

RICHMONDSHIRE DISTRICT COUNCIL

WASTE AND STREET SCENE

Job Description

JOB TITLE	Waste and Street Scene Support Officer	POST NUMBER	
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MAIN PURPOSE OF JOB:

To provide administration and word processing support to meet the needs of the Waste and Street Scene business plan.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Reports directly to the Waste and Street Scene Manager

RANGE OF DECISION MAKING:

Day to day operational issues concerning own workload

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Responsible for filing systems and maintaining databases and statistical information

RANGE OF DUTIES AND RESPONSIBILITIES

1. To support the achievement of the Council's objectives through the Waste and Street Scene service plan and supporting action plan.
2. Produce general correspondence, letters, memos, reports, minutes, statistical and graphical information and legal documentation etc using IT and audio equipment and a range of software packages.
3. Calculation, collation and submission of statistics in relation to waste data flow.
4. Calculation, collation and submission of payments and receipts in relation to the Authorities waste and recycling tonnages.
5. Produce general correspondence including letters, memos, purchase orders and invoices in relation to Schedule 2 customers.
6. Assist with the re-uniting and re-homing of stray dogs
3. Creating/designing of leaflets, posters, booklets etc

4. To receive and respond to enquiries from customers, Councillors, other Council Services and external organisations. Handle telephone calls from the general public.
5. Input to and maintain databases and systems.
6. To operate and maintain the IT systems associated with the Section including Webaspex and Camex systems and act as deputy webmaster for the section.
7. Undertake general administrative duties e.g. filing of documents and correspondence, photocopying, preparation of information and invoices, taking payments.
8. Receiving, carrying and storage of deliveries e.g stationery, PPE, boxes and bags.
9. Making appointments and arranging meetings.
10. Achieve agreed policies, targets, quality standards and service improvements set by the Waste and Street Scene Manager.
11. You may be required from time to time to undertake comparable duties in the team and other Units as determined by the Waste and Street Scene Manager.
12. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy.
13. A full clean driving licence and the use of a suitable vehicle.

CONTACTS:

Members of the Public, Officers of the Council, Members of the Council, Visitors to the Council, External Suppliers, Professional Bodies

SPECIAL CONDITIONS OF SERVICE:

COMPILED BY: Amanda Dyson	ASSESSMENT DATE: 13/07/17
COMPILED DATE: 13/0617	ASSESSED BY: AD, JW, JH
	POST GRADE: Grade 4

Job Description agreed by postholder.....Date.....