

Job Description

JOB TITLE:	Environmental Services Technical Officer – Development Control
GRADE:	Grade I
POST NUMBER:	C020600596
DIRECTORATE:	Place
SERVICE:	Operational Services (Public Realm)
RESPONSIBLE TO :	Environmental Services Improvement Team Leader
RESPONSIBLE FOR:	N/A
	DBS not required This post is not politically restricted
JOB SUMMARY:	To work as part of the Environmental Services Improvement Team as the lead officer for providing technical advice, knowledge and expertise on waste planning and development control issues. Responsible for validation and rejection of non-compliant development plans or proposals To act as the main point of contact for new developments in providing waste management advice and to liaise with them from inception of the planning application through to completion.
ROLE REQUIREMENTS:	<i>[The role requirements are the duties and responsibilities that are specific to the job. If a duty is required to be carried out infrequently this should not be recorded as this list is not exhaustive]</i>
1.	Responsible for providing comments on all planning applications in relation to waste storage and collection arrangements. Including responsibility for making decisions to approve or reject applications when they do not comply with waste planning guidance, health and safety requirements, best practice or national design standards.
2.	Responsible for monitoring and reporting on levels of planned and actual property growth from new developments. To keep comprehensive records relating to the agreed waste storage and collection arrangements and provide information to management to enable informed service decisions to be made. To assist Waste Operations with future service

	delivery requirements
3.	To promote implementation of high-quality waste management systems in new developments including a communication plan to help users reduce, reuse and recycle as much waste as possible.
4.	Responsible for providing advice, guidance and information to developers and architects. To ensure compliance with the council's requirements on waste storage, access and collection arrangements for new property development proposals and planning applications across the borough from application to completion
5.	To work with Waste Operations and housing providers to inspect newly built developments to ensure their waste management facilities are fit for purpose
6.	To develop monitoring processes for the council's Reuse Recycling and Waste Supplementary Planning Document for new properties within the Borough.
7.	Record and log accurate collection schedule information, so that waste operations team can produce and maintain records that reflect property changes and growth
CORPORATE RESPONSIBILITIES	
8.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
9.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
10.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
11.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
12.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
PEOPLE	<i>[This should detail those aspects of that require contact and interaction with other individuals, either within the council and/or in outside organisations, and the intended outcome of this]</i>

13.	Responsible for liaising with housing providers to ensure the communication plans are implemented.
14.	To carry out any follow up or request visits to developments to provide advice and guidance on improving the waste management facilities to ensure maximum recycling and reuse.
15.	To be the technical link in relation to planning for waste between the Environmental Services team and Planning, Development Management, Planning Enforcement and Waste Operations Teams.
16.	To develop improved technical knowledge and understanding of waste planning guidance, advice and management across Operational Services teams. To allow more effective management of the impacts of property growth on service delivery, budgets, waste growth, collection disposal, treatment and local environmental quality.
17.	To provide professional contact with members of the public, Developers and Architects and other stakeholders regarding issues relating to Waste Planning.
SERVICE	<i>[This section will include requirements that the job holder may have in respect of quality assurance, continuous improvement, and the efficiency of the service]</i>
18.	Responsible for improving the use of information systems to capture, store, manipulate, analyse and display waste planning data.
19.	Assist with the service planning and contribute to the business plans, service development and performance reviews. Develop and implement action and work plans to ensure service improvements are made and sustained.
PERFORMANCE	<i>[This section needs to list the specific targets that are required to be met by the post holder and how these will be achieved]</i>
20.	To set high performance expectations that transfer into clear, measurable SMART objectives/targets, and to continually monitor performance against these, ensuring continuous improvement.
21.	To respond to and comment on planning applications within the timeframe stipulated.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. Detailed and extensive understanding of contemporary policy, legislation and practice relating to Waste Management	E	A, I
	2. Up to date knowledge of waste planning and policy in relation to local authority waste operations	E	A, I
	3. A good understanding of the structure and workings of local government and other agencies involved in waste management services	E	A, I
Qualifications & Experience	4. Relevant degree, and/or professional qualification in any one of the technical areas, or at least 3 years relevant experience	D	A, I
	5. Membership of a relevant professional body, or institute	D	A, I
	6. Proven record of delivering advice and guidance and making decisions in relation to waste planning applications. 7. Experience of supporting waste management teams with advice and guidance on waste	E	A, I

	planning and development control issues 8. Evidence of successful partnership working to deliver outcomes 9. Experience of working with the public and elected Members	E E E	A, I A, I A, I
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	10.Developing networks: Ability to establish, maintains and encourages excellent working relationships via networking across teams, services within the Council and with external partners and stakeholders to achieve best outcomes for the Council 11.Collaborating: Collaborates with and utilises internal and external networks in order to achieve best outcomes for the Council	E E	A, I A, I
We are OPEN and transparent	12.Communicating clearly: Ability to present information on complex issues clearly and concisely, both orally and in writing 13.Being approachable: Approachable and	E E	A, I A, I

	actively seeks feedback from others to improve how they do things		
We are WILLING to challenge, innovate and be accountable	14. Being accountable: take accountability for setting clear goals and targets and I seek to achieve high standards, for myself and others	E	A, I
We empower each other to be EXCELLENT and go the extra mile	15. Being empowered: Ability to take control of the areas under their responsibility and make positive changes and set appropriate goals	E	A, I
We RESPECT all communities, they are the heart of everything we do	16. Being a customer ambassador: Champions and leads on the provision of excellent customer services that delights and creates an exceptional customer experience	E	A, I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	D	A