

West London Waste (WLWA)

Job Description

Job Title: Strategic Development Manager

Responsible To: Director of Circular Economy and Net Zero

Responsible For: Senior Project Manager

Main Function of Job: As the Strategic Development Manager at WLWA, your job is to lead exciting projects that aim to change the way we manage waste and improve sustainability across our six Boroughs. Your main goal is to put into action our plan to manage waste better, by making sure we separate, collect, and dispose of waste in ways that cut down carbon emissions.

Salary: PO7

Budget Responsibility: £400,000 pa

Basic Hours: 36 hours per week

Principal Location: Head Office, West London Waste – Unit 6, The Green, West Drayton, UB7 7PN

Duties & Responsibilities

Project Planning and Management

1. Delivery of waste management projects from their inception to completion. Focus on innovative strategies like enhancing recycling processes and minimising waste production.
2. Design and oversee the mobilisation of collections changes and material capture initiatives aimed at improving waste management. Pay special attention to digital advancements and increasing accessibility to recycling and disposal services.

Stakeholder Engagement and Collaboration

3. Establish and maintain strong connections with government agencies, local community groups, and partners within the waste management industry.
4. Develop a tailored communication strategy for each Borough, leading efforts in waste reduction and fostering innovation.
5. Deliver effective mobilisation of change projects for local authority partner organisations including reporting, financial returns and delivery of project goals.

Budget Oversight

6. Take control of significant project budgets, ensuring that funds are allocated efficiently and in alignment with our sustainability objectives.
7. Make strategic decisions to ensure financial investments contribute directly to our environmental goals, achieving maximum impact with available resources.

Environmental Compliance

8. Stay informed about current and emerging waste management regulations, ensuring all projects comply with both local and national standards.
9. Implement projects that aim to minimise our environmental impact, focusing on reducing carbon emissions and adhering to environmental best practices.

Data Analysis and Reporting

10. Employ tools like Microsoft, Power BI, and ArcGIS for thorough analysis of project data, assessing the effectiveness and impact of our initiatives.
11. In conjunction with our Management Information team develop a digital twin of all waste services across our Boroughs and disposal services.
12. Generate detailed reports based on data analysis to guide strategic decisions, report on successes, and identify opportunities for improvement in our waste management practices.
13. Use industry experience in mobilisation and service design to develop and manage two programmes delivering collections efficiency and routing work.

People Management

14. Direct and support a team consisting of a Senior Project Manager and two Project Managers, ensuring they are motivated, engaged, and aligned with project goals.
15. Foster a culture of continuous learning within your team, encouraging professional growth and the development of skills relevant to waste management and sustainability.
16. Regularly assess the performance of your team members, providing constructive feedback and setting clear objectives to enhance productivity and project outcomes.
17. Promote a collaborative work environment that encourages innovation, teamwork, and shared responsibility for the success of waste management projects.

WLWA is continually reviewing its structures and ways of working to provide the best possible and most efficient services for residents. As a result, through appropriate consultation with staff and representatives, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

ROLE ACCOUNTABILITY

Role	Accountability 1 & KPI	Accountability 2	Accountability 3
Strategic Development Manager	<p>KPI (£/HH net savings WCA and WDA)</p> <p>Annual report of embedded carbon and efficacy of capture per Borough</p>	Develop and deliver a continuous improvement plan for communal collections	Develop and deliver a continuous improvement plan for 'on demand' services



PERSON SPECIFICATION: VALUES AND BEHAVIOUR

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	A, I
I do what I say I will do, when I've promised to do it, or let people know why not.	E	I
	E	A, I

EXPERIENCE, QUALIFICATIONS, TRAINING OR OTHER REQUIREMENTS

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