

Information pack for the post of
Simpler Recycling Officer
Job reference number 1329
Closing date: 30 October 2026 (noon)
Interview date: 17 November 2026

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website: www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Advert

Simpler Recycling Officer

Salary £24,335 - £26,349 pa
36 hours

Are you passionate about the environment and enjoy engaging with people? Spelthorne Borough Council is looking for an enthusiastic and motivated Simpler Recycling Officer to join our recycling and waste team.

This is an exciting opportunity to play a key role in delivering the Governments Simpler Recycling reforms, at a time when waste management and disposal is becoming increasingly significant.

You will be working directly with residents to encourage positive recycling behaviours and improve environmental outcomes. A large proportion of the role is spent out in the community, actively speaking with residents primarily to help drive an increase food waste recycling participation across the borough, alongside supporting other borough-wide recycling initiatives.

The role combines elements of community engagement, data collection and monitoring, as well as practical hands-on problem solving, making it ideal for someone who enjoys working both independently and as part of a team.

If you are an excellent communicator, enjoy working outdoors and want to make a real difference to local sustainability and recycling performance, we'd love to hear from you.

You will be a confident and proactive individual with excellent organisational skills, who is comfortable engaging with residents from a wide range of backgrounds. You will be approachable, self-motivated and able to work independently, often away from a traditional office environment.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Should you have any questions or would like an informal conversation about the role please contact Duncan Laidlaw, Senior Waste & Recycling Officer, d.laidlaw@spelthorne.gov.uk / 01784 446423

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#) and also [Future Surrey – Surrey LGR Hub](#)

Under Local Government Reorganisation, TUPE (Transfer of Undertakings Protection of Employment) consultation started on 28 September 2026 and will run until 20 November 2026.

Please note that the consultation covers all directly employed staff with a contract of employment on 1 April 2027 and if you are successful in your application, you will be notified how you can feed into the consultation process if applicable.

To apply for this role, you must be available to start by end of January 2027 at the latest.

Thank you for your interest in our vacancy and we wish you well with your application.

Closing date: 30 October 2026 (noon)

Interview date: 17 November 2026

To apply please use the ‘apply online’ button.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Working towards equal opportunities

Strictly No Agencies

Job Description

Date Prepared: October 2026

Post Title: Simpler Recycling Officer

Post Number: 2399 **Grade:** 1/2

Directorate: Neighbourhood Services

Section Head: Group Head Neighbourhood Services

Report To: Senior Waste & Recycling Officer

General Duties: To work as part of a team to improve the food waste recycling rates within Spelthorne Borough Council. To engage directly with the public and establish what barriers prevent residents recycling food waste and provide information and solutions to encourage behaviour change.
A desire to work outdoors in all weathers.
Full manual driving licence is required.

General Responsibilities: **Equal Opportunities:**
The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

GDPR:
The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:
The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular Duties:

1. Work with the Simpler Recycling Lead Officer to drive an increase in recycling rates across the borough, in particular focusing on food waste recycling.
2. Deliver a programme of door-to-door engagement with all properties in the borough to establish participation rate in the food waste recycling collection, providing information and support to residents to encourage use of the service and demonstrate its importance and relevance as a means of disposing of waste.
3. Deliver food waste bins to residential properties
4. Work alongside food waste collection crews to identify areas of particular low participation for food waste recycling – low set-out rates
5. Following initial engagements, plan an ongoing monitoring programme of food waste bin set out rates
 - Establish if behaviour change has taken place
 - Monitor food waste tonnages to observe any increases on collection rounds.
6. Support the Simpler Recycling Lead Officer to promote good recycling practices within blocks of flats, particularly focusing on food waste, and work with managing agents/resident associations to encourage usage.
 - Meet regularly with Managing Agents to ensure waste facilities are maintained to standard to encourage use & Bins are fit for service.
7. Work with the Simpler Recycling Lead Officer to survey all kerbside properties presenting wheelie bins and record the number and type of bins at each along with usage.
 - Work with Recycling Officer to ensure data is relevant and up to date on Bartec.
 - Ensure reasons for bin requests are recorded on Bartec
8. As Simpler Recycling reforms come into effect and the DMR mix changes work with the Simpler Recycling Lead Officer to deliver borough wide communications plan to ensure Spelthorne Residents know of changes.
Directly engage with residents, particularly in flats/those with communal bins to ensure knowledge of changes and compliance with changes to collections.
9. Manage stock levels of waste & Recycling bins, particularly food waste.

- Ensure all food waste bins delivered to households are recorded on Bartec

10. Carry out such other duties as may be required by your Group Head appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

Person Specification

Post: Simpler Recycling Officer

Post Number: 2399

Key Job Requirements	Desirable/ Essential	Testing Mechanism
1. Skills Strong, proven organisational and planning skills and ability to work under own initiative. Strong communication skills, especially verbal. Good numerical and IT skills. Experience in communicating with the public on a face-to-face level. Adhere to Health & Safety	Essential Essential Essential Desirable Essential	Interview/app form Interview/app form Interview/app form Interview/app form Interview/app form
2. Experience Experience dealing with customers / members of the public in a polite and courteous manner. Experience working in a busy office environment. Experience using data management systems.	Essential Desirable Desirable	Interview/app form Interview/app form Interview/app form
3. Knowledge Computer literate, especially in Excel, Outlook and Word.	Essential	Interview/app form
4. Qualifications Educated to a minimum of A level standard or equivalent.	Desirable	Application form
5. Personal Qualities Positive, friendly, approachable attitude and good communication skills Strong, proven organisational skills and ability to manage own time, prioritise a busy workload and work to deadlines Proven ability to work under own initiative and away from an office setting Creative thinking and a desire to engage with members of the public on a range of subjects. Desire to work outdoors	Essential Desirable Desirable Essential Essential	Interview/app form Interview/app form Interview/app form Interview/app form Interview/app form

