

WESTERN RIVERSIDE WASTE AUTHORITY

JOB SPECIFICATION

TITLE: Data Assistant

GRADE: Scale 4

HOURS OF WORK: 36 hours per week

LOCATION: Western Riverside Waste Transfer Station, Smugglers Way, Wandsworth, SW18 1JS.

RESPONSIBLE TO: Operations Manager

PURPOSE OF JOB

To assist the Operations Manager in the day-to-day collation and analysis of data using various spreadsheets, databases and web-based recording systems and provide reports for the Assistant General Manager, whenever necessary.

MAIN ACTIVITIES AND RESPONSIBILITIES

1. To collect, import and reconcile waste and recycling tonnage data and amend to correct errors.
2. Update information systems to timescales for the presentation of management information and trend analysis.
3. Assist with electronic data archiving and retrieval.
4. To input data onto web-based systems designed for UK local authorities to report on waste and recycling tonnage data.
5. To contribute to the development, where appropriate, of new systems for recording, analysing and presenting data.
6. Answer routine telephone enquiries from the public, referring complex queries to the relevant colleague.
7. Carry out general office duties as directed.
8. Work within all relevant policies (including the Code of Conduct, Health and Safety, Data Protection and Equalities, Diversity and Inclusion) and Standing Orders.