



## Cumberland Council

### Post Specification

<b>Date</b>	<b>January 2025</b>
<b>PG Number</b>	<b>7076</b>
<b>Post Title</b>	<b>Waste Data Analyst</b>
<b>Job Family</b>	<b>Regulatory and Technical</b>
<b>Job Family Role Profile</b>	<b>RT9</b>
<b>Final Grade</b>	<b>Grade 9</b>

To be read in conjunction with the job family role profile

#### Service Area description

##### Waste Service – Economy and Environment

The Waste Disposal Team form part of a “hosted” service which supports both Cumberland and Westmorland and Furness Councils. The Waste Service:

- Manages operations including the Public Private Partnership (PPP) contract with Biffa Cumbria Ltd and other key waste contracts/projects to meet the objectives of the Councils agreed services plans and lead strategic direction for waste disposal services.
- Responsible for the disposal of municipal waste and provision of Cumberland Council’s, and Westmorland and Furness Council’s 14 Household Waste Recycling Centres.
- Ensures waste disposal requirements for Cumberland and Westmorland and Furness Councils are managed in a way that is compliant with relevant regulatory requirements, environmental standards and good industry practice.

#### Purpose of this post

- To support the collating, recording, controlling and manipulating accurate and compliant financial and data information. To administer the collation and inputting of Service financial and waste data information to allow for accurate recording and reporting of service information.
- To work with the Waste Service Team to highlight service and contract performance issues arising from Service finance and data, ensuring clear and timely provision of information to the team, Cumberland Council, and Westmorland and Furness Council to enable compliant management of contracts and operation of the Service

#### Key job specific accountabilities

1. To analyse monthly invoices in line with contractual arrangements and monthly Payment Mechanism, and to provide accurate invoice information for actioning, in accordance with tight monthly timescales.
2. To maintain monthly accounting records, to be reconciled against Cumberland Council’s own financial recording systems, to allow for accurate Service monitoring.
3. Ensuring all invoices are thoroughly checked and processed through the Cumberland Council’s payment systems and procedures. Deal with and help resolve enquiries related to invoices.
4. To support the Waste Service Analysts in the compilation of annual revenue and capital budgets,

- monthly reporting of financial information and end of year reconciliations of contracts.
5. Working with various stakeholders collate, prepare, record, check and organise in a timely manner all waste tonnage and similar data relating to arising from Cumberland Council's and Westmorland and Furness Council's waste disposal and recycling activities. Report to the Waste Service any anomalies or issues arising from data.
  6. Assist in compiling, manipulating and undertaking analysis of data to support the production of reports and statistical information and to review accuracy and adequacy of Cumberland Council's and Westmorland and Furness Council's waste management arrangements.
  7. Inputting of accurate, compiled data into relevant databases, and assisting Cumberland Council's and Westmorland and Furness Council's Waste Collection Teams in compiling and recording their own data, ensuring compliance with statutory requirements and service standards

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• No direct budget responsibilities</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• No direct staff management responsibilities</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Managing difficult, complex and confidential information</li> </ul>

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- NVQ 3 or 4 or equivalent experience or knowledge in the relevant work area.
- In depth knowledge of the procedures and approaches in the area, and understanding of general organisation procedures, regulations and legislation, as applicable.
- Thorough understanding in the Waste area (or relevant area), and able confidently to give considered advice both within and outside the organisation.
- Possess analytical and problem solving skills
- Ability to summarise and present the results of data analysis to a range of stakeholders making recommendations
- Good Interpersonal skills which may involve standard advice or persuasion.
- ICT literate relevant to work area.
- Thorough working knowledge of relevant software packages.
- Understanding of budget processes and organisational priorities.
- Understanding of how to deal with customers to required standards of service.
- Comprehensive knowledge of complex and diverse processes, procedures and systems within area of operation.

**Disclosure and Barring Service – DBS Checks**

- This post requires / does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal exposure</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Normal effort required</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• No additional demands</li> </ul>

**Other Factors**

- None