



**Recycling Team Leader x3**  
**[Seasonal contract to commence 4 March 19 until 29 November 19]**

**Pay Band F / SCP 22 - 25**

**£21,074 - £23,111 per annum**

**Job reference: CVP 603**

## **Contents**

1. Letter from the Human Resources Manager
2. The council's vision and objectives
3. Job description
4. Person specification
5. Conditions of service
6. Pension contribution rates
7. Information on exempted posts
8. Equality and diversity sub groups



Knowsley Council

Dear Applicant

**Post of Seasonal Recycling Team Leader**

Thank you for your enquiry about the post at Knowsley Metropolitan Borough Council.

Please find enclosed further details about the post and an application form for you to complete and return by **Friday, 18 January 2019**. You can find out more about Knowsley Council from our website at [www.knowsley.gov.uk](http://www.knowsley.gov.uk).

Interviews are likely to take place within four weeks of the closing date. If you have not heard by then you should assume that your application has been unsuccessful. If you would like receipt of your application to be acknowledged, please enclose a stamped addressed envelope with your completed form.

The council places great importance on maintaining high levels of attendance at work and all Directorates operate under well-established guidelines to monitor and control absence. If you are successful at interview, the council will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact us as soon as possible on telephone number 0151 443 3434. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that the Council will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your application to: [recruitment@knowsley.gov.uk](mailto:recruitment@knowsley.gov.uk)

I look forward to receiving your application and thank you for your interest in this post.

Yours sincerely

*Jaci Dick*

Jaci Dick  
Human Resources Manager



Our shared vision - to make Knowsley: ***The Borough of Choice***

*“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”*

### **Our Council Values**

<b>CORE VALUES:</b>			
<b>Act with integrity</b>	<b>Being accountable</b>	<b>Openness and transparency</b>	<b>Respect for people</b>
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the 'right' thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can't be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>



<b>Job description</b>	
<b>Job title</b>	Seasonal Recycling Team Leader
<b>Grade</b>	F
<b>Directorate</b>	'Place'
<b>Section/team</b>	Waste Management Service
<b>Accountable to</b>	Recycling Manager
<b>Responsible for</b>	Recycling Officer
<b>Date reviewed</b>	12/08/2015

### **Purpose of the job**

To lead a team of up to 3 Recycling Officers with responsibility for the provision of a high quality, value for money municipal waste collection service to the residents of Knowsley.

This includes the management of operational team performance, the quality assurance of completed work, and engagement with the public to secure their high satisfaction with the service and participation in recycling.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) To lead and work as a member of a team engaged in the collection and disposal of recyclable material and waste from various types of premises.
- 2) *To ensure that all work is carried out to the specified standards as per working procedures / schedules, management instructions and agreed waste collection practices.*
- 3) To drive Heavy Goods Vehicles and light commercial vehicles used for refuse collection and recycling duties.
- 4) To assist the Recycling Officer in the loading of waste into the vehicle when practically possible and provide full co-operation to them at all times i.e. to move and empty waste receptacles used by the Council.
- 5) To full fill the role of a Recycling Officer as and when required.



- 6) To transport collected waste as directed to designated transfer stations, waste processing facilities and landfill sites for deposit in an efficient, safe and proper manner in accordance with the relevant rules and regulations.
- 7) To complete the agreed scheduled waste collection duties each day.
- 8) To work outside normal working hours where extended breakdowns, delays at waste transfer stations, or bank holidays make it necessary to do so i.e. to complete service delivery on the specified day.
- 9) To be responsible for ensuring that Assisted Collections forming part of allocated duties are completed as scheduled.
- 10) To ensure that all waste collected is placed into the relevant compartment(s) on the waste collection vehicle.
- 11) To be vigilant to any waste spillage arising from waste collection operations and deal appropriately with these situations in order to clean-up any such spilt waste from the highway.
- 12) To be proactive when access to collection containers is denied i.e. if containers can be carried / wheeled past the obstruction or if the waste collection vehicle can gain alternative access this must be done.
- 13) To operate on an individual team "task and finish" arrangement with a pace of work that is purposeful but safe to team members, support staff, external agencies, and the public.
- 14) To provide assistance, as directed by the Recycling Managers, to other teams involved in waste collection duties as and when required in order to complete service delivery on the specified day i.e. when a breakdown / service delay outside the control of a collection team has delayed a crew for more than 1 hour.
- 15) To ensure that emptied waste containers are returned to the agreed collection point in a tidy manner that is safe and minimises the risk of obstruction to the public or customers.
- 16) To collect side sacks and any additional waste presented by residents in addition to that contained in the wheeled bin as and when instructed.
- 17) To operate the vehicle efficiently and in such a manner that enables the scheduled collections to be completed each day.
- 18) To provide full co-operation to the Recycling Officers at all times.
- 19) To be responsible for the day to day supervision of the Recycling Officers allocated to work with the waste collection vehicle being utilised in terms of supervising waste collection duties, rest breaks, motivation, compliance with health and safety rules, customer care, efficient service delivery, and the routine cleaning of the waste collection vehicle.



- 20) To report any delays in service delivery as soon as practicable to Recycling Managers.
- 21) To support and participate in training and development activities as defined within the Waste Management Service Training and Development Plan and to maintain an awareness of all relevant legislation / policy specific to this role.
- 22) To report for work at the Directorate's Waste Collection Service office, Stretton Way Depot, at 6.30am on all relevant working days.
- 23) To book off work at the Directorate's Waste Collection Service office, Stretton Way Depot at the end of each relevant working day.
- 24) To return for any missed collections reported against collection rounds undertaken during the course of the same working shift if reported by 1.30pm or first thing the next working day if after this time.
- 25) To complete during the working shift details of work completed, hours worked, waste containers not emptied, public participation in services, complaints and other waste collection and Directorate related issues.
- 26) To utilise information gained from the Council's vehicle tracking systems to ensure effective, safe and efficient working practices.
- 27) To use communications systems to report any factors causing a delay in service delivery to the Recycling Managers as soon as it is practical and safe to do so.
- 28) To utilise technology in a timely manner as directed in order to secure the effective performance and delivery of the service e.g. through taking digital photographs of neighbourhood management issues such as non-conforming bin presentation and reporting such information via mobile technology.
- 29) To provide information to residents as required in respect to change in collection dates or any other relevant Council information e.g. through verbal communication, leaflets delivered through residents' letter boxes and bin stickers.
- 30) To promote waste minimisation and recycling to the public through responding positively and informatively to any comments / questions raised by members of the public during the delivery of the service.
- 31) To support as necessary initiatives with respect to the enforcement of environmental legislation to tackle anti-social behaviour and environmental crime.
- 32) To assist in the investigation and resolution of service requests.
- 33) To act as ambassadors for the Service by working in a professional, courteous and positive manner.



- 34) To be vigilant to any issues that are identified as being relevant which may range from neighbourhood management / street scene matters to those relating to the welfare of vulnerable sections of our communities, and to report to managers as appropriate

### **Health and safety**

- 1) To ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and KMBC Waste Management Group Codes of Practice and Safe Working Procedures.
- 2) To report all vehicle and associated equipment defects immediately to a Recycling Manager and to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.
- 3) To ensure that a Recycling Officer is allocated as a vehicle banks man when reversing the designated waste collection vehicle.
- 4) To use equipment as instructed and trained
- 5) To carry out routine cleaning, maintenance and safety checks on waste collection vehicles and associated equipment (e.g. tyre, oil and water checks, and cleaning) at the beginning and end of shift to ensure that they are presentable, safe to use, fit for purpose and to minimise downtime.
- 6) To operate and control the mechanical lifting gear (manual or automatic) on a waste collection vehicle so as to collect waste in a manner that is safe for fellow operatives and the public, and avoiding damage to vehicles.
- 7) To safely operate the ejection and tipping mechanism on refuse collection vehicles as per manufacturer's instruction and training, Council codes of practice and any specific site instructions.
- 8) To ensure that the protective clothing issued by the Council is worn correctly by all team members at all times and is maintained in a clean and tidy condition.
- 9) To display that Council's personal identity badge at all times.
- 10) To inform management of any health and safety issues which could place individuals in danger

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy.
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.



Person specification			
<b>Post title</b>	Seasonal Recycling Team Leader	<b>Grade</b>	F
<b>Directorate</b>	Place	<b>Section/team</b>	Waste Management Service

Criteria	Essential requirements	* M.O.A
<b>Skills, knowledge, experience etc</b>		
1	Experience of driving HGV Class C (old style HGV Class II) in delivering waste collection duties.	A/I
2	Ability to give direction and supervision to a waste collection crew in a positive, effective and courteous manner.	I
3	Ability to follow written and verbal instructions.	A/I
4	Ability to complete written records.	A/I
5	Able to respond to customers in a helpful, informative, respectful and courteous manner.	A/I
6	Ability to meet high production levels with consideration of health and safety requirements.	A/I
7	Demonstrate a good attendance record over the past 3 years.	A
<b>Qualifications</b>		
8	Clean HGV Class C (old style HGV Class II) driving licence.	A/C
<b>Health and safety</b>		
9	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.	A/I
10	To ensure that all work is undertaken in a safe and proper manner so as to comply with nationally agreed codes of practice relating to the job and KMBC Waste Management Group Codes of Practice and Safe Working Procedures.	A/I





11	Ability to use equipment as instructed and trained	A/I
<b>Personal attributes and circumstances</b>		
12	36 hours per week (Monday – Friday working week - 6.30am start time).	
13	Willingness to work evenings, weekends and bank holidays at overtime rate when necessary.	A/I

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** = Assessment centre

Date	Approved by authorised manager	Designation
19/08/2015	Jon Dyson	Head of Commercial Services

**Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.



## Conditions of Service

<b>Post</b>	Seasonal Recycling Team Leader
<b>Employment status</b>	Seasonal contract to commence 04 March 19 to 29 November 19.
<b>Grade</b>	Pay Band F / SCP 22 - 25
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Hours of work</b>	36 hours per week <i>(Waste collection services are provided on a 'task and finish' basis starting at 06:30am). The post holder will also be expected to support waste collection arrangements over Bank Holiday periods).</i>
<b>Salary</b>	£21,074 to £23,111 per annum
<b>Basic annual leave</b>	123 hours equating to 17 Days.
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	The Council is a recognised 'Investor in People' and encourages training and development for all employees.
<b>Pension</b>	You are automatically entered into the Local Government Pension Scheme, unless you elect not to join. Employees with contracts of employment of less than three months are not eligible to join the scheme. Contributions rates are dependant on salary as per the contribution rates shown below.
<b>Childcare vouchers</b>	The Council is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.



## Pension contribution rates

The table below sets out the contribution bands which will be effective from 1 April 2018. These are based on the pay bands for **2018/2019**, with the result rounded down to the nearest £100.

Band	Actual Pensionable Pay for an Employment	Contribution Rate for that Employment	
		Main Section	50/50 section
1	Up to £14,100	5.5%	2.75%
2	£14,101 to £22,000	5.8%	2.90%
3	£22,001 to £35,700	6.5%	3.25%
4	£35,701 to £45,200	6.8%	3.40%
5	£45,201 to £63,100	8.5%	4.25%
6	£63,101 to £89,400	9.9%	4.95%
7	£89,401 to £105,200	10.5%	5.25%
8	£105,201 to £157,800	11.4%	5.70%
9	£157,801 or more	12.5%	6.25%

The pay ranges in the **Contribution rate** column of the table is increased on the 1st of April each year by applying the rate of pension increase applied to public sector pensions on the 1st of April that year and rounded down to the nearest £100.

If an active member has a permanent material change to his or her terms and conditions of employment which affects his or her pensionable pay, the employer may determine a different contribution rate to reflect that new annual pensionable pay. This can be either an increase or a decrease.



## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Knowsley Metropolitan Borough Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst the council supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

If you are in doubt about what you should declare, you can ask advice from a member of the Human Resources Division 0151 443 3434.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline



## **Equality and Diversity sub groups**

Knowsley Council has six established sub groups to support the equality and diversity agenda, details below.

The groups are supported by the Community Cohesion Manager, Paul Peng who can be contacted on 443 3073.

### **Knowsley Black and Minority Workers' Group (KBMWG)**

The group's vision is to 'promote respect and value diverse cultures within Knowsley', and they are committed to challenging all forms of discrimination, racial harassment and bullying to promote race equality in employment and in the delivery of services. Through development days, members of the KBMWG have established and discussed terms of reference and decided on ways to be involved with the council corporately.

### **Disability workers' group**

This group meet to discuss issues surrounding disability within Knowsley. The council recognises that people are disabled by society and not their impairment.

The group advises on all policy and procedure. They also provide a networking opportunity across the groups to discuss common issues and link with similar employee forums in other local authorities.

### **Knowsley Carers Forum**

The group provides drop-in sessions for people who are carers. More and more of our workforce are juggling work and caring for someone they love. This can be a difficult time. The group aims to offer information and support.

### **Knowsley Lesbian, Gay, Bisexual and Transgender Forum**

The group aims to promote the council positively as an employer which is supportive of the LGBT workforce, as well as promoting LGBT within the larger community.

It acts as a consultation forum on new and existing policies and strategies and participates within equality impact assessment processes with the view to improving and influencing change. Through the group there is a robust and systematic process for exchanging ideas, problem solving and information sharing, this then raises awareness and reduces discrimination within the workplace.

### **Knowsley Multi-Faith and Belief Group**

The group is a welcoming and caring community of people who value faith and belief in the workplace, and meet to explore and express these values and provide opportunities for others to do so.

Our aims are to:

- Celebrate and increase the appreciation of faith and belief in the workplace.
- offer support and community to colleagues who have a personal faith or who are seeking to explore their beliefs.



- challenge prejudice and inappropriate behaviour in relation to faith and belief in the workplace, where necessary.

### **Women's operational workers' group**

The group's primary focus is the consideration of women's equality issues relative to every aspect of employment and service delivery. As with the other groups, there will be representation at the Equality Directorate Implementation Group which then feeds into the Corporate Equality and Diversity Strategy Group meetings. The advice and guidance which this forum is anticipated to contribute will be a valuable asset to the Equality and Diversity agenda of Knowsley Council, particularly as women make up 63.9% of the total workforce.

Equality and diversity information is available to view on <http://www.knowsley.gov.uk/your-council/policies,-plans-and-strategies/people/equality--diversity.aspx>