

<b>Neighbourhoods</b>		
<b>Person Specification</b>		
<b>Kerbside Glass Co-ordinator Fixed term contract</b>		
<b>Post number:</b>	<b>Post grade: LS12</b>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EXPERIENCE</b>	<p>Previous experience of planning or managing new service roll outs including planning, managing staff and co-ordinating delivery schedules</p> <p>Demonstrable ability to plan develop and manage frontline customer facing services</p>	Previous experience of working in a waste related industry.
<b>QUALIFICATIONS</b>	Full driving licence and experience of driving vehicles up to and including 7.5 tonne.	
<b>SPECIALIST KNOWLEDGE/ SKILLS</b>	<p>A good knowledge of Rushcliffe geographically</p> <p>Experience and understanding of waste and recycling services and an interest in environmental issues</p>	<p>Ability to plan, direct and re-route delivery schedules as necessary</p> <p>A good knowledge of health &amp; safety procedures (e.g. manual handling).</p> <p>Awareness of health and safety issues in a working environment</p>
<b>IT Skills</b>	Excellent ICT skills including the use of Excel spreadsheets and ability to provide written reports	Used to using in cab technology such as Bartec and other similar systems or route planning software

OFFICIAL

<b>PERSONAL QUALITIES</b>	Demonstrates pride in providing excellent customer service.  Reliable and punctual  Able to work unsupervised or as part of a team.  Able to communicate with customers politely and effectively.	Awareness of health and safety issues
<b>PHYSICAL REQUIREMENTS</b>	Capable of undertaking heavy manual work.	
<b>SPECIAL WORKING CONDITIONS</b>	Able to work outside in all conditions.  Wears appropriate safety clothing as required	

PREPARED BY: Darryl Burch

DESIGNATION: Head of Environment and Communities

DATE: 17<sup>th</sup> July 2025