



WEST OXFORDSHIRE
DISTRICT COUNCIL

Role Description and Employee Specification

Job Title:	Waste Contract Manager	Location:	Witney
Department:	Environmental Services	Directorate:	Place
Reports to:	Environmental Services & Waste Transformation Lead	Working Hours:	37
Salary:	£51,798	Peer Group:	PGG8
Business World Post Number:	New post	Job Group:	
Contract Type:	Permanent	Direct Reports:	Contract Monitoring Officer

Overall purpose of the Post:

The Waste Contract Manager will oversee and manage waste management contracts, ensuring the effective and efficient collection, disposal, and recycling of waste materials in compliance with all environmental regulations and company policies.

This role will require strong contract management skills, the ability to collaborate with both internal stakeholders and external service providers, and a focus on sustainability and cost efficiency.

- Key Tasks and Responsibilities:**
- Oversee and manage the waste management contracts, ensuring all service level agreements (SLAs) are met and maintained.
 - Conduct regular reviews of service performance and quality, identifying opportunities for improvement.
 - Negotiate and review waste disposal, recycling, and collection contracts, ensuring favourable terms for the organisation.
 - Ensure compliance with all local, state, and national waste management regulations, including environmental and safety laws.
 - Stay up-to-date with waste management legislation and industry best practices.
 - Conduct audits and inspections of waste management practices to ensure proper handling, disposal, and recycling of materials.
 - Build and maintain strong working relationships with external waste service providers, including negotiating service contracts and terms.
 - Liaise with internal stakeholders (facilities, operations, sustainability teams) to understand waste management needs and ensure services are aligned.
 - Monitor and manage the budget for waste management services, ensuring costs are controlled, invoices are raised and services are provided within budget.
 - Identify and implement cost-saving initiatives without compromising service quality.

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| | <ul style="list-style-type: none">• Promote sustainability initiatives, including waste reduction, recycling, and the use of eco-friendly materials.• Collaborate with the sustainability team to develop and implement waste reduction strategies.• Prepare and present regular reports on waste management performance, including compliance, cost efficiency, and sustainability goals. |
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	<ul style="list-style-type: none"> • Maintain accurate records of waste collection and disposal activities and ensure proper documentation is in place for audits. • Ensure all waste management activities are carried out in accordance with health and safety guidelines. • Conduct risk assessments and safety audits related to waste disposal and recycling operations. • Supporting any transitions of the service as a result of LGR / other organisational factors and helping to drive change that leads to greater valued services <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p>
<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • Degree in Environmental Science, Business Management, or a related field. • 5 years' experience in a relevant field • Relevant professional membership/qualification of governing body • Proven experience in waste management or contract management, ideally within a similar industry (e.g., facilities management, construction, manufacturing). • Experience negotiating and managing contracts and working with external service providers. • Strong understanding of waste management processes, regulations, and best practices. • Knowledge of environmental sustainability and waste reduction techniques. • Strong negotiation, communication, and interpersonal skills. • Ability to facilitate and manage ongoing change • Excellent organizational and time management skills. • Analytical skills with the ability to interpret data and make informed decisions. • Proficiency in Microsoft Office Suite and waste management software. • Strong attention to detail and problem-solving abilities. • Ability to work independently and as part of a team. • Results-oriented with a focus on meeting targets and deadlines.
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • A relevant professional qualification (e.g., NEBOSH) • Experience of working within a Local Authority
<p>General Accountabilities:</p>	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework.

	<ul style="list-style-type: none"> To support the Chief Executive/Returning Officer in administering election responsibilities 		
Special Conditions:	<ul style="list-style-type: none"> You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes. 		
Date Reviewed:	May 2026	Reviewed By:	Si Pocock-Cluley
Checked by HRBP		Date of Issue:	