



CHANGWORKS RECYCLING
36 NEWHAVEN ROAD
EDINBURGH
EH6 5PY

5TH FLOOR, SUITE B
MERCANTILE BUILDING
53 BOTHWELL STREET
GLASGOW
G2 6TS

T 0800 694 0158
E INFO@CHANGWORKSRECYCLING.CO.UK
WWW.CHANGWORKSRECYCLING.CO.UK
A CHANGWORKS COMPANY



BY APPOINTMENT TO
HER MAJESTY THE QUEEN
WASTE MANAGEMENT SERVICES
CHANGWORKS RECYCLING
EDINBURGH

JOB INFORMATION PACK

This pack contains the following information:

- Job details
- The application process
- Contact details
- About the role
- Job description
- Person Specification

Job Details

Job title	Warehouse Recycling Operative
Job reference	WROedin2

The application process

Application by	Online portal with CV
Application deadline	3 rd December 2021
Interview date	TBC
Interview location	Newhaven Road, Edinburgh

Contact details

General enquiries about this job	recruitment@changeworksrecycling.co.uk
---	--

About Changeworks Recycling Ltd and the role

About Changeworks Recycling Ltd

Changeworks Recycling Ltd provides high quality recycling and waste management services to Scottish businesses. We have been instrumental in shaping business recycling in Scotland, most notably with our influence on the introduction of the Scottish Waste Regulations (2012).

We provide an exceptional, needs-based tailored separate collection service that manages our clients waste as a resource, enabling them to become more competitive by reducing waste, carbon, and costs.

Every client is taken on a journey from design, implementation, performance measurement, analysis and review, through to waste prevention, and with full waste and resource value managed by Changeworks Recycling Ltd, resource efficiency.

Our service is award winning - we aim to be regarded as a centre of excellence, an aspiration fulfilled by the quality of our staff and demonstrated in our business delivery.

Visit our website www.changeworksrecycling.co.uk for further information.

The Role

Changeworks Recycling Ltd.'s business model demands high and exacting standards of service delivery. Achieving an exceptional level of service on a day to day basis to all our clients across central Scotland relies on strong teamwork and all staff to uphold our values.

As a Warehouse Recycling Operative, you will play a key role in the day to day running of Changeworks Recycling operations. You will demonstrate best practice regarding compliance and have a flexible, friendly, and enthusiastic attitude to your work. You will work with the warehouse production manager, supporting all aspects of our warehouse operations, working together as a team to maximise the amount of recycling processed, diverting from landfill.

With Changeworks Recycling you will automatically be enrolled in a warehouse training program to receive licences to drive a telehandler and forklift, and furthermore will receive further specialist training on our in-house plant equipment.

As a Warehouse Recycling Operative, you will always have the opportunity to learn new skill sets relating to H&S and first aid training.

The basic hours of work are 40 hours however due to the nature of the position a flexible approach will be required.

Job Description

Job title	Warehouse Recycling Operative
Salary and grade	£20,129 - £21,587 + generous benefits package
Location of job	36 Newhaven Road, Edinburgh
Hours and terms	40 Hours per week
Holiday terms	32 days plus 3 public holidays

General terms and conditions

Responsible to	Production Manager
Responsible for	Warehouse Visitors & Contractors.

Purpose of the job	To work with the other Warehouse Operatives and Production Manager to ensure the safe and efficient day to day running of all aspects of warehouse recycling operations. Demonstrate best practice of Health & Safety and compliance with all SEPA, UKSSA & HSE requirements.
---------------------------	---

Main tasks and activities:

1. To assist the Production Manager and other Changeworks Recycling staff with the day to day running of the warehouse.
2. To help prioritise the daily workload for efficient operations.
3. To assist with the quality control of all materials processed and scheduled for collection, thus maximising the potential income of each material before processing.
4. To help the Production Manager to ensure that all work undertaken in the warehouse is carried out in a safe and efficient manner.
5. To make sure that all health and safety procedures are strictly adhered to, and that all staff, temporary staff, and visitors are kept safe.
6. Provide accurate administration of all materials handled, supporting accurate invoicing for material income.
7. Compliance with the relevant regulations relating to confidential materials.
8. Shift work and additional working hours as required.

Person specification

Please be prepared to demonstrate how you meet the following criteria in your application.

Skills	Essential	Desirable
Efficient and precise communication skills, both verbal and written.	✓	
Structured organisational and time management skills.	✓	
Analytical and methodical approach to problem solving.	✓	
Ability to make decisions and work in an unsupervised manner	✓	
Forklift & Telehandler Licence		✓
Self-Motivational and strong relationship building skills	✓	
Personal attributes		
High expectations of maintaining and continually improving own professional standards.	✓	
Always maintain a personable yet professional and positive outlook with visitors and team members.	✓	
Ability to work alone and as part of a team.	✓	
A natural forward planner who critically assesses own and other's performance.		✓
Knowledge		
Fully Qualified First Aider		✓
Experience working with mobile and fixed plant equipment		✓
Working knowledge of HSE standards		✓
Other		
Clean Driving Licence		✓
A commitment to equal opportunities and social diversity.	✓	