

JOB DESCRIPTION

POST: Waste Manager

DEPARTMENT: Estates and Facilities

BAND: 7

HOURS PER WEEK: 37.5

REPORTS TO: Group Head of Waste and Resources

RESPONSIBLE FOR: Waste Officers

WORK BASE: Wythenshawe Campus with attendance at all MFT sites as required

JOB PURPOSE

This is a group wide role accountable to the Group Head of Waste and Resources for supporting the management and development of waste services across the Trust. The postholder will provide specialist support across the group waste management functions including; compliance, operational management, waste auditing, project development and roll-out, policy implementation and contract management. The postholder will contribute to the development and implementation of MFT's waste management strategy, whilst addressing operational challenges to deliver a compliant and sector leading service across the MFT Estate.

You will work as part of a team of staff including waste officers, portering and supervisory staff and administration staff, and liaise with a wide range of stakeholders including Estates & Facilities staff, Clinical Leads, Facilities Management staff, Infection Prevention and Control, Health and Safety and PFI partners.

You will deputise for the Group Head of Waste & Resources as required and participate in on-call systems and occasional out of hours working. Whilst the role will have a work base at Wythenshawe Campus, there will be a requirement to work across all MFT sites and visit waste contractor sites as needed.

KEY DUTIES AND RESPONSIBILITIES

1. Support the development and delivery of a sector leading waste and resources strategy with ambitious but deliverable targets and an annually updated action plan for MFT. This will encompass areas of work including; resource requirements, ensuring compliance, improving performance against the waste hierarchy, improving waste disposal arrangements, contingency planning, risks to the organisation, innovation, developing circular economy opportunities and provision of management information/KPIs.
2. Help ensure legislative compliance across MFT with regards to waste management, aligned with the requirements of HTM 07-01 'Safe management of healthcare waste' and all other relevant legislation, developing Trusts waste policy and procedures as required. You will support the consignment notes and statutory record keeping processes as required, as well as maintain a list of waste assets and associated requirements, and organising maintenance where required. You will also be responsible for developing and maintaining an up to date set of 'Standard Operating Procedures' for waste management across all sites.

3. You will deliver pre-acceptance and other types of waste audits as required. Whilst waste pre-acceptance auditing is not a primary responsibility of this role, there will be times where this is required to ensure that our statutory obligations are adhered to. You will have responsibility for the external Duty of care audits.
4. You will support operational waste management as needed. This will include management of day to day issues that arise, regular meetings with contract providers, escalating performance issues, opportunities to introduce process improvement and checking and authorising invoices. Maintain oversight of all contract renewal dates and work with the procurement team to tender contracts well in advance of their expiry date.
5. You will identify and deliver schemes that improve the Trusts performance against the requirements of the waste hierarchy, and in line with the Trusts Green Plan. This will include segregation of additional waste streams at source, reuse schemes, waste reduction schemes and new technologies for on or off-site waste treatment.
6. You will deal with queries and complaints from Trust staff, contractors, patients and visitors in relation to waste management. This will include raising and investigating incidents as required. You will analyse and trouble-shoot complex waste management related issues to achieve resolution through a constructive process.
7. You will support with keeping up to date records of all the Trust's waste disposal routes as well as regular desktop and site auditing of 3rd party waste collection and processing destinations.
8. Work with suppliers and partners to progress priorities. This will include suppliers, partner Trusts, private sector and academic partners and industry bodies
9. Maintain oversight of healthcare and general domestic waste disposal and contract arrangements, liaising with the PFI and contract providers as appropriate, and escalating any deficiencies. This will include ensuring that robust contingency plans are in place for all waste contracts, whether managed directly by the Trust or via the PFI provider. You will be required to negotiate with a range of stakeholders including contractors and suppliers to resolve any issues and ensure best value for money.
10. Develop, maintain and promote eLearning and other waste training to ensure staff are aware of the correct categorisation and disposal routes for waste. You will support the communication of waste information through a wide range of channels, develop and maintain intranet and web pages, develop and improve reference materials such as bin labels and prepare briefings and presentations for various committees and groups in relation to waste management and reduction.
11. Design, review and implement scientific methodologies for waste projects to gather baseline data and measure progress. This will include use and calibration of weighing and measuring equipment as well as software tools, and accuracy is vital.
12. You will be responsible for making recommendations in relation to budget setting, budget realignment and cost pressures. You will also support the development and management of

Service Level Agreements to ensure the provision of service is to agreed levels and that costs are recharged accurately.

13. Work closely with the Head of Environmental Sustainability and other members of the team to deliver objectives that support the Trust's Green Plan.
14. As part of the Control of Substances Hazardous to Health (COSHH) risk assessments, the requirements of the Environmental Protection (Duty of Care) Regulations 1991 and the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations, ensure the waste collection service is compliant and annually review the methods of containment for each waste stream, and the waste descriptions and instructions given to staff and contractors.
15. Deputise for the Group Head of Waste and Resources at key national and regional working groups, respond to waste strategy and policy consultations, develop case studies and apply for relevant awards.
16. Liaise with the Trust's Fire Prevention, Security and Health and Safety Advisors on waste issues to ensure compliance with Trust policies and procedures and minimise risks to patients, visitors and staff. Work with the Estates Development team to ensure that waste management requirements are considered at the design stage of new developments and refurbishments as well as during decommissioning projects.
17. Implement waste management standards, where these have been identified as bringing benefit to management frameworks and reputation through externally certified recognition of best practice.
18. Work in collaboration with Procurement and other Trust departments to ensure that waste and resources management are embedded within tender processes. Assess product lifecycles to reduce environmental impact and drive out waste from all stages, reducing costs in the process, and minimising transport and air quality impacts. Develop and promote the Trusts system for reuse of unwanted but serviceable items and equipment by departments across the Trust and beyond.
19. Keep up to date with the latest developments in waste and resources management and strategy, continuously development own knowledge, skills and behaviours and identify opportunities to meet current and future requirements of the job and implement improvements to waste practices at the Trust.
20. As a senior member of the team, you will be expected to undertake any other duties at the request of the line manager or Head of Environmental Sustainability, which are commensurate with the role, including project work.
21. All staff are expected to demonstrate personal responsibility and accountability to the Trust to ensure that they adhere to the principles of the Trusts Green Plan when carrying out their day to day activities and minimise the impact on the environment.
22. Act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity.

23. This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

KEY RELATIONSHIPS

- Group Head of Waste and Resources
- Head of Environmental Sustainability
- Head of Energy and Transport Services
- Energy and Sustainability Team
- Estates Development Team
- Facilities Management Company
- Waste Porters
- PFI Providers
- Waste Management Companies
- Independent Advisor for Waste
- Environment Agency
- Senior clinical colleagues (e.g. Infection Prevention and Control)
- Academic partners and students

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

ORGANISATIONAL CHART (extract)

