

# JOB DESCRIPTION /

## FM Coordinator (Recycling & Waste)

### Canterbury/Medway Campuses: Estates Department, Facilities Management

The University of Kent is a leading UK institution with an excellent reputation for outstanding teaching, strong research and international links. There are many new initiatives underway to build on existing strengths, such as Signature Research Themes, the Institute for Cultural and Creative Industries and the Kent and Medway Medical School.

The University is continuing to look to the future whilst responding to sector-wide challenges. Kent has set out a vision and strategy that builds upon strong foundations in education, student experience and research, embracing flexibility and growth to ensure a sustainable future for our community, and to enable the University to further its position and navigate these challenges successfully.

As part of this, we're reshaping our operating model to ensure our directorates and academic divisions are effective, efficient and focused sharply on delivering the University's ambition to be a leading civic university; delivering an outstanding student experience, outcomes, and world-leading research.

**Reference:**

EST-117-22

**Salary:**

Grade 5

**Contract:**

Ongoing

Full time

**Location:**

Canterbury campus; with requirement to work across campuses

**Responsible to:**

Facilities Operations Manager

**Responsible for:**

Coordination of all waste and recycling activities across the Canterbury & Medway campuses.

**Job family:**

Administration, Professional & Managerial

### Job purpose

The Facilities Management (FM) Coordinator (Recycling & Waste) is a member of the Commercial Services and Estates Department Facilities Management section, reporting to the Facilities Operations Manager.

The FM Coordinator (Waste & Recycling) is responsible for the coordination of all waste and recycling activities across the Canterbury/Medway campuses.

The role is responsible for management of arrangements with waste contractors, compiling and analysing data from multiple internal and external sources, producing reports, ensuring compliance with legal and other requirements relating to waste management and ensuring continuous improvement of waste management activities across the University.

## Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

1. Responsible for obtaining, collating and analysing all data relating to waste management activities arising from all campuses as well as regular and ad hoc data from other Schools and Departments including Information Services as required.
2. Manage arrangements with suppliers and contractors providing instruction on large scale collections of recycling and waste, ensuring required documentation is maintained, accurate data is provided and compliance obligations are met.
3. Prepare regular reports for the Facilities Operations Manager.
4. Communicate clearly, including using multiple media sources e.g. by updating appropriate web pages/social media accounts, with a wide variety of internal and external contacts including contractors/ suppliers/academic/estates department colleagues and other service staff.
5. Arrange the scheduling of contractor meetings and notes/accurate minutes of meetings and provide proactive administration services.
6. Work closely with the Environmental Advisor to plan, deliver and ensure the effectiveness of the University's Environmental Management System with regards to Waste Management and ensure continuous improvement of environmental performance.
7. Liaise with the CSE Finance Team to provide regular updates on income, expenditure and recharging including raising purchase orders for CSE Waste and Recycling. Checking invoices against service provided and waste data and authorising payment.
8. Develop and coordinate a range of waste and recycling engagement initiatives (Food Waste Trials), including running promotional events, contributing to the University's environmental behaviour change programme, producing posters, and supporting staff and students at welcome fairs/exhibitions to promote recycling. Liaise with Kent Union regarding waste and recycling initiatives and procedures.

## Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

1. Receiving and analysing waste data and paperwork (e.g. waste transfer notes, consignment notes) regularly from some contractors. This takes organisation and an element of chasing of some contractors who do not send every month.
2. Ensuring that waste and recycling instruction is up-to-date and being effectively understood by students, staff and visitors.
3. Facilitating campus wide recycling, reuse and waste facilities being used correctly, which can involve encouraging behavioural change.
4. Enabling all areas on campus to have the correct and best practice facilities available to be able to reuse, recycle and dispose of their waste can be a challenge due to space available in accordance with other needs.

## Facts & figures

The Canterbury campus consists of c. 130,000m<sup>2</sup> non-residential space, including teaching spaces, offices, meeting rooms, circulation space and associated facilities, plus c. 4,700 residential rooms. There are c. 18,000 students and staff.

Within the past 4 years, staff and students have reused 237.3 tonnes worth of items. This has been through various reuse schemes including British Heart Foundation, Canterbury Food Bank, Warp-it and STUFF (Student Food Bank and Freecycle), to name a few.

Our strategic target over the next four years is to reduce our general waste to 37% of total waste collected, while increasing our recycling to 46.75%, re-use to 8.75% and anaerobic digestion\composting to 7.50% from our 2018\19 baseline year. By reducing our general waste, we are contributing to the universities carbon reduction targets.

In the baseline year, we reported a total of 1,394 tonnes of waste with 45.3% recycled, 4.4% re-used, and 5.8% anaerobic digestion\composting.

We have two main waste contractors servicing the University, with weekly collections of general waste, recycling and glass from around campus, together with frequent collections from our Recycling Hub.

## Internal & external relationships

**Internal:** Staff at all levels across the University and students. Safety, Health and Environment Unit, Sustainability Team, Kent Hospitality, Kent Union and UPP.

**External:** Contractors relating to general waste; hazardous waste; recycling; other universities in relation to recycling and waste.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment.
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- There may be a requirement to work evenings and weekends

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

You'll be able to demonstrate the following skills, experience, abilities and personal interests:

Essential	Assessed via
• GCSEs or equivalent in English and Maths (Level 4/C or above)	A
• Evidence of general educational achievements or relevant work experience	A
• A full UK driving licence	A
• Good verbal and written skills with the ability to receive and communicate clearly	A/I
• Experience of working effectively in a busy administrative role	A/I
• Able to demonstrate an advanced working knowledge of IT packages – particularly Word and Excel; To analyse data, extrapolating relevant information and reproducing the data into various formats (Excel/PowerPoint etc.)	A/I
• Ability to prioritise and organise own workload and use initiative	I
• Meticulous attention to detail	A/I
• Strong administrative and information/data management skills	A/I
• The ability to build and maintain good working relationships with staff in many different departments	A
• Proven track record in working effectively within teams and willing to provide flexible support to meet requirements	A/I
• Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role	I
• Attend planned special/open day events as reasonably requested, which may include some weekends or evening working	I
• Willingness to attend any additional training which may be required to develop in the role	I
• Willingness to adopt and promote departmental values:	I
Desirable	Assessed via
• Previous experience/knowledge of waste management/compliance obligations	A/I
• Previous experience of being involved with behavioural change activities	A/I
• Experience of updating web pages ideally using Dreamweaver/utilising social media in a work environment	A/I

\* A - Application; I - Interview; T - Test/presentation at interview stage