

<b>Job Title</b>	Waste Management-Coordinator
<b>Department</b>	Operations
<b>Reports to</b>	Support First Line Manager
<b>Grade</b>	Grade 3
<b>Purpose &amp; Overview</b>	<p>The role is responsible for coordinating waste sample collections and ensuring all supporting documentation is complete, accurate, and maintained to an audit-ready standard.</p> <p>This includes ensuring laboratory certification and waste classification data are processed in a timely manner, in line with WM3 guidance, the Street Works UK (SWUK) Waste Classification Protocol, Duty of Care requirements, and internal governance standards.</p> <p>Working within the priorities and frameworks set by the Waste Manager and Waste Management Lead, the Administrator supports compliant day-to-day operations by coordinating documentation, system uploads, invoices and the flow of information between operational teams, waste suppliers, laboratories, and internal stakeholders.</p>
<b>Key Accountabilities; Documentation &amp; Record Management</b>	<ul style="list-style-type: none"> <li>• Produce, collate, review, and maintain chain-of-custody records, laboratory reports, and classification documentation.</li> <li>• Ensure all waste documentation is complete, accurate, correctly referenced, and stored in line with regulatory and company retention requirements.</li> <li>• Maintain audit-ready records to support inspections, audits, and regulatory assurance activity.</li> <li>• Identify missing, incorrect, or late documentation and proactively follow up with operational teams, suppliers, or laboratories.</li> <li>• Complete and manage high volumes of Waste Information Forms (WIFs) and chain of custody documentation, ensuring accuracy, traceability, and compliance.</li> </ul>
<b>Data Management &amp; Regulatory Uploads</b>	<ul style="list-style-type: none"> <li>• Upload and maintain waste data, laboratory results, classification outputs, and supporting evidence within required systems (e.g. ECDM, Aurora, SWUK / Street Manager).</li> <li>• Ensure accurate linkage between waste streams, classifications, and supporting documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Track data completeness and accuracy, performing reconciliation across systems and resolving discrepancies.</li> <li>• Support timely and accurate regulatory and internal reporting submissions.</li> <li>• Maintain clear version control and audit traceability across all datasets.</li> <li>• Maintain records of checks completed to support audit, financial assurance, and environmental reporting.</li> </ul>
<b>Invoicing &amp; Financial Assurance Support</b>	<ul style="list-style-type: none"> <li>• Validate high volumes of laboratory invoices</li> <li>• Identify discrepancies such as incorrect pricing, volumes, duplicate charges, or missing documentation.</li> <li>• Escalate invoice queries, discrepancies, or risks to the Waste Management FLM for review and decision.</li> <li>• Withhold invoice progression where documentation or data accuracy is insufficient, in line with agreed controls.</li> </ul>
<b>Operational &amp; Team Support</b>	<ul style="list-style-type: none"> <li>• Coordinate laboratory sample bookings, courier collections, ensuring timely collection and tracking of samples.</li> <li>• Proactively chase outstanding collections, sample submissions, and laboratory results to maintain operational flow.</li> <li>• Manage a high volume of operational queries (via calls and email), acting as a first point of contact for waste-related administrative support across sites, suppliers, laboratories and multiple operational departments.</li> </ul>
<b>Reporting &amp; Escalation</b>	<ul style="list-style-type: none"> <li>• Provide regular administrative and data-quality updates to the Waste Management FLM.</li> <li>• Escalate recurring documentation issues, scheduling conflicts, capacity constraints, or data risks that may impact compliance or delivery.</li> <li>• Support internal audits, regulatory inspections, and information requests by collating evidence and records under FLM direction.</li> </ul>
<b>Role Boundaries &amp; Governance</b>	<ul style="list-style-type: none"> <li>• The Administrator executes and validates administrative tasks but does not interpret legislation or accept compliance risk.</li> <li>• All regulatory interpretation, risk decisions, and escalation outcomes sit with the Waste Management FLM</li> <li>• The role operates strictly within defined procedures, controls, and escalation routes.</li> </ul>

	<ul style="list-style-type: none"> <li>The role operates in a high-volume environment, managing large quantities of documentation, data entries, and coordination activities across multiple sites and waste streams</li> </ul>
<b>Key Outcomes &amp; Deliverables</b>	<ul style="list-style-type: none"> <li>Complete, accurate, and auditable waste documentation and data.</li> <li>Timely regulatory uploads and system records.</li> <li>Reduced invoice errors and improved commercial assurance.</li> <li>Strong administrative support enabling FLMs and Leads to focus on compliance, risk, and performance.</li> <li>Positive audit and inspection readiness supported by robust records.</li> <li>Efficient handling of high volumes of documentation, data, and operational coordination activities.</li> <li>Regular interaction with operational teams, FLMs, suppliers, and laboratories.</li> </ul>
<b>Qualifications, Knowledge &amp; Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Proven experience in an administrative, coordination, or scheduling role.</li> <li>Strong organisational skills and attention to detail.</li> <li>Confidence managing high volumes of documentation and data.</li> <li>Competent use of Microsoft Excel and document / workflow systems.</li> <li>Ability to prioritise tasks in a fast-paced operational environment.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience in utilities, environmental, logistics, or regulated sectors.</li> <li>Familiarity with waste documentation (WTNs, hazardous waste consignment notes).</li> <li>Awareness of WM3, SWUK, or environmental compliance frameworks.</li> <li>Experience working with regulatory or operational data systems.</li> </ul>