

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Collections Driver Team Leader

Grade: 6

Post Ref: EE210

Date: June 2023

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	HGV Class 2 / LGV C minimum driving experience	Application Form/Interview/Reference	Recycling or waste collection vehicle driving/loading experience. Supervisory / Team Leader experience.
(2) Formal Academic Qualifications	Literacy and numeracy skills with the ability to complete all relevant documentation	Application Form/ interview/Certificates	QCF Level 2 Diploma for Sustainable Waste Management or similar or willingness to study for qualification.
(3) Vocational Qualifications and Training	Current, valid HGV Class 2 / LGV C driving licence Valid CPC card	Application Form/Production of Licence/ CPC card	Manual handling training Omnidel Level 1 Bin Lift training Reverse Assistant training Train the Trainer qualification
(4) Specialist Knowledge	Must be fully conversant with road traffic legislation. Understanding of the current health and safety legislation as it applies to the job role.	Application Form/ Interview/Assessment	Knowledge safety checks on recycling and waste collection operations. Knowledge of local area/roads, relevant safe systems of work, use of Personal Protective Equipment etc. Knowledge of GB domestic driving hours.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(5) Special Working Conditions	<p>The postholder will be responsible for the recycling and waste collection vehicles and crews.</p> <p>Must be able to work weekends and Bank Holidays as required.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p>	Interview	

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Interview and Probationary Period
Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview and Probationary Period
Communication	5.	Communicates information clearly, accurately, positively and in a timely manner.	Interview and Probationary Period
	6.	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	Interview and Probationary Period
	10.	Shows an awareness of how their actions affect others.	Interview and Probationary Period

Focusing on our citizens	15.	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Interview and Probationary Period
Leadership	17.	Has the ability to inspire individuals to give their best to achieve a desired result.	Interview and Probationary Period
	18.	Promotes a trusting and empathetic environment and equality of opportunity.	Interview and Probationary Period
	19.	Has the ability to motivate and lead a team to ensure effective performance against performance indicators.	Interview and Probationary Period
	21.	Praises a job well done.	Interview and Probationary Period
	23.	Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.	Interview and Probationary Period
	27.	Plans the use of deployment of resources and shares information about how things are progressing against plans and what changes will be made to plans as a result.	Interview and Probationary Period
	28.	Makes decisions confidently and quickly when necessary	Interview and Probationary Period
Managing Change	38.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview and Probationary Period

<p>Performance Management</p>	<p>39. 40. 43. 44.</p>	<p>Gathers and gives feedback regularly and constructively on an individual and organisational basis. Quickly highlight and deal with unacceptable behaviour and its impact on others. Ensures individuals are clear about their own responsibilities and accountabilities. Uphold the Council’s reputation by delivering on the community’s expectations and encourage others to do the same.</p>	<p>Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period</p>
<p>Living the values</p>	<p>45. 46. 47. 48. 49. 50.</p>	<p>Demonstrates and champions equalities in the treatment of others and in the delivery of services. Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees. Is prepared to admit to having made a mistake.</p>	<p>Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period Interview and Probationary Period</p>

Health and Safety	51.	Demonstrates advance understanding of Health and Safety responsibilities within the workplace.	Interview and Probationary Period
	52.	Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.	Interview and Probationary Period
	53.	Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are adequately assigned, accepted and fulfilled at all levels of the organisation and understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.	Interview and Probationary Period