



LARAC LTD

Recruitment of Policy Officer

LARAC Ltd is recruiting for a full time Policy Officer. This post has been created in response to LARAC members' feedback which highly values the policy work that LARAC carries out on behalf of local authority members.

The role of the post is to ensure that LARAC represents its members' interests by contributing effectively to the development of relevant UK and EU legislation and regulation. In addition, the post holder will be supportive in maintaining LARAC's high profile by representing the organisation to key stakeholders and partners such as DEFRA and WRAP.

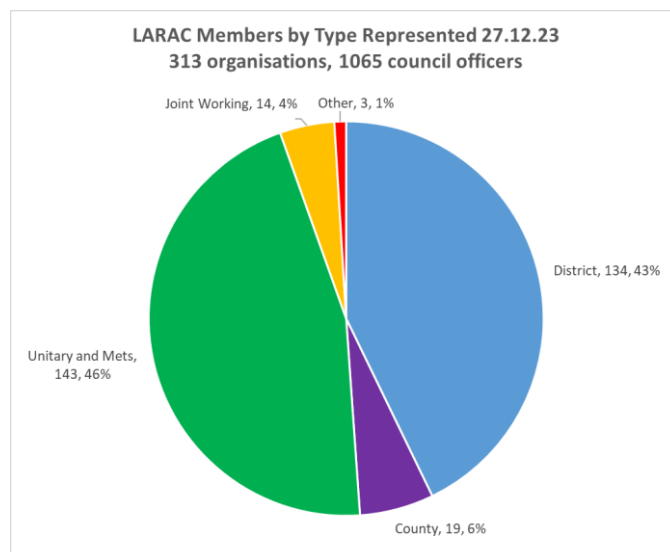
You will work from home but will be required to attend meetings, conferences, exhibitions and other workplaces to fulfil the duties of the job. LARAC is a membership organisation that represents local authorities, and this role will be challenging and rewarding with great opportunities for creativity and networking.

We are looking for someone to work full time, 37 hours, five days a week but can offer flexible working arrangements.

About LARAC

LARAC was formed in 1985 to represent the voice of local government recycling officers. We currently have 292 members representing 313 organisations, including waste collection, disposal, unitary and metropolitan authorities as well as waste partnership and other related organisations.

LARAC became a limited company in 2021 and is run by a Board of Directors and Executive of 20 waste management officers employed by local authorities.





Recruitment Process

Applicants are required to submit two things:

1. an **up-to-date CV** and,
2. a **personal statement** (maximum two sides of A4 in Arial 12-point type face) demonstrating how they satisfy the Person Specification competencies on page 5 of this document for the position.

Applications must be returned to recruitment@larac.org.uk **no later than noon Monday 22 April 2024.**

First stage interviews will be held on Weds/Thurs 1 and 2 May 2024 online, followed by an in-person meeting with the Executive Director (dates/venues to be arranged with preferred applicants).

For reference, LARAC's business plan 2023-25 is available [here](#).

For an informal chat about the role, please contact Carole Taylor, Executive Director carole.taylor@larac.org.uk or Tel 01982 382650 to arrange.

Carole Taylor
18 March 2024
www.larac.org.uk





POLICY OFFICER – LARAC LTD

Job Description

Main Purpose of Job:

To ensure that LARAC represents its members' interests by contributing effectively to the development of relevant UK and EU legislation and regulation. In addition, the post holder will be supportive in maintaining LARAC's high profile by representing the organisation to key stakeholders and partners such as DEFRA and WRAP.

The post holder will be managed by the Executive Director and work with them and LARAC's Board of Directors in the pursuit of LARAC's mission statement, aims and objectives whilst maximising membership levels.

Hours: Full time (37 hours per week)

Contract: Permanent

Salary: Salary scale point 25 - 29 (£33,945 - £37,336) pay award due from April 2024.

Location: Home-based working.

Leave entitlement: 29 days per year plus Bank Holidays.

Main tasks - Key Accountabilities:

1. To keep up to date with all existing and new key policies, policy changes and updates relevant to LARAC members.
2. To manage, develop and submit responses on behalf of LARAC to key consultations from Government, EU and other relevant bodies.
3. To develop and deliver communications activities relating to policy work, in person and online, as well as assisting the Board of Directors and Executive Director in communications activities including organising webinars and posting content on social media.
4. To represent LARAC at appropriate meetings and events relating to the post and to provide feedback in the form of reports to the LARAC Executive.
5. Brief the LARAC Executive and all members as appropriate on important new developments in resource management policy as it affects local authorities.
6. Draft and consult on policy statements, news releases and briefing papers for LARAC.
7. Plan, implement and review member stakeholder consultations in connection with policy work.





8. Chair and co-ordinate the Policy Team of Executive Members to ensure that the workload is shared amongst them and that a wide range of views from WCA, WDAs and Unitary councils across the UK are gathered in formulating policy responses.
9. Work with the Chair's Group to bring forward relevant items for discussion at LARAC Board/Executive meetings.
10. Prepare and present information and reports to members, Board/Executive meetings and external bodies as required.
11. Conduct member research and facilitate information sharing as agreed with the Board of Directors.
12. To assist in the provision of administrative, financial and other support services to the membership and Board of Directors.
13. To work with the Executive Director to ensure the smooth running of LARAC and ensure that all tasks and actions are allocated and completed.
14. To act on any other reasonable requests from the Executive Director or Board of Directors and undertake other duties as directed from time to time consistent with the responsibilities and grading of the post.

(continued on next page)





Person Specification:

Competency	Essential or Desirable
Current or very recent significant experience and knowledge of waste & recycling in a Local Authority context or equivalent, including consultation/research work	E
Excellent people skills and ability to network effectively	E
Experience of evaluating a range of policy options and producing clear recommendations in writing or verbally	E
Experience of delivering effective communication of technical/specialist information to a range of audiences	E
Strong ability to organise own time effectively, to create own work schedules, set realistic timescales and meet deadlines	E
Good working knowledge/experience of Microsoft Office packages	E
Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level-headed under pressure	E
Communicates information clearly, accurately, positively and in a timely manner	E
Changes communication style and approach appropriate to those with whom they are dealing with	E
Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others	E
Makes decisions confidently and quickly when necessary	E
Ability to prioritise workload effectively	E
A current valid full motor vehicle driving licence and use of a vehicle insured for business use	E
Good knowledge of LARAC and understanding of the needs of LARAC members and Executive	D
Full CIWM membership	D
Educated to degree level or equivalent	D

Equipment to be provided:

Laptop and charger, keyboard and mouse, monitor.

Mobile phone

Office equipment, i.e., desk and chair

