



MERSEYSIDE WASTE DISPOSAL AUTHORITY

JOB DESCRIPTION

SECTION	Contracts
JOB TITLE	CONTRACTS OFFICER
GRADE	Band G
SALARY RANGE	£39,493 - £40,478
LOCATION	Hybrid
PRIMARY PURPOSE OF THE JOB	<p>To assist in the control, supervision and development of the Authority's waste management and recycling contracts.</p> <p>To coordinate and supervise waste and recycling deliveries to, and between, the Authority's main contracts /facilities and Waste Collection Authorities (WCA's).</p>
DIRECTLY RESPONSIBLE TO	Contracts Manager

PRINCIPLE DUTIES

1. To assist in the control, supervision and development of the Authority's waste management contracts, including operational support, service provision, performance management, contract compliance and contract administration.
2. To liaise with WCAs to ensure a smooth operational interface with waste disposal contractors and supervise waste and recycling deliveries by WCAs across the Authority's waste management contracts ensuring compliance and optimal service provision.
3. To assess deliveries to contract facilities and to liaise and communicate with WCAs and Service Providers to ensure compliance with quality and quantity requirements.
4. To coordinate and execute operational Contingency Plans, Bank Holiday working arrangements and any ad-hoc additional operational requests from WCAs/contractors in respect of waste and recycling transport movements.
5. To pro-actively work with contractors and WCAs to resolve day-to-day operational queries and undertake quarterly health & safety meetings with WCAs and contractors

6. Undertake assessments and audits of facilities and processes which accept waste and materials arising from the Authority's waste management contracts to ensure materials are dealt within in accordance with the Authority's requirements and service specification.
7. To monitor and administer trade waste delivered to contract facilities by Merseyside District Councils.
8. Review monthly and quarterly reports produced by contractors and advise on any issues related to the interface between collections and disposal of waste.
9. To liaise with other Authority Staff, Officers of the Merseyside District Councils and Halton Council, service providers, community sector, members of the public and other stakeholders on issues relating to the Authority's waste and recycling management arrangements.
10. 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 required.

OTHER DUTIES

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
2. Undertaking any duties of a similar nature which may be assigned from time to time.

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

	Date	Name	Post Title
Revised	17th May 2023	Gary Taylor	Contracts Manager