Post Title: Waste and Cleansing Compliance Manager

Grade: GLPC - J

# Job Purpose

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

Oversee all legal, statutory, and regulatory compliance for Domestic / Commercial Waste and Cleansing functions, ensuring robust systems, controls, and governance are in place.

As a strategic partner, the postholder works with Service Managers to implement consistent processes that support budget control, capital recharging, grant criteria, simpler recycling, and net burden principles.

Key responsibilities include developing and managing compliance programs, leading procurement from specification to provider performance and contract compliance, and driving continuous improvement through audits, reporting, and training; preparing reports for senior leadership, Boards, and Committees to support strategic decisions and ensure accountability and value for money.

To monitor and report on health and safety compliance for Waste and Cleansing, making recommendations for improvements and training gaps.

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
2. To provide effective leadership and management of compliance measures for the service, ensuring that legal, statutory and other relevant provisions governing or affecting the service are strictly observed and safeguarded, embedding a collaborative approach to compliance,
3. To be the lead officer for procurement of supply chains interfacing with partners (suppliers, corporate finance, corporate procurement, insurance, audit, legal and IT) to secure the supply chains required.
4. Act as lead officer for all waste-related procurement, from contract development to performance management and decommissioning, ensuring adherence to procurement laws and internal policies. Total spend on services up to £12 million per annum.
5. Manage and resolve all contract, performance and quality issues, particularly where the authority has statutory obligations around service delivery or a duty of care. Implement systems, processes and monitoring to prevent reoccurrence.
6. To drive improvements to business performance through detailed operational reviews and implement business process enhancements that improve operational efficiency and compliance.
7. Develop and maintain performance frameworks to monitor contracts, cost efficiencies, risks, and progress toward financial planning targets.
8. Supporting Service Managers by leading on transactional processes (order monitoring, invoices, times keeping, stores management and all purchasing requirements) maintaining, reviewing and implementing new processes as and when required.
9. To prepare, collate and present for consideration by Senior Management at Boards, Committees and working groups detailed, documents, project and management reports.
10. To respond to enquiries and correspondence from internal and external customers, resolving all queries, and any complaints in a professional manner.
11. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
12. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

**Numbers and grades of any staff supervised by the post holder:**

None, but virtual management of project teams will be required when delivering on contract procurement and delivery including but not limited to stakeholders including Technical experts, Procurement, IT, Finance and Legal services.

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by Head** of Waste and Street Cleansing

**Date** May 2025

## Person Specification: Waste and Cleansing Compliance Manager

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| Area of responsibility | **REQUIREMENT** | | | MEASUREMENT | | |
| A | **AC** | D |
| **Vision, Strategy and Delivery** | Experience as a service leader in a complex organisation, with experience of;   * Delivering against outcomes and creating clear objectives * Creating a culture of continuous improvement * Commercially aware with strong analytical skills * Awareness of key issues in your market and for the city of Nottingham | | | 🗸 | 🗸 |  |
| **Leading**  **People** | Evidence of successfully leading teams, with experience of;   * Motivating people and creating high performing services * Empowering others to take decisions * Successfully managing wellbeing and resilience * Ability to plan for the future, with effective workforce planning skills | | | 🗸 | 🗸 |  |
| **Change and Innovation** | Able to lead service through change, with experience of   * Evidence of leading change programmes, bringing others on the journey with you. * Identifying and delivering innovative service delivery models * Able to create a culture of continuous improvement | | | 🗸 | 🗸 |  |
| **Collaboration** | A collaborative leader, with evidence of   * successfully in partnership across different sectors and fostering / harnessing partnerships. * Able to develop a culture of collaboration. * Political acumen and able to develop productive relationships with senior figures within an organisation | | | 🗸 | 🗸 |  |
| **Equality, Diversity and Inclusion** | A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:   * Delivery of inclusive services, understanding the challenges faced and how they can be overcome. * Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. * Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | | 🗸 | 🗸 |  |
|  | Significant experience of operating procurement and contracts management practice. In-depth knowledge of Public Procurement Regulations including European Procurement Legislation. | | |  |  |  |
|  | In-depth knowledge of Public Procurement Regulations, with hands-on experience managing end-to-end procurement and contract performance. | | |  |  |  |
| **Technical Skills and Knowledge** | Experience influencing strategic financial decisions with demonstrable budget management experience and a detailed knowledge of budget systems, monitoring and financial regulations. | | |  |  |  |
| Competency in managing and presenting financial data using systems like Oracle Fusion (desirable), with the ability to use or learn a range of systems to produce easily understandable financial information. | | |  |  |  |
| Experience of developing, presenting and monitoring financial models and management accounts, including spend analysis. | | |  |  |  |
|  | Experience of writing and presenting reports, presentations and business cases, presenting complex information using the most appropriate format for senior management, boards, committees, conferences and seminars. | | |  |  |  |
|  | Ability to influence the direction of service change and pursue opportunities both internally and with other organisations to aid modernisation of the service. | | |  |  |  |
|  | Ability to establish and design services via commissioning and partnership work. | | |  |  |  |
|  | Experience of internal audit processes and year end annual accounts processes. | | |  |  |  |
|  | Ability to establish and develop monitoring systems for the continuous development of people and services. | | |  |  |  |
|  | Strong influencing and negotiation skills to drive close working relationships with commissioners and service managers in other City Council departments and partner agencies to ensure effective collaboration. | | |  |  |  |
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| **Qualification requirement** | Membership in a recognised accounting body (desirable but not essential). | | |  |  |  |
| **A - Application** | | **AC – Assessment Centre** | **D - Documentary Evidence** | | | |