

**JOB DESCRIPTION**

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| **SECTION** | Strategy & Development |
| **JOB TITLE** | **Strategy & Development Manager** **Maternity Cover – 12 Month Contract**  |
| **GRADE** |  |
| **SALARY RANGE** |  £60,851 to £65,299 |
| **LOCATION** | Mann Island |
| **PRIMARY PURPOSE OF THE JOB** | To shape and drive the development of the Authority’s Zero Waste Strategy 2040. To manage the Waste Strategy & Development Team. |
| **DIRECTLY RESPONSIBLE TO** | Director of Business Services & Strategy |
| **DIRECTLY RESPONSIBLE FOR** | Strategy & Development Team |

**PRINCIPLE DUTIES**

1. Lead and manage the Strategy & Development Team, actively contributing to our organisational goals to deliver our long term strategic aims.
2. Build and maintain strategic relationships with stakeholders, including local communities, government agencies, local authorities, contractors and other bodies in order to ensure that the Authority is promoted, its interests are well informed, widely understood and furthered as appropriate.
3. Manage effective communication between the Strategy & Development Team and stakeholders, including elected members of the Authority and constituent Districts, the public and external bodies and organisations, supporting positive public relations at all times to secure successful outcomes.
4. Provide a comprehensive, and planned programme of circular economy activity that supports and enables the Authority’s vision, zero waste strategy and Liverpool City Region wider environmental and industrial policies, to be realised through an effective strategy support service.
5. Lead on waste prevention, minimisation and reuse, strategic funding initiatives and research and development.
6. Co-ordinate the Authority’s Sustainable Development Goals (SDG’s) Reporting.
7. Provide specialist advice on policy and strategy relating to sustainable resource and waste management to both internal and external stakeholders as appropriate
8. Ensure effective budget and financial management systems are in place to achieve the Authority’s aims and objectives
9. Manage and appraise staff line managed through the setting and monitoring of performance targets and standards to ensure that service-specific and corporate aims and objectives are effectively achieved.
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.
11. To develop initiatives to deliver waste education through awareness, engagement and communications activities to support the Authority’s corporate aims and objectives
12. To Support Managers by providing specific project budget monitoring reporting and forecasting.
13. To lead on the Development of initiatives which deliver waste education, through awareness and engagement activities which support the Authority’s Corporate aims and objectives.

**OTHER DUTIES**

**1.** 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 post holder. 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

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|  | Date | Name | Post Title |
| Revised | 7th April 2010 | Paula Pocock | Assistant Corporate Services Manager |
| Revised  | 15th May 2012 | Paula Pocock | Assistant Corporate Services Manager |
| Reviewed | 19th February 2018 | Jane Nolan | Business Services Manager |
| Reviewed | 5th June 2019 | Paula Pocock | Assistant Director |
| Reviewed | 1st October, 2025 | Paula Pocock | Director of Business Services & Strategy |