



Job profile

Stores & Waste Coordinator Grade J

Group: Housing, Communities & Environment
Service: Gateshead Construction Services
Location: Shearlegs Road Depot
Line Manager: Contracts and Work Program Service Manager
Car User Status: Casual

Job Purpose

To manage the stores/waste teams providing materials/delivery and waste transfer facility for Repairs and Maintenance of Housing, Schools & public buildings, Construction Major Works, and Highways.

To co-ordinate the handling and recording of waste created from construction related activities, to carry out analysis of materials usage

The key roles of this post will include:

1. Co-ordinate annual stock take of stores and van stocks to manage and maintain accurate stock record
2. To monitor and maintain the Waste Transfer Station in accordance with legislation, including qualifying as the Technically Competent Person.
3. Management & supervision of Senior Storekeepers and Yard Operatives
4. Co-ordinating of annual servicing of machinery (Forklifts & telehandlers) and stores fleet.
5. Recording and reporting of waste tonnages across Construction Services and Highways to identify utilisation of the waste transfer station to ensure waste materials are recycled
6. To Operationally manage the Waste Transfer Station in accordance with legislation, including qualifying as the Technically Competent Manager
7. Ensuring that IT Systems are used to maximum effectiveness
8. Producing and analysing of material usage data/trends to maximise efficiencies
9. Producing and reporting of tonnage reports to the Environment Agency to comply with legislation.
10. To control and manage the tools/plant hire shop
11. To liaise with all stakeholders as necessary to identify PPE/material/workwear/ tools & plant purchase/delivery requests



12. Promote a culture of recycling throughout Construction via Site Waste Management plans and recording/knowledge of recycling of waste generated from all Construction related activities.
13. Carrying out regular audits to ensure compliance with company policies and legislation
14. To liaise with all stakeholders as necessary to identify PPE/material/workwear/ tools & plant purchase/delivery requests
15. To be pro-active in all aspects of safety management comply with current legislation within Stores, and Waste Transfer Facility, with review.
16. Such other responsibilities allocated which are appropriate to grade of this post



Knowledge & Qualifications

Essential:

Knowledge:

- Stores Management and Legislation
- Waste Management and Legislation
- Stores, Yard, and Warehouse processes

Experience:

- Working within a store's environment within construction
- Effective Communication within a complex working environment
- Working as part of a diverse and inclusive workforce

Qualifications:

- To hold or willing to work towards WAMITAB NVQ Level 4 in Waste Management or working towards
- 5 GCSEs at Grade C or above or relevant experience
- Driver's License

Desirable:

Knowledge:

- To be able to demonstrate an understanding of what equality and diversity means in the workplace

Experience:

- Waste Management
- Recycling
- ISO14001

Qualifications:

- ONC or equivalent qualification in Construction/stores related subjects



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences
Developing Teams and Individuals	Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership of high-level organisational issues, and encouraging individuals to stretch beyond their current capabilities
Managing Performance	Effectively manages the performance of teams and individuals to ensure results are achieved
Personal Impact	Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity
Making things happen	Empowers people to initiate change. Supports innovative ideas and new ways of working