

# EUSRA3428

## Manage recycling contracts



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### Overview

This unit is about acting in the capacity as a client to monitor and manage the services or supplies of contracts you have awarded to another organisation.

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### Performance criteria

*You must be able to:*

#### **Implement contracts for recycling activities**

- P1 confirm communication channels between your organisation and the contractor are understood by all concerned
- P2 confirm, with your team and the contractor, the methods agreed for assessing contract performance
- P3 inform your team and the contractor of the results of monitoring contract performance
- P4 make arrangements for payment based on the assessment of performance against the contract
- P5 maintain records showing reasons for variations if payment differs from the contract terms

*You must be able to:*

#### **Manage contract requirements**

- P6 manage investigations where contract requirements have not been met
- P7 initiate discussions with the contractor to find ways of resolving disputes
- P8 refer details of failures for legal advice and initiate action to obtain redress if necessary
- P9 seek alternative services when the contractor fails to meet the contract
- P10 appraise contractor performance for supply of contracted services and circulate the results to the appropriate people

*You must be able to:*

#### **Evaluate and authorise variations to contracts**

- P11 examine and assess requests for variation to the contract to confirm they are justified
- P12 provide an evaluation of the effects of variation requests on contract finances, timescales, and services
- P13 agree any alteration to terms and payments with the contractor and record them in accordance with organisational procedures
- P14 inform promptly the contractor and your team about approved variations and their implications

*You must be able to:*

#### **Review contract performance and use data to enhance future contracts**

- P15 collate and assess data from the contractor's performance and use it for helping the preparation of future contracts
- P16 summarise and cost suggested changes and circulate the information for comment
- P17 incorporate approved changes into the contract specification process for future tenders

*You must be able to:*

#### **Use and communicate data and information**

- P18 report environmental incidents promptly and accurately in accordance

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- with approved procedures and practices
- P19 report promptly, to the appropriate people, unsound environmental practices
- P20 follow operational and organisational procedures for communicating information to other people
- P21 maintain records in accordance with operational and organisational requirements
- P22 check with appropriate personnel any circumstance where information appears to be incorrect

*You must be able to:*

### **Resolve problems that could affect the implementation of contracted services**

- P23 resolve day-to-day problems within the responsibility of the job role
- P24 refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures
- P25 report to the appropriate personnel any situations that require additional intervention
- P26 report pollution incidents to the appropriate people

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### Knowledge and understanding

*You need to know and understand:*

#### **General**

- K1 the main responsibilities of employers and employees under the 'Health and Safety at Work etc Act 1974'
- K2 the approved procedures and practices for dealing with Health and Safety and the environment related to the individual and others
- K3 the safe procedure for handling hazardous materials
- K4 the range and use of personal protective equipment for this sector
- K5 the organisations accident and incident recording and reporting procedures

*You need to know and understand:*

#### **Implement contracted services or supplies**

- K6 contract law associated with the letting of contracts
- K7 the standards of performance in the contract
- K8 the method of assessment of contract performance
- K9 how to identify causes of variance in performance
- K10 how to identify the variation to contract
- K11 how to review and assess contract performance
- K12 how to deal with specification changes arising from changed circumstances,
- K13 how to obtain redress for unsatisfactory service/supply
- K14 how to record variations and their resolution
- K15 contract terms and conditions
- K16 agreed communication channels
- K17 how to source legal advice
- K18 how to comply with appropriate legislation
- K19 procedures for authorisation and payment
- K20 the validity of contract variations

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### Additional Information

#### Behaviours

##### You work in a manner which:

1. show you are vigilant for potential risks and hazards
2. show you use different leadership styles depending on individual circumstances

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**Developed by** Energy and Utility Skills

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**Version number** 1

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**Date approved** May 2010

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**Indicative review date** May 2015

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**Validity** Current

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**Status** Original

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**Originating organisation** Energy and Utility Skills

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**Original URN** RA3.4.28

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**Relevant occupations** Public Services; Public Service and Other Associate Professions

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**Suite** Recycling Activities

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**Key words** management, recycling, contracts, clients, monitoring, services, supplies