



ADUR & WORTHING  
COUNCILS

## Job Description & Person Specification

<b>Authority</b>	ADC / WBC
<b>Directorate</b>	Environmental Services
<b>Post Title</b>	Street Cleansing Operative
<b>Post Number</b>	7175
<b>Accountable to</b>	Assistant Operations Manager
<b>Management Responsibility for:</b>	None
<b>Key leadership relationships</b>	<p><b>Internal:</b> Other relevant departments personnel.</p> <p><b>External:</b> Members of the public, private and voluntary sectors.</p>
<b>Work style</b>	<p>Mon - Fri</p> <p>Mobile</p> <p>This role does not fall within the Blended Working Policy</p>
<b>Last updated</b>	August 2024

## Job Description - Principal purpose of job (role summary)

This postholder will work as a member of the street cleansing team, responsible for a range of functions including litter picking, sweeping public areas and pedestrian precincts, emptying litter bins, clearing fly-tipping, replacing and fixing litter bins.

They may also be required to work across the following parts of the street

cleansing service:

- Bulky waste collection
- Clinical waste collection
- Graffiti cleansing
- Driving a street sweeping vehicle.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

## Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

## Role specific Duties and responsibilities

Ensuring that the designated round, which is allocated to the postholder, is completed to a high standard each day.

To empty litter bins on a daily, weekly basis as instructed by the Team Leader and to ensure that any overflowing bins are emptied immediately on arrival.

To ensure that the postholder is wearing the full P.P.E at all times, where necessary.

The postholder must always ensure that the hand barrow is parked in a safe manner when working on or next to the highways, being fully aware of both road users and pedestrians. Also ensure that the equipment is correctly stowed in transit.
To ensure that the handbarrow is kept in a clean, tidy and safe working condition. Ensure also that all equipment is kept in a serviceable condition and good working order, and when necessary all replacements are ordered with the Chargehand.
The postholder will meet up with the Team Leader throughout the working day to empty the hand barrows when full, and meet at the end of each day.
Report any incidents to the Team Leader as soon as possible.
Competent in the use of a mobile phone.
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the department as may be required from time to time.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
Promote the service and Council positively at all times.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

## Person Specification:

<p>The core skills and competencies below are taken from our organisational <a href="#">Skills and Competencies Framework v1.0</a> and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.</p>	
<b>Participative</b>	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the <a href="#">Participation Skills &amp; Competencies</a>.</p>
<b>Adaptive</b>	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges &amp; opportunities to be able to adapt to change around you</p>
<b>Resilient</b>	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
<b>Leadership</b>	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	<b>Essential</b>	<b>Desirable</b>
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<b>Qualifications</b>		Level – 2 NVQ in waste management
<b>Knowledge</b>	Fully conversant with all safe working practices including manual handling and lifting techniques	
<b>Experience</b>		Experience of working in waste services
<b>Communication</b>	<p><b>Internal:</b> Required to be an effective team player.</p> <p><b>External:</b> Need to maintain high standards of customer care and represent the Council</p> <p>Act as an ambassador for the council engaging with the public as required on issues like recycling and policies in relation to how waste is managed.</p>	Conversant in the English language
<b>Relationship Building</b>	<p>To role model respectful relationships within the service.</p> <p>Building strong relationships with managers and supervisors.</p> <p>Ability to diffuse any potential situations of conflict</p>	
<b>Analytical</b>	Able to follow clear instructions eg around waste management site rules/ use of equipment.	Follow written instructions and keep accurate written records as required
<b>Planning/ Organising</b>	Able to prioritise work loads taking into account the round and the operation of the route/area being covered, factoring in local circumstances (eg weather, traffic)	
<b>Other requirements</b>	<p>Required to be extremely fit to undertake the heavy manual operation and activities of the job.</p> <p>Able to work under pressure</p> <p>Commitment to and pride in delivering a high quality service.</p> <p>Able to work in all weathers.</p> <p>Under the civil contingencies act 2004, could be asked to attend a civil emergency outside of normal working hours.</p>	

**Job description & Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	