



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>CONTRACTS OPERATIONS OFFICER</b>	
<b>LOCATION</b>	Hybrid (Home/Office/On Sites)	
<b>GRADE</b>	Band K £49,590	
<b>REPORTS TO</b>	Contracts Manager	
<b>MAIN PURPOSE OF THE JOB</b>		
<ul style="list-style-type: none"> <li>▪ To control and supervise the operations and service delivery of the waste management and recycling contracts and assist Merseyside Waste collection Authorities and the Authority's Contractors</li> <li>▪ To assist in the management of the Contracts Section</li> </ul>		
<b>ESSENTIAL CRITERIA</b>		<b>DESIRABLE CRITERIA</b>
<b>EXPERIENCE</b>		
Knowledge and experience in a waste or contract management environment with an understanding of current waste management legislation	Knowledge of contract administration	
Experience of the role and relationships of Waste Disposal Authorities, Waste Collection Authorities and contracting service providers	Experience of financial management and budget monitoring	
Experience of controlling waste collection or treatment services directly or through suppliers	Experience of working in a public sector organisation	
Knowledge of and commitment to quality and performance management systems		
Knowledge of corporate working and relevant local government initiatives		
Experience of audit checks against external organisations		
Experience of partnership working and community involvement		
Able to demonstrate experience and ability to control and coordinate complex services with multiple contractors across a supply chain		
<b>QUALIFICATIONS AND TRAINING</b>		



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

Educated to degree level (or equivalent) or significant relevant experience in a field relevant to the job.	Current membership or an eligibility of an appropriate Professional body
A current valid driving licence	
<b>PRACTICAL SKILLS</b>	
Ability to actively influence	Ability to write clear and concise management reports
Ability to use computer technology to develop efficient systems of work	
Ability to work under pressure to meet deadlines and be able to deal with multiple tasks at any one time	
Problem solving and service improvement	
Ability to prioritise, plan and manage workloads	
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>	
To have a professional outlook and act professionally at all times, able to represent the Waste Disposal Authority to high standards with external stakeholders	
To be a good team player with the ability to adapt quickly and to be able to work pro-actively 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	
<b>OTHER REQUIREMENTS</b>	
Ability to organise own workload and prioritise effectively	
Ability to meet tight deadlines in a busy working environment	