**Person specification**

|  |  |  |
| --- | --- | --- |
| **JOB TITLE** | **WASTE STRATEGY & DEVELOPMENT MANAGER** | |
| **LOCATION** | Mann Island | |
| **GRADE** | PO6 | |
| **REPORTS TO** | Assistant Director Business Services & Strategy | |
| **MAIN PURPOSE OF THE JOB**   * + - To manage the Waste Strategy & Development Team.     - To assist in the management and development of the Authority’s strategic aims and objectives. | | |
| **ESSENTIAL CRITERIA** | | **DESIRABLE CRITERIA** |
| **EXPERIENCE** | | |
|  | |  |
| Successful manager with a strong track record in driving continuous improvement processes for effective service delivery | |  |
| Experience in policy development, documentation, training and implementation | |  |
| Experience of developing , managing and monitoring large budgets, and delivering projects within agreed spending parameters | |  |
| Ability to delegate effectively, building teamwork and proactively working with colleagues in other work areas to achieve outcomes | |  |
| Proven ability to build effective working relationships and strategic partnerships both inside and outside the organisation | |  |
| Proven ability to consistently make good decisions through a combination of analysis, experience and problem solving | |  |
| A proven ability of implementing, strategies policies and procedures | |  |
| **QUALIFICATIONS AND TRAINING** | | |
| A degree or equivalent professional qualification in a relevant area | |  |
| A current valid driving licence | |  |
| **PRACTICAL SKILLS** | | |
| Ability to write clear and concise reports, letters and statements on behalf of the Authority | | Change management skills to facilitate major policy/operational changes |
| Excellent information technology skills | |  |
| Ability to analyse complex information and present that information in a clear manner | |  |
| Familiarity with project management/programme management | |  |
| Excellent organisational and interpersonal skills | |  |
| **PERSONAL QUALITIES & ATTRIBUTES** | | |
| To have a professional outlook and act professionally at all times | |  |
| Strategically minded and highly collaborative | |  |
| High level of personal integrity and confidentiality | |  |
| To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision | |  |
| To have a flexible approach to service delivery implementation | |  |
| A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the staff development scheme | |  |
| **OTHER REQUIREMENTS** | | |
| Ability to organise own workload and prioritise effectively | |  |
| Ability to initiate, plan and organise team work efficiently and effectively against broader organisational goals and staff development needs | |  |
| Ability to meet tight deadlines in a busy working environment | |  |

**Last Updated: June 2019**