

Post Title: Waste Strategy Implementation Programme Manager
Grade: GLPC - I



Nottingham
City Council

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.

To work closely with the Head of Waste and Cleansing (waste collection) and Head of District Heating and Waste Strategy (disposal) to lead, plan and manage the delivery of a complex programme of projects which will include contributing to the forward-look of business and financial planning activities to deliver a new City-wide waste strategy, supporting operational, financial, strategic, procurement and supplier arrangements.

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. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. 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.
3. To engage and collaborate with relevant internal and external stakeholders, including local authorities, waste management partners, community organisations and government agencies, to gain support, input, and cooperation for waste strategy implementation.
4. To maintain a comprehensive knowledge of existing, new and evolving waste regulations, legislation, and industry best practices to ensure compliance and mitigate risks during waste strategy delivery design and implementation.



5. Utilising robust project management methodologies, such as PRINCE 2 to lead and manage a complex programme of projects ensuring they are delivered to agreed time, quality and budget targets. To devise, lead and deliver the programme of projects, including but not limited to: development of business cases; co-ordinate project planning; tracking progress against the critical path; lead and manage risks using a risk management process; devise and keep up to date project documentation including document control procedures; seek exception approvals as required; manage and monitor budgets for the programme of projects; produce monitoring and completion reports for the programme of projects; compile and deliver presentations relevant to each project. This will require identifying risks with mitigations related to external stakeholders and delivery of programmes / projects, ensuring all stakeholders are aware, engage and comply with relevant regulations and procedures.
6. Lead and oversee the development and implementation of future delivery options, waste service harmonisation/transformation, and strategy/policy development within the Waste Services department in line with Central Government legislation, Corporate and Political aspirations.
7. Conduct benchmarking and reviews of existing waste management services, analysing performance, identifying issues, and recommending innovative solutions while ensuring compliance and mitigating risks.
8. Ensure that Waste Management services maximises and targets opportunities for internal and external funding. Lead, develop, manage, and submit bids for external funding in support of the agreed Nottingham City Waste Management strategy. External funding will involve working with partner organisations e.g. suppliers, internal teams, funding bodies and central government.
9. To contribute to a forward looking programme of projects. This will involve the use of professional expertise when there are complex or politically sensitive issues. Whilst ensuring the customer longer term needs are anticipated, identified and reflected within the forward planning business activities for the Waste Management Service.
10. Promote and deliver continuous improvements in all aspects of the service. Lead initiatives to improve service delivery and performance. Review, assess and develop procedures, policies and associated governance frameworks within area of specialisation.

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

No direct line management initially, but the post holder will be expected to identify and develop business cases to ensure this strategic project is appropriately resourced and will lead and performance manage virtual teams of waste and project experts during the lifecycle of the programme of works.

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 Alvin Henry (Head of Waste and Street Cleansing)

Date May 2025



**Person Specification: Waste Strategy Implementation Programme
Manager**

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.			
Proven Experience	Minimum of 3 years of experience in project management, preferably within the local authority sector, with a strong track record of successfully delivering projects on time and within budget.	✓	✓	
Technical Skills and Knowledge	In-depth understanding of waste management principles, regulations, waste minimisation strategies, recycling systems, and waste disposal practices.	✓	✓	
	Demonstrable ability to engage and collaborate with diverse stakeholders, such as local authorities, government agencies, community groups, and waste management partners.		✓	
	Excellent analytical and problem-solving skills to assess complex waste management issues, identify solutions, and make informed decisions.	✓	✓	
	Exceptional written and verbal communication skills, with the ability to convey complex information to various audiences and facilitate productive discussions.		✓	
	Proven leadership capabilities with the aptitude to motivate and guide project teams towards successful project completion.	✓		
Qualification requirement	A relevant degree in environmental management, waste management or a related field is preferred.	✓		✓
	Membership in the Chartered Institution of Waste (CIWM) and accreditation in project management (e.g., PRINCE2) are desirable.	✓		✓
A - Application	AC – Assessment Centre	D - Documentary Evidence		