



MERSEYSIDE WASTE DISPOSAL AUTHORITY

JOB DESCRIPTION

SECTION	Contracts
JOB TITLE	CONTRACTS OPERATIONS OFFICER
GRADE	Band K
SALARY RANGE	£49,590
LOCATION	Hybrid (Home/Office/On Sites)
PRIMARY PURPOSE OF THE JOB	To control and supervise the operations and service delivery of the Authority's waste management and recycling contracts and assist Merseyside waste collection authorities and the Authority's Contractors. To assist in the management of the Contracts Section
DIRECTLY RESPONSIBLE TO	Contracts Manager
DIRECTLY RESPONSIBLE FOR	No line management responsibility

PRINCIPLE DUTIES

1. To control and supervise the effective delivery of the Authority's Waste Management and Recycling Contract (WMRC), including service delivery and operational management. To assist with ensuring compliant delivery of the WMRC in-line with contractual obligations and key performance criteria.
2. To control and supervise the effective delivery of the Authority's Resource Recovery Contract (RRC), including service delivery and operational management. To assist with ensuring delivery of the RRC in-line with contractual obligations and key performance criteria.
3. To assist the Contracts Manager and Contracts Team in supporting waste collection authorities and the Liverpool City Region Waste Partnership.
4. To deputise for the Contracts Manager as required
5. Liaise with the Director - Operations / Chief Executive/ Elected Members and advise on the implementation of the Authority's Contract Management related policies and strategies as required.

6. Assist the Contracts Manager to develop, monitor, evaluate and review contract performance at all levels to ensure delivery of agreed targets, service standards and budgets.
7. Assist the Contracts Manager to ensure effective budget and financial management systems are implemented to achieve the Authority's aims and objectives.
8. Work with the communications team to maintain effective communication between the WMRC/RRC Contract Management service and elected members of the Authority, the Districts, the public and external bodies and organisations, supporting positive public relations at all times, to secure successful outcomes.
9. Represent the Authority at national, regional and local level, in its dealings with government bodies, local authorities, agencies, the local community, the private sector and any other appropriate organisations as may be appropriate and as required.

OTHER DUTIES

1. To pro-actively maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
2. To ensure all legal and personal obligations with respect to Health & Safety legislation and the Authority's Health & Safety policies and procedures are observed at all times.
3. The above duties do not include or define all tasks that may be required by the postholder. The Post holder may be directed to work flexibly in other areas where responsibility levels are commensurate with the employees' grade of pay in order to ensure that resources are deployed effectively and where necessary across the Authority.

General Statement

The above duties do not include or define all tasks that may be required by the postholder. The duties may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

Health and Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

The Waste Disposal Authority is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Authority condemns all forms of harassment

and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Risk Management

To support and contribute to the delivery of the Authority's Risk Management Strategy and to effectively manage those strategic and operational risks for which the manager has responsibility.

Sustainable Procurement

To effectively requisition goods and services in line with the Authority's sustainable procurement policy