



JOB DESCRIPTION

Applicants must demonstrate on their application form that they are currently an employee of the South Eastern Health & Social Care Trust.

Title of Post:	Waste & Recycling Manager
Grade of Post:	Band 7
Reports to:	Senior Estates Specialist Services Manager
Accountable to:	Assistant Director of Estates
Location:	Estates Services Department the Ulster Hospital but successful applicants may require to relocate to other sites within the Trust
Hours:	37.5 Hours per week

Job Purpose

Lead Professional responsible for the development, implementation and review of the Waste Management, Minimisation and Recycling Strategies for the SEHSCT, ensuring that the Trust fully complies with relevant waste management legislation.

Responsible for the design, development, delivery and evaluation of an efficient and effective induction and mandatory waste training process for all Trust staff and lead a Trust Wide Waste Management training programme ensuring that legislative requirements and internal and external standards are met to maximise patient and staff safety, minimise risk and ensure a quality service is delivered.

Main Responsibilities

- Design, develop and implement and review policies and procedures to:
 - Monitor and control the disposal of all waste materials from Trust properties.
 - Ensure compliance with current environmental legislation and enable a seamless implementation of new legislation.
 - Monitor and control waste segregation and effectiveness
 - Responsible for the SEHSCT Waste Budget, ensuring optimum use of resources and effective budgetary management systems are in place.
- Ensure the accounts for waste disposal across all sites are correct, paying attention to abnormal trends in consumption.

- Development of key performance indicators, including benchmarking, to ensure performance and financial targets are met and to identify opportunities for continuous improvement of the service.
- Ensure the ordering, receipting, storing and distribution of stock/non-stock requisitions comply with relevant standing financial instructions and all relevant staff are aware of their responsibilities in adhering to this procedure.
- Develop business cases for the purchase of new equipment which will allow the Trust to manage waste more efficiently.
- Research, develop and review procedures for existing waste streams, develop new procedures and ensure consistency of implementation, by analysis or trends in financial and material balances, across the Trust.
- Responsible for the provision of mandatory waste returns as part of the NI DHSSPS Environmental Monitoring and Reporting System to fully inform the annual NI DHSSPS Regional Environmental Report.
- Support a strategy, which includes projects, education and communication, to raise environmental awareness across the Trust.
- Assist the Estate Service Senior Management Team in establishing priorities for capital and revenue expenditure and participate in development, execution and commissioning stage of such projects as required.
- Maintain and update:
 - Information relating to new waste & environmental legislation or changes to existing regulations.
 - Information relating to grants and external funding for waste management, waste minimisation and recycling projects.
 - Records of new developments and innovations in the renewable and recyclable waste streams.

As a lead professional, provide specialist advice to clinical and non-clinical staff relating to:

- Waste Management (clinical, non-clinical, confidential, domestic, special and hazardous) and working with other disciplines to promote good practice.
- Legislative Requirements, Waste Minimisation, Recycling and Implementation of Sustainable Techniques / Design.
- Development of Trust Policies & Procedures, for the operation, design, specification, refurbishment, adaption and disposal of Waste within the built environment.
- Responsibility for researching existing and new techniques and technology to reduce waste output.

- Ensure that the Trusts Waste Management Plan is regularly updated and includes all forms of waste including general non-clinical, clinical waste, hazardous waste, recyclable waste.
- Regularly meet with staff and stakeholders to discuss policies and procedures relating to waste management, waste minimisation, training initiatives, communication strategies to support compliance and safe systems of work.
- Review of consultation papers on proposed waste and related legislation. Participating as Trust representative in DHPSS sponsored Regional Waste Working Groups developing regional waste management policy and procedures.
- Work with Health Estates, Environmental Heritage Service, local councils and other public sector organisations to ensure the safe disposal of Waste.
- Participate with Regional Supplies Service or other Purchasing Organisations, for the assessment and adjudication of tenderers / tenders for the procurement of waste or environmental management services.
- Develop and produce tender specifications for the collection and safe disposal / recycling of waste.
- Develop and maintain positive external / internal partnerships to improve the Trusts' environmental impact, concentrating on re-cycling, waste, transport and corporate social responsibility.
- To develop, implement and review specialist induction and mandatory training policies, processes and guidelines for all clinical and non-clinical staff ensuring that they meet the Trust's requirements and NHS professional body and legislative requirements and to liaise with other Trust Departments in the delivery of such training schedules as to ensure compliance to meet the Trust's mandatory training.
- Develop, plan, co-ordinate and deliver staff training programmes on waste, sustainability, clinical, special and hazardous waste compliance issues and other related topics.
- To develop and implement processes to ensure that e-learning is used where appropriate to support induction and mandatory training.
- Motivate and encourage involvement among Trust staff to ensure appropriate segregation of waste for disposal and / or recycling.
- To develop and implement processes to effectively monitor and record attendance for staff at mandatory training and induction and to follow up on non-attendance.
- Undertake audits and surveys, and subsequent reporting thereof, to meet statutory and internal requirements for waste management throughout the Trust. To ensure compliance with all appropriate Legislation, Health Technical Memoranda, Best Practice, Control Assurance Standards and 'Duty of Care' Requirements.
- Co-ordinate and ensure that patient / client / service user satisfaction surveys are undertaken, supported by corrective management led action plans to improve year on year the level of satisfaction.

- Produce regular management reports as required by the Head of Estates on issues relating to Waste Management and produce an annual report for delivery to the Trust Board.
- Liaise with all relevant internal services including Occupational Health, Infection Control, Patient Experience regarding in-house service delivery of waste management.
- Ensure that waste management services are professionally and safely delivered and, where appropriate, adequate contingency plans are produced for all departments within the Trust.
- Monitor external contractors performance to ensure value for money and contracts / projects are completed on time, within budget to meet the Estate Services Department's specifications.
- Support and maintain the development of an integrated Estate Services Department to ensure a co-ordinated approach to working practices.
- To establish & maintain effective communication systems with staff e.g., regular meeting, Trade Unions, Heads of Department, General Managers etc.
- Maintain and update:
 - Relevant records management systems for the administration of statutory waste transfer documents and the registration with the Environmental Heritage Service for all Trust sites, where relevant to ensure they can be audited by external agencies if required.
 - Completion and receipt of the Northern Ireland Environment Agency hazardous waste consignment notes and ensure these are compliant.
 - Investigate with relevant staff all waste incidents, untoward events and / or complaints. Instigate and oversee corrective action where necessary, carry out risk assessments where appropriate. Communicate in writing to all staff the outcome of the investigations and lead the need for change in waste handling activities at Trust level.

General Responsibilities

Equality

The Trust is an Equal Opportunities Employer and welcomes applications from all sectors of the community irrespective of their religion, politics, race, gender, sexual orientation or disability.

However, due to under-representation, the Trust particularly welcomes applications from Catholics for vacancies in the North Down and Ards geographical area and Protestants for vacancies in the Downpatrick area.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement.

Smoking and Health

The Trust is a Smoke Free Organisation.

Health & Safety

All employees must comply with the Trust's various Health & Safety Policies and Procedures including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust's Personal Development and Contribution review process which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.

Service Quality

The South Eastern Health and Social Care Trust is committed to providing the highest possible quality of service to all patients, clients and community. Members of staff are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails.

All such records are public records and are accessible to the general public with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust's Environmental Cleaning Strategy, recognises the key principle that 'Cleanliness Matters. It is everyone's responsibility, not just the cleaners'. Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All staff should be aware of the Trust's Infection Prevention & Control Strategy and their local reduction of infection plan and know their role, in keeping with key principle Infection Prevention & Control is everyone's business.

Staff, in delivery of all care must:-

- Wash their hands thoroughly between each patient contact.
- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevent and control measures.
- Be aware of the Infection Control Guidance within the Trust's Infection Control Manual and ensure they obtain mandatory Infection Prevention Control training or other specific infection control related training as required.

Terms and Conditions

Applicants should note that the terms and conditions attached to this post may change as a result of National negotiations and the NHS pay system called Agenda for Change.

This job description is not definitive and may be amended to meet the changing needs of the Trust.

All Job Descriptions are subject to regular review within a two year period. This is not intended to be a comprehensive list of all the duties involved in the post, consequently an employee may be required to perform other duties appropriate to post as assigned to them.

All staff are required to observe the Trust's No Smoking Policy.



PERSONNEL SPECIFICATION

Applicants must demonstrate on their application form that they are currently an employee of the South Eastern Health & Social Care Trust.

Directorate: **Finance and Estates**

Hours: **37.5 per week**

Reference No:

Notes to applicants:

1. You must clearly demonstrate on your application form how you meet the required criteria – failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

Essential Criteria:

These are criteria all applicants **MUST** be able to demonstrate either at shortlisting or at interview. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below;

The following are essential criteria which will initially be measured at Shortlisting Stage although may also be further explored during the interview stage;

- A degree in mechanical, electrical or building services engineering discipline plus three years relevant post qualification experience
- or
- Be a corporate member/ full member of one of the recognised institutes. (IHEEM, IET, IE, IMECHE, CIBSE)
plus
- Flexibility to work at various locations across the Trust's Healthcare Estate
and
- The successful candidate must hold a full car driving license valid in the U.K. with access to a car on appointment – this criterion will be waived in the case of an applicant whose disability prohibits driving but who are able to organise suitable alternative arrangements.

Desirable Criteria:

These will only be used where it is necessary to introduce additional job related criteria to ensure files are manageable. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted.

- Knowledge of Health and Personal Social Services Estates engineering
- Knowledge of sustainable design
- Knowledge and implementation of an approved sustainability management system

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants may be required to attend for a Health Assessment

All staff are required to comply with the Trusts Smoke Free Policy

Key Skills Framework - Levels

Communication

Develop and maintain communication with people about difficult matters and/ or in difficult conditions.

Personal and people development

Develop oneself and contribute to the development of others.

Health, Safety and Security

Promote, monitor and maintain best practice in health safety and security.

Service improvement

Appraise, interpret and apply suggestions, recommendations and directives to improve services.

Quality

Contribute to improving quality

Equality and Diversity

Support equality and value diversity

Systems, Vehicles and Equipment

Review, develop and improve systems, vehicles and equipment.

Information Processing

Inputs, amends, deletes and modifies data and information accurately and completely consistent with legislation policies and procedures.

Information Collection and Analysis

Gather, analyse, interpret and present extensive and/ or complex data and information.

Knowledge and Information Resources

Develop the acquisition, organisation and use of information and knowledge.

People Management

Coordinate and delegate work and review people's performance.

Additional Information:

Candidates shortlisted for interview will be required to produce original certificates and photocopies of the same.

If successful staff will be required to produce documentary evidence that they are legally entitled to live and work in the UK eg P45, payslip, National Insurance Card, Birth Certificate. Failure to do so will result in a non appointment.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.

4 February 2009