



## Job description and employee specification

<b>Job title:</b>	Recycling Advisor	<b>Location:</b>	Pyke Quarry Household Recycling Centre
<b>Reports to:</b>	Charge Hand	<b>Working hours:</b>	4 on 2 off shift pattern Annualised Hours
<b>Job number:</b>		<b>Salary grade:</b>	C £25,583 - £25,989 plus 5% shift allowance
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	To assist in the safe operation of the HRC site in conjunction and under instruction from the site charge hand and supervisors. To offer assistance and guidance to the members of public who visit and use the site.		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <ul style="list-style-type: none"> <li>• Assist members of the public to sort and separate material types into the correct waste streams using best possible practices, excellent customer care and in accordance with all relevant legislation and company procedures.</li> <li>• Operate in accordance with company health and safety procedures at all times.</li> <li>• Ensure the correct PPE is worn at all times including any additional PPE required for dealing with specific waste streams.</li> <li>• Follow management instruction ensuring compliance with all company work procedures and practices.</li> <li>• Keep the workplace clean, tidy and free from debris.</li> <li>• Operate fixed and mobile plant and equipment safely and competently following appropriate training and authorisation.</li> <li>• Assist with general site operations as required.</li> <li>• Adhere to all company policies and procedures.</li> <li>• To carry out other duties that may be required commensurate with the general level of responsibility for the post, as required by the Charge Hand, Operations Supervisor or Operations Manager.</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation's health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.</li> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b></li> </ul>		



	<ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>✓ <b>Work together</b> – communicate well and help each other.</li> </ul>	
<b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 360 Material Handler (Desirable)</li> </ul> <p><b>Knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge of health &amp; safety</li> <li>• Previous experience of working with mobile or static plant and equipment.</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to read and follow basic information / instructions</li> <li>• Ability to work as part of a team</li> <li>• Ability to effectively communicate factual information and customer feedback to colleagues and management</li> <li>• Ability to use initiative and work with minimum supervision</li> <li>• Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</li> <li>• Ability to maintain a quality service delivery and operate within the values of the company</li> <li>• Fit and able to lift heavy objects.</li> </ul>	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Working weekends and bank holidays.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• Prepared to work outdoors in all weather conditions.</li> </ul>	
<b>Date created:</b>	June 2020	
<b>Date reviewed:</b>	September 2025	
<b>Created/reviewed by:</b>	Dave Jones	<b>Job title: Operations Manager</b>

