



MERSEYSIDE WASTE DISPOSAL AUTHORITY

## PERSON SPECIFICATION

JOB TITLE	CONTRACTS COMPLIANCE OFFICER	
LOCATION	Mann Island	
GRADE	Band G SCP33-34	
REPORTS TO	Contracts Manager	
<b>MAIN PURPOSE OF THE JOB</b>		
<ul style="list-style-type: none"><li>To monitor, assess and ensure the performance, operational and contractual compliance of the Authority’s main waste contracts, the Waste Management and Recycling Contract and Resource Recovery Contract, with their respective terms and conditions.</li></ul>		
ESSENTIAL CRITERIA		DESIRABLE CRITERIA
EXPERIENCE		
Knowledge and experience of a contract management environment and the role and relationships of client and contracting service providers		Knowledge and experience in a waste and recycling environment with a clear understanding of current and emerging waste management legislation
Able to demonstrate experience and ability to coordinate contractors across the supply chain		Experience of the role and relationships of Waste Disposal Authorities, Waste Collection Authorities and contracting service providers
Able to demonstrate operational experience in waste management and compliance of service providers through contractual arrangements		Knowledge of contract administration
Knowledge and commitment to quality and performance management systems		Experience of finance management in a contracts setting
Knowledge of corporate working and relevant local government context		Experience of developing and delivering projects
Experience of auditing external organisations		
Experience of partnership working with multiple stakeholders across complex organisations and community involvement		



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<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 busy 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	
Current driving license and willingness to undertake routine travel across Merseyside/Halton	Willingness to travel beyond Merseyside for occasional work-related matters (conferences etc.)

**Last Updated: April 2019**

Latest update: September 2025