

Environment and Waste Management Recycling2go		
PERSON SPECIFICATION		
Job Title Recycling Support Officer		
Post Number: 3505		
Attribute	Essential	Desirable
Experience	Experience of working unsupervised and as part of a team. Experience of planning and monitoring workloads and general day to day administrative work Proven track record of delivering a front-line customer service Experience of working with Microsoft Office packages, including Outlook, Word and Excel and the ability to learn new ICT systems as required for the role Experience of dealing with customer queries and complaints and resolving issues	Experience of carrying out work involving recycling and waste minimisation within the public sector Carrying out recycling and waste minimisation campaigns and promotional work Experience of preparing Microsoft PowerPoint presentations
Qualifications/Training	Full driving licence	7.5 Tonne driving licence qualification
Specialist knowledge	Recognition of the diverse and different needs of the residents across the Borough A good general knowledge of recycling and current recycling initiatives including Simpler Recycling Knowledge of Rushcliffe's waste and recycling collection services	An understanding of current and future waste legislation which impact waste collection services A geographical knowledge of the Borough of Rushcliffe A good understanding of health and safety legislation and safe systems of work

Personal Qualities	Demonstrates pride in providing an essential customer service. Enthusiastic, flexible and a team player. Ability to communicate with customers. Good communication and presentational skills	
Physical Requirements	Able to move bins/replace broken bins and load and off load vehicles	
Special Working Conditions	Weekend work necessary on occasions. Able to attend out of hours meetings/roadshows, etc	
*Reasonable adjustments will be made in line with the Equality Act 2010 Prepared by: ...D Burch..... Designation: ...Service Manager..... Date Sept 2026		