

## NHS JES: DESKTOP MATCHING FORM

### JOB TITLE: Trust Waste and Recycling Manager

#### JOB STATEMENT:

- 1 Lead professional for the development, implementation and review of the Waste Management, Minimisation and Recycling Strategies
- 2 Responsible for the design, development, delivery and evaluation of an efficient and effective induction and mandatory waste training process
- 3 Develop business cases for the purchase of new equipment
- 4 Research, develop and review procedures for existing waste streams.

| Factor   | Relevant Job Information  | Job Level | JE score   |
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| <b>1.Communication &amp; Relationship Skills</b> | <p>Develop and maintain positive external/internal partnerships to improve the Trusts environmental impact, concentrating on re-cycling, waste, transport and corporate social responsibility.</p> <p>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. To establish &amp; maintain effective communication systems with staff e.g., regular meeting, Trade Unions, Heads of Departments, General Managers etc.</p> <p>Work with Health Estates, Environmental Heritage Service, local councils and other public sector organisations to ensure the safe disposal of Waste</p>             | <b>4</b>  | <b>32</b>  |
| <b>2.Knowledge, Training &amp; Experience</b>    | <p>Degree in Environmental Science or Equivalent AND 3 years Waste Management experience including the provision of specialist training</p> <p>OR</p> <p>HND/HNC in Business Management or Equivalent AND 5 years Waste Management experience including the provision of specialist training</p>  | <b>6</b>  | <b>156</b> |
| <b>3.Analytical &amp; Judgemental Skills</b>     | <p>Investigate with relevant staff all waste incidents, untoward events and/or complaints. Instigate and oversee corrective action where necessary, carrying 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.</p> <p>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</p> <p>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.</p> | <b>4</b>  | <b>42</b>  |
| <b>4.Planning &amp; Organisational Skills</b>    | <p>Develop, plan, co-ordinate and deliver staff training programmes on waste, sustainability, clinical, special and hazardous waste compliance issues and other related topics</p> <p>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</p>   | <b>3</b>  | <b>27</b>  |

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| <b>5. Physical Skills</b>                                      | <p>The candidate for this post is to be fit to deal with the daily physical demands of working within Estate , including minor lifting and travelling across the whole Trust geographical area. The candidate will also on a weekly basis have to deal with the high physical demands required to access plant areas, boiler houses , roofs, services ducts etc.</p>   | <b>2</b> | <b>15</b> |
| <b>6.Responsibility for Patient/Client Care</b>                | <p>The major area of direct contact with the public / patient will centre around the post holders work in wards / departments &amp; community facilities whilst carrying out waste and environmental audits. The postholder will have to provide patient / client / visitor guidance for safe handling of waste on Trust premises and also provide guidance on the safe handling and disposal of sharps for patients self-medicating at home. The postholder will have to arrange for collections of clinical waste from patients' own homes as and when required</p>  | <b>4</b> | <b>22</b> |
| <b>7.Responsibility for Policy/Service Development</b>         | <p>Development of Trust policies&amp; procedures, for the operation, design, specification, refurbishment, adaptation and disposal of Waste within the built environment<br/> 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.<br/> Develop and produce tender specifications for the collection and safe disposal/recycling of waste.<br/> Maintain and update: Information relating to new waste &amp; environmental legislation or changes to existing regulations.<br/> 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</p> <p>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</p> | <b>4</b> | <b>32</b> |
| <b>8.Responsibility for Financial &amp; Physical Resources</b> | <p>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.<br/> Develop business cases for the purchase of new equipment which will allow the Trust to manage waste more efficiently<br/> Ensure the accounts for Waste disposal across all sites are correct, paying attention to abnormal trends in consumption.<br/> Responsible for the SEHSCT Waste budget, ensuring optimum use of resources and effective budgetary management systems are in place.<br/> 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.<br/> The postholder will be responsible for authorisation and management of waste contracts to value of &gt;£500,000 per annum.</p>  | <b>3</b> | <b>21</b> |

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| <b>9.Responsibility for Human Resources</b>             | <p>The postholder will plan, develop, prepare, co-ordinate and deliver a specialist waste management training programme to all staff trust-wide on a regular and on-going basis.</p> <p>The postholder will also provide training at mandatory trust induction which takes place 2-3 times per month for groups of approx 50 staff per session</p>   | <b>3</b> | <b>21</b> |
| <b>10.Responsibility for Information Resources</b>      | <p>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.</p> <p>Maintain and update Information relating to grants and external funding for waste management, waste minimisation and recycling projects.</p> <p>Records of new developments and innovations in the renewable and recyclable waste streams.</p> <p>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.</p> <p>Completion and receipt of the Northern Ireland Environment Agency hazardous waste consignment notes and ensure these are compliant</p>   | <b>3</b> | <b>16</b> |
| <b>11.Responsibility for Research &amp; Development</b> | <p>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.</p> <p>Responsibility for researching existing and new techniques and technology to reduce waste output</p> <p>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.</p> <p>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.</p> <p>The post-holder will plan, co-ordinate and implement a system for auditing waste management practices trust-wide. This will include developing audit questionnaires, undertaking audits, analysing results and identifying areas for improvement. Audits will be carried out on a regular and on-going programme to ensure all areas are covered. Audit findings will be reported to senior management.</p> <p>Postholder will be expected to provide monthly returns to the Dept of Health for the purposes of auditing the Trust's environmental performance. Postholder will be required to ensure substantive compliance with relevant Controls Assurance Standards.</p> | <b>2</b> | <b>12</b> |

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| <b>12. Freedom to Act</b>     | <p>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.</p> <p>As lead professional, provide specialist advice to clinical and non-clinical staff.</p> <p>Ensure that waste management services are professionally and safely delivered and, where appropriate, adequate contingency plans are produced for all departments within the Trust.</p>  | <b>4</b>          | <b>32</b>            |
| <b>13. Physical Effort</b>    | The candidate will, on a weekly basis, have to deal with the high physical demands required to access plant areas, boiler houses, roofs, services ducts etc.   | <b>2</b>          | <b>7</b>             |
| <b>14. Mental Effort</b>      | <p>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.</p> <p>The post holder will generally work from an office base with the support of other Estates Staff. There is a requirement to ensure a safe patient environment with limited funding and buildings at the end of their service life. The combination of limited funding, risk assessments &amp; estates governance place an increasing demand on staff's mental effort. The post-holder will be expected to react to emergency calls and situations which increases pressure on both mental and emotional effort.</p>  | <b>3</b>          | <b>12</b>            |
| <b>15. Emotional Effort</b>   | While the post holder will generally work from an office base, exposure to emotional effort does occur but is limited. However this exposure does take place where the post holder is expected to carry out their duties in sensitive environments where death and serious illness occur. The post-holder will also be expected to provide expert advice in situations where patient / family wishes may conflict with legal requirements (eg retention of body parts) and to provide assistance to the PSNI if required (eg tracking of pathological waste for forensic purposes). These situations involve the post holder being subject to upsetting / disturbing situations and/or information.  | <b>2</b>          | <b>11</b>            |
| <b>16. Working Conditions</b> | <p>The post holder will generally work from an office base. However post holder will, on a weekly basis, have to access the poor working conditions within plant areas, boiler houses, roofs, services ducts etc. Poor working conditions caused by over heating, dirt, older plant and poor plant room design.</p> <p>A limited amount of time will be spent on construction sites open to the weather elements and the high risks involved in all construction projects.</p> <p>In carrying out waste and environmental audits, the postholder will be directly exposed to unpleasant smells and all types of hazardous wastes, including clinical waste, blood &amp; body fluids and hazardous chemicals etc. The postholder will experience direct exposure to hazardous materials when responding to emergency situations such as chemical spills</p> | <b>4</b>          | <b>18</b>            |
|                               | <b>BOLD – ANSWERS TO QUESTIONS</b>   | <b>Band<br/>7</b> | <b>Total<br/>476</b> |