



**MERSEYSIDE WASTE DISPOSAL AUTHORITY**

## **PERSON SPECIFICATION**

JOB TITLE	CONTRACTS OFFICER	
LOCATION	Mann Island	
GRADE	Band G £39,493 - £40,478	
REPORTS TO	Contracts Manager	
MAIN PURPOSE OF THE JOB		
<ul style="list-style-type: none"><li>To assist in the control, supervision and development of the Authority’s waste management and recycling contracts.</li><li>To coordinate and supervise waste and recycling deliveries to, and between, the Authority’s main contracts/facilities and Waste Collection Authorities (WCAs).</li></ul>		
ESSENTIAL CRITERIA		DESIRABLE CRITERIA
EXPERIENCE		
An understanding of waste management operations including waste collections and disposal operations	Knowledge and experience in a waste and recycling environment with a clear understanding of current waste management legislation	
Able to develop strong working relationships with operational personnel in WCAs and contractors	Experience of the role and relationships of Waste Disposal Authorities, Waste Collection Authorities and contracting service providers	
Knowledge and experience of contract management environment and the role and relationships of client and contracting service providers	Knowledge of contract administration	
Able to demonstrate experience and ability to coordinate contractors across the supply chain	Experience of financial management	
Able to demonstrate experience and ability to manage operational performance and compliance of service providers through contractual arrangements	Experience of auditing external organisations	
Knowledge and commitment to quality and performance management systems	Experience of partnership working across organisations and community involvement	



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Knowledge of corporate working and relevant local government context	
<b>QUALIFICATIONS AND TRAINING</b>	
Educated to degree level or equivalent 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 communicate effectively with internal and external parties	Ability to write clear and concise 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	
Ability to problem solve and think critically to identify opportunities and solutions to challenges	
Ability to plan and manage workloads	
<b>PERSONAL QUALITIES &amp; ATTRIBUTES</b>	
To have a professional outlook and act professionally at all times	
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	
<b>OTHER REQUIREMENTS</b>	
Ability to organise own workload and prioritise effectively	
Ability to meet tight deadlines in a busy working environment	

**Last Updated: May 2023**