

SOUTHERN CIVIC AMENITY SITE BOARD

Particulars relating to the post of

Site Operative (Part Time)

August 2024

LIST OF CONTENTS

Advertisement	Page 3
Appointment Procedure	Page 4
Job description	Page 5
Person Specification	Page 8
Conditions of Service	Page 9

***Further information can be obtained from the
Southern Civic Amenity Site Board website at:***

www.scas.im

SOUTHERN CIVIC AMENITY SITE BOARD

Site Operative – Part Time

An opportunity exists for a suitably experienced and motivated individual to join the team at the Southern Civic Amenity Site in the position of Site Operative.

The successful candidate will assist with the day-to-day operations on site and assist customers ensuring that only domestic and registered commercial customer waste is accepted at the Site, keep the site clean and tidy and be responsible for the completion and submission of relevant documentation ensuring that the site complies with and is operated according to the Waste Licence, Working Plan and instructions set by the Board.

Should the successful candidate hold an appropriate 360 Excavator Licence they will operate plant, machinery and vehicles as required. Successful candidates will be required to undertake training to obtain and/or maintain the appropriate licence.

The Southern Civic Amenity Site Board is a joint local authority Board consisting of representatives of the five Southern local authorities to oversee the operation of the Southern Civic Amenity Site. The administration, payroll and management are currently undertaken under contract by Port Erin Commissioners. The Southern Civic Amenity Site is currently only closed for public holidays so a 13-week rotating work pattern is in place to ensure effective and efficient operation of the site for the benefit of the public and to ensure an equitable spread of the work days amongst the operatives. The shift pattern will be working 2 days on and 4 days off.

Applications close at midday Friday 6th September 2024.

For more details and an application form, please contact the undersigned.

J M Roberts
Clerk to Southern Civic Amenity Site Board
Bridson Street
Port Erin
IM9 6AN

APPOINTMENT PROCEDURE

1. Applications

Candidates are asked to complete the attached application form in either type or black ink.

2. References

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

3. Closing Date

The closing date for receipt of applications is **midday on Friday 6th September 2024**. Application forms should be returned to:

J M Roberts
Clerk to Southern Civic Amenity Site Board
Bridson Street
Port Erin IM9 6AN

All applications should be marked:

**Private and Confidential
Site Operative - Part Time**

Applications can also be emailed to: clerk@scas.im, with a Subject line of "Site Operative – Part Time".

4. Acknowledgement

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview in the week commencing 16th September 2024.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Clerk at the above address.

SOUTHERN CIVIC AMENITY SITE BOARD

PSC – New Terms for New Starters

JOB OUTLINE

Designation :	Site Operative – Part Time
Reports to :	Site Supervisor
Duration of post :	Permanent Post
Hours of duty :	The work pattern will be based on the employee working rolling 13 week rota including weekends with 2 days on and 4 days off averaged to 85 hours per month

JOB PURPOSE

To assist customers at the Civic Amenity Site, ensure that only domestic and registered commercial customer waste is accepted at the site, keep the site clean and tidy and assist with ensuring it is operated in accordance with the site Waste Disposal Licence and Working Plan.

Operation of the site plant, machinery and vehicles will only be on an 'as and when required' basis and only if the successful candidate holds appropriate licences. Successful candidates will be required to undertake training to obtain and/or maintain the appropriate licence.

SUMMARY OF MAIN DUTIES

1. Ensure all Civic Amenity Site activities and operations are always carried out in a safe manner.
2. Undertake Gatekeeper duties carrying out vehicle spot checks. Inspect waste brought on site ensuring all waste is in accordance with the Waste Licence and the site Work Plan.
3. Ensure domestic refuse only is off-loaded into skips, that registered commercial customer waste is charged for correctly and banned waste types are not deposited on site.
4. Encourage increased recycling by educating site customers and raising awareness of waste separation and recycling. Patrol the site to ensure customer waste is segregated and placed in the correct receptacles, skips and disposal areas. Assist, supervise and advise customers how to maximise recycling on-site.
5. Guide traffic, directing members of the public to correct delivery areas, ensuring vehicles adhere to the site Traffic Management System.
6. Ensure waste / materials stored on-site are kept to a minimum and ensure the collection and delivery of skips to the appropriate disposal location.
7. Deal with queries / complaints raised by members of the public and staff either face to face or over the telephone, re-directing those that cannot be resolved to the Site Supervisor or the Clerk to the Southern Civic Amenity Site Board.
8. Ensure the Civic Amenity Site buildings (including site office and facilities), container signage, working services and surrounding areas are kept clean and tidy to a high standard

and are kept in good working order. Report the presence of vermin and pests to the Site Supervisor.

9. Keep accurate records of any incidents (e.g., accidents, near misses, faults, abnormal deposits, etc.) providing these and details of people/vehicles transgressing site conditions to the Site Supervisor.
10. Be aware of the Waste Disposal Licence conditions, Working Plan and Emergency Action Plan.
11. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Equal Opportunities Policy.
12. Compliance with the provisions of the Isle of Man Data Protection Act, the Computer Misuse Act, Board policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
13. Ensure the health and safety of the staff on the site and that of the public and visitors who come into contact with any aspect of the site and the duties being undertaken.
14. Participate fully in discussions relating to any changes deemed necessary to the job outline reaching mutual agreement to any reasonable changes with the Board reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
15. To assist with maintaining the rostered work rota and arrange cover for sickness and leave.
16. Such other duties of a similar level of responsibility as may be required from time to time by the Site Supervisor or the Clerk to the Southern Civic Amenity Site Board.

N.B. This job description is not exhaustive in that staff within the Southern Civic Amenity Site are required to deal with many and varied responsibilities which do not easily fall into the specific categories or may be treated as 'one-off' occurrences.

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

None, but may be required to coordinate any visiting contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

1. All tools, equipment and materials belonging to the Southern Civic Amenity Site Board and situated at the Civic Amenity Site.
2. All vehicles belonging to or on hire to the Southern Civic Amenity Site Board and situated at the Civic Amenity Site.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

Yes, on a daily basis as part of the role.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

Yes.

SKILLS REQUIRED	Essential	Desirable
Minimum of 2 years' experience in employment of a similar nature		X
Flexible approach to working hours including weekends and Bank Holidays when required	X	
Physically fit, ability to work with frequent interruptions and the willingness to work out of doors in all weathers.	X	
Good educational standard to GCSE level or equivalent	X	
Good communication skills and the ability to deal courteously and fairly with the public.	X	
Ability to work on own, under instruction and as part of a team, along with the ability to work on own initiative without supervision.	X	
A working knowledge of Health & Safety Regulations.	X	
Ability to keep basic records (electronic and manual).	X	
Ability to operate Debit card reader.		X
Full clean valid driving licence.	X	
360 Excavator Licence		X

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER _____

SIGNED – CLERK _____

DATE _____

SOUTHERN CIVIC AMENITY SITE BOARD

Site Operative (Part Time)

PERSON SPECIFICATION

Personal Qualities and Attributes (Essential – E; Desired – D; Interview – I)

REQUIREMENT		ESSENTIAL / DESIRABLE	TEST
EDUCATION - to include but not be limited to			
1.	Good level of general education	Essential	Production of Certificates

EXPERIENCE - to include but not be limited to			
2.	Experience in a similar role	Desirable	Application Form and Interview
3.	To hold a current clean full driving licence.	Essential	Production of Driving Licence
4.	To hold a 360 Excavator licence	Desirable	Production of Licence
5.	To work to a high standard.	Essential	Application Form and Interview
6.	Familiarity with all procedures relating to safe working practices	Essential	Application Form and Interview
7.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces	Essential	Application Form and Interview
8.	Be capable of receiving and acting upon clear instructions	Essential	Application Form and Interview
9.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Local Authority	Essential	Application Form and Interview

SOUTHERN CIVIC AMENITY SITE BOARD

Site Operative (Part Time)

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

Period of Continuous Employment	Minimum Notice
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

3. **SALARY AND CONDITIONS OF SERVICE**

The Board has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>. This role is subject to a Local Employment Agreement.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 12 (currently £21,550 to £24,070) per annum based upon 37 hours. If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid monthly into the employee's bank account.

The Southern Civic Amenity Site Board has adopted the Isle of Man Living Wage, so the higher amount of either the pay band or living wage would be payable. The current Isle of Man Living Wage is £25,108 per annum based upon 37 hours per week.

4. NORMAL WORKING HOURS

It is intended that there will be 1 shift per day operating 7 days per week. The shift will start at 7:30am and finish at 4.30pm Monday to Sunday. The work pattern will be agreed on appointment and will exclude Public Holidays.

Lunch breaks during this shift pattern will not be paid. Other breaks will be staggered and employees will be flexible in the timing of their breaks to suit the operational requirements of the day.

During this agreement new arrangements for filling in timesheets and general administration may be adopted by the employers.

Payment for working this work pattern will be PSC Pay Band 1 maximum-spine point. No overtime payments will be made until 37 overtime hours (in any one week) have been worked.

It is not envisaged that additional overtime will be worked by an employee (outside of their rostered work pattern). However, there may be opportunities to work additional hours to cover for annual leave and sick leave.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 28 days after 10 years' service, pro-rata re the part-time basis of the position.

Length of Service	Annual Leave (Days)
On appointment	21
After 1 year	22
After 3 years	24
After 5 years	25
After 8 years	27
After 10 years	28

In addition the appointee will be entitled to public / bank holidays as laid down by Treasury (pro-rata for part time staff).

6. PENSION

The successful applicant may join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Clerk.

7. DUTIES OF THE POST

See Job Description