

Job Description

Job Title: Recycling Officer

Faculty/Directorate: Estates and Facilities

Grade: A

Part time: 25 hours per week

Permanent

	Duties of the role
Overall purpose of the role	To collect recycling / waste material by hand from around the University buildings to a central location within the buildings or by vehicle to the main recycling centre / delivery to recycling facilities as required. Bailing and compacting of recycling material. This part time post of recycling officer is available immediately on a permanent basis working 25 hours per week Monday – Friday between 7am - 4.30pm with half hour unpaid break.
Main duties and responsibilities	1. Collect recycling / waste material by hand or vehicle from around the University buildings to a central location or within buildings. 2. When appropriate decontaminate the bags of general waste, ensuring that any non-recyclable items are removed 3. Dispose of badly contaminated recycling bags in general waste containers. 4. Keep areas around central recycling containers clean & tidy 5. Assist with the auditing of the recycling material 6. Bailing and compacting of recycling material 7. Ensure all duties are carried out with due regard to health and safety of self and others, including reporting faults or concerns to line manager as necessary. Comply with relevant risk assessments or other health & safety requirements for the role. 8. Delivery of recycling material to recycling facilities as required. 9. Delivery of recycling / confidential bags around the University 10. Breaking up of damaged furniture and putting in the correct waste stream 11. Perform any other duties commensurate with the job grade as reasonably required from time to time. 12. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	A level of literacy sufficient to carry out basic form filling, record keeping, job sheets	Essential		X	X		X
	NVQ level 2 in Waste, Recycling		Desirable	X	X		X
	I.T. basic keyboard skills		Desirable	X	X		
Work Experience	Experience of using compactors / bailing machine		Desirable	X	X	X	
	Previous recycling experience		Desirable	X	X		
	Working in a team in a busy environment	Essential		X	X		
	Experience in Manual Handling operations	Essential		X	X		
	Experience of working in within an educational or Industrial environment		Desirable	X	X		
Knowledge & Skills	Understanding of Health and Safety requirements to enable safe working practices	Essential		X	X	X	
	Ability to work on own initiative and prioritising work	Essential		X	X		
	Customer focused	Essential		X	X		
	Ability to relate to all levels of staff, students and external suppliers	Essential		X	X		
	Understanding of Recycling operations	Essential		X	X		
	Experienced in keeping vehicles in a safe, clean and maintained condition		Desirable	X	X		
Other requirements	Category B Driving Licence	Essential		X	X		X

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Ability to work outside of normal core hours	Essential		X			
	Fork Lift Truck Licence		Desirable	X	X		X

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**