

## West London Waste (WLWA) Job Description

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<b>Job Title:</b>	Project Manager
<b>Responsible To:</b>	Strategic Development Lead
<b>Responsible For:</b>	Management of internal and external stakeholders and professional advisors to assist delivery of projects.
<b>Main Function of Job:</b>	Project management and coordination of multiple specific waste infrastructure and recycling projects within a programme to deliver West London Waste's business plan eg increasing the value/quality of recycling materials collected, improving efficiency of borough collections, recycling service changes and developing infrastructure on existing sites, scoping and developing required infrastructure including gathering technical information, waste flow models, producing site assessments, submission of a planning applications and development of business cases.
<b>Salary:</b>	£36,370 - £39,570 PO3 (scale points 32 – 35) plus £2,011 London weighting
<b>Budget Responsibility:</b>	N/A
<b>Basic Hours:</b>	Up to 36 hours per week – flexible working and job share options available  Principal location: , West London Waste Authority – Unit 6, The Green, West Drayton, UB7 7PN

### Duties & Responsibilities

1. To project manage and co-ordinate multiple complex waste and recycling projects including making recommendations to the Strategic Development Lead/Senior Leadership team and ensuring that all changes to service provision and all associated activities are understood by the relevant stakeholders.
2. To source, engage and manage the internal and external professional advisory teams covering areas such as planning, permitting, financial, legal and construction.
3. To create and maintain the project risk registers and report monthly to the Strategic Development Lead.
4. To create and maintain a lesson's learned log for each project and report monthly to the Strategic Development Lead.
5. To create and maintain the project plans and the waste flow plan for West London Waste.

6. To assist the Strategic Development Lead with the creation and maintenance of a project program which integrates all of the projects, waste flows and commercial understanding, reporting monthly to the Senior Management team.
7. To make recommendations to the Senior Leadership team on operational and commercial improvements in the business, gain approval and project manage changes accordingly.
8. To work with Finance Manager, Strategic Development Lead and Operations Manager to develop robust outline business cases for projects and service changes and negotiate changes and impacts with the relevant stakeholders through the Borough Partnership meetings and prepare reports for Senior Leaders and the Authority meetings.
9. Produce progress reports for the Strategic Development Lead including a verbal briefing if required. The reports will be presented by the Strategic Development Lead to West London Waste's Project Board, Chief officers and Authority meetings as appropriate.
10. To organise and manage the Project Board meetings including minutes and actions arising.
11. To manage and co-ordinate the response to all project actions and to maintain an Actions Log coordinating the activities of Borough Partners involved in the projects.
12. To monitor and manage the budget spend on projects and report on a monthly basis to the Strategic Development Lead
13. To provide updates to the Senior Leadership Team from constituent borough Cabinet Reports and Overview and Scrutiny Committee on a bi-monthly basis.
14. To liaise with the constituent boroughs and external bodies such as Defra, GLA and other Waste Disposal Authorities on the projects.
15. Where necessary to assist the Operations Manager and represent the Projects Team at the Authority meetings in the absence of the Strategic Development Lead.
16. Support the Strategic Development Lead to deliver projects in the following business areas: Data, Waste Minimisation, Collection Project, HRRCs, Procurements and Recyclable Processing.
17. To undertake other duties as required.

## PERSON SPECIFICATION: VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
	Essential (E), Desirable (D)	Assessed by; Application (A), Interview (I), Test (T) or Certificate (C)
I ensure the needs of different communities are understood and addressed	E	A, I
I challenge others, and deal with challenges in an honest and constructive way	E	A, I
I am a role model for the Authority's behaviours and lead by example	E	A, I
I make decisions within the scope of my authority, rather than refer them up the line	E	A,I
I take responsibility for making sure that taxpayers' money is spent effectively	E	A, I
I make sure I know what others are doing in order to do my job well	E	A, I
I am flexible in my work and can change what I'm doing in order to meet priorities	E	A, I
I treat everyone fairly, with respect and value differences.	E	I
I do what I say I will do, when I've promised to do it, or let people know why not.	E	A,I

## EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

Qualifications	Recruitment and Selection	
<p>To hold a degree or equivalent level qualification in an engineering, environmental or science subject</p> <p>To hold a relevant project management qualification</p>	<p><b>Essential (E), Desirable (D)</b></p> <p>E</p> <p>D</p>	<p><b>Assessed by; Application (A), Interview (I), Certificate (C),</b></p> <p>A, I, C</p> <p>A, I, C</p>
Experience	Recruitment and Selection	
<p>To have extensive experience of managing projects and recycling services dealing with performance related issues and managing multiple and senior stakeholders</p> <p>To be an experienced project or team leader with experience of managing change</p> <p>To have excellent oral and written communication skills</p> <p>Experience of project strategy development</p> <p>To have an understanding of the financial and policy levers influencing recycling markets</p> <p>To have experience of managing budgets and operational staff, including contractors</p> <p>To demonstrate strong problem solving skills and have the ability to respond flexibly, re-prioritising work as necessary</p> <p>Demonstrable knowledge of relevant legislation for planning, permitting, environment, waste, plant and Health &amp; safety, contracts and procurement</p> <p>Experience of working in waste management in either a Private Sector or Public Sector role</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A, I</p> <p>A,I</p> <p>A,I</p>