and regulations.
- To work closely with the Council's officers and managers so as to achieve maximum results within performance management targets.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Person specification

A team orientated individual, also capable of working with minimum supervision, ideally with some experience of working within an operational team environment, capable of dealing with a wide range of stakeholders across multiple departments and sectors.

Candidates must have a good command of and practical experience of working with Microsoft Excel and other MS Office packages.

An awareness of budgets and appropriate budget management tools would also be advantageous.

You will have a flexible attitude towards work and embrace change, if required, and are self-motivated and enthusiastic individual who works well in a team and independently.

You will not only have demonstrable experience of working in an office environment, you will also be able to prioritise your work load and assist in the delivery of the operational goals of the department and the Council, as required.

Excellent customer service and inter-personal skills and have a flexible and adaptable attitude with the ability to work under pressure and to meet deadlines. At times you will be required to meet with customers and work outside normal working hours.

Able to demonstrate tact, diplomacy and political awareness and have the ability to produce reports or data to aid in reports and presentations.

You should be able to communicate at a range of levels, with strong communication skills, both written and verbal. Ability to deal with sometimes difficult or challenging conversations over the telephone or face to face.

Ideally you will have some knowledge and an understanding of local authority structure and governance processes.

Full training and support will be given to ensure that the candidate fully understands all aspects of the role.

Qualifications

You will ideally hold GCSEs in maths and English at grade C or above or a relevant qualification and be able to demonstrate experience within an office environment or hold a relevant qualification in Business or Administration.

You must hold a full, valid UK driving licence and have access to a vehicle for work-related travel. This will include, but is not limited to, attending site visits,

compliance inspections, and other operational duties. Appropriate business-use motor insurance must be maintained at all times. Mileage expenses will be reimbursed in line with the prevailing HMRC mileage rates.

On the job training and career development opportunities will be available for the right candidate.