

Position Description

Position:	Coordinator Waste Services	
Classification:	Band 8	Status (FTE): Permanent (1.0)
Division:	Resilient Communities	
Department:	Sustainable Environment	
Occupant:	Vacant	
Date:	August 2019	

1. Position Objectives

- Demonstrate leadership and work collaboratively as a member of the Sustainable Environment Department to ensure the organisation contributes to Bass Coast Towards 2030 and the Council Plan.
- Responsible for the leadership and coordination of the Waste Services team to deliver Council's waste services and the objectives of Council's *Waste Management Strategy 2015-25*.
- Coordinate waste services contracts, kerbside municipal waste collection, resource recovery centres, provision of materials recycling, organics collection and processing, landfill planning, operations, aftercare and services, public litter bins, hard waste collection, litter prevention, statutory reporting and waste education functions.

2. Key responsibility areas

2.1 Portfolio responsibilities

Waste Management

- Coordinate the implementation of objectives and actions, and review of Council's *Waste Management Strategy 2015 - 25*.
- Responsible for the coordination, planning and implementation of environment programs for waste minimisation, recycling, associated education and sustainable use of resources by Council.
- Responsible for the technical and regulatory compliance and operation of Council's landfills, including all statutory reporting requirements, including Local Government Reporting Framework, and other statutory reporting requirements for EPA Victoria, Sustainability Victoria and Gippsland Waste and Resource Recovery Group.

- Coordinate the planning, development, rehabilitation and aftercare of Council's landfills with Council's Infrastructure Delivery Department (capital works).
- Responsible for management and practices at Council's operating and closed landfills to ensure compliance with EPA Victoria Best Practise Environmental Management (BPEM).
- Undertake complex problem solving and negotiate positive outcomes to ensure technical, regulatory and contractual compliance.
- Coordinate operation and delivery of Council's waste services:
 - Kerbside collection and disposal of garbage, organic waste and recyclables.
 - Resource Recovery Centre services.
 - Municipal hard waste service.
 - Public litter bins.
 - Litter prevention activities.
 - Provision of materials recycling services.
- Ensure Council is compliant with requirements under the current Environmental Protection Act and the Occupational Health and Safety Act.
- Remain up-to-date with and inform Council of legislative changes that may impact on Council's waste management responsibilities.
- Contribute to the development of annual budgets and business plans for the Waste Services team.

Community and Stakeholder Engagement

- Develop and coordinate new programs, strategies and management plans pertaining to waste services and sustainable waste practices.
- Provide Bass Coast Shire representation and participate in meetings and regional forums of the Gippsland Resource Recovery Group and other industry bodies relevant to waste services.
- Liaise and consult with the community and stakeholders on waste management proposals and issues.
- Research issues associated with new waste and other environment initiatives and develop sustainable waste management initiatives and projects.
- Establish productive working relationships with internal and external stakeholders, professional groups, government departments and authorities whose activities have significance for Council's operations in the area of waste management and education.

Policy Development

- Responsible for the development and implementation of Council's waste services policies and procedures, including ensuring correct process, documentation and review.

2.2 General

- Lead and coordinate the services provided in waste services team, contracts, projects and programs for Bass Coast Shire Council.
- Ensure that all services maintain a customer focus, achievement of business plan objectives and compliance with statutory requirements.
- Continually assess processes, systems and structure to ensure that the teams are meeting Council's Continuous Improvement objectives.

2.3 Council Relations

- Ensure all plans and reports required to be produced for and by Council are provided within identified timeframes and are of suitable quality, and attend Council meetings as required.
- Follow through to ensure that Council decisions are executed promptly and effectively.
- Develop and maintain positive relationships with Councillors.

2.4 Management of Technical

- Ensure procedures for Waste Services processes are properly documented and updated on a regular basis.
- Use your expertise to deliver the technical requirements and innovation of the business.
- Proactively provide clear and meaningful technical advice to others which is able to be understood and applied.
- Access the technical skills and knowledge required for informed decision making.
- Initiate the education of others through the development of either formal training programs or through informal means such as mentoring and advising.
- Develop technical proficiency in others by supporting the development of technical skills and knowledge.
- Contribute to the corporate knowledge base through documented processes and procedures and management of information, expertise and learning.

2.5 Management of Operations

- Design, develop, implement and report on business and project management plans and manage projects on time and on budget.
- Actively seek opportunities for improvements in process and performance.
- Utilise sound financial management practices to maximise capital and operational deliverables while staying within budget.
- Monitor and report regularly on financial and business plan performance and ensure full statutory, regulatory and policy compliance in all areas of responsibility.
- Identify and manage stakeholder expectations through consultation and communication and by delivering on what is promised.
- Utilise appropriate methods and messages to market both services and performance internally and where appropriate externally.

- Identify, understand and manage business risks to reduce disruption and maintain business continuity.
- Make well informed properly considered and timely decisions and recommendations.

2.6 Strategic and Innovative

- Develop an understanding of “Bass Coast Towards 2030” and the Council Plan and mobilise people to achieve the vision and strategic objectives.
- Prepare reports and statistical data on team activities for the information of the Executive team, Council, community and relevant Government Departments.
- Build the capacity of others both inside and outside of the organisation.
- Build relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Bass Coast.
- Create agility within the business to respond and adapt to changes within the business environment.

3. Organisational relationships

Reports to: Manager Sustainable Environment

Supervises: Waste Services Contract Supervisor
Waste Services Administration Officer
Waste Education Officer

4. Accountability and extent of authority

While being accountable for managing resources and providing specialist advice the, freedom to act is subject to policies, strategies, objectives, budgets and regulatory/statutory control. Will be relied upon for specialist input into policy and strategy development.

- Demonstrable commitment to an accountability culture by:
 - Delivering on what is promised by when it is promised
 - Delivering within financial parameters
 - Engaging and building relationships with key stakeholders
- Developing long term strategies within the areas of responsibility and for meeting Divisional goals and objectives.
- Developing, implementing and achieving key performance indicators within the corporate plan and business plans.
- Accountable for the quality, effectiveness, cost and timeliness of programs and projects within the Waste Services Team.
- Identifying and referring risk issues to Council and for ensuring delegations of authority are adhered to.
- Leading and supporting business units to adopt preventative actions and strategies for OHS matters and encourage a safety culture where employees follow effective risk management practices.

- Understanding and complying with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Code of Conduct, and the Customer Service Charter.
- Ensuring employees understand their information management responsibilities and records are created, captured and monitored in accordance with legislation, regulations and standards and Council's internal policies and procedures.
- Contribute to emergency management activities when required and directed by the General Manager.

5. Competencies

5.1 Judgement and decision making

Work combines problem solving and policy development and involves unspecified ranges of options available for consideration and analysis.

- Solve complex problems in a demanding operating environment and contribute to strategy and policy development for the Division and Council.
- Ability to apply established techniques to new situations and recognise when these established techniques are not appropriate.
- Required to develop strategies and policies following consultation and research for formal recommendation by Council.
- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards. Decisions may also be outside established processes.
- Sound knowledge of and ability to develop, review and enhance all relevant strategic documents.
- Demonstrates a sound understanding of the political environment and has respect for others roles with a commitment to democratic governance.
- Considers the natural environment in all decisions made and actions taken.
- Make decisions that may be outside established processes.

5.2 Specialist Skills and Knowledge

Requires skills and knowledge to manage outside original field of specialisation with a clear understanding of the legal, socio-economic, political and financial context.

- A record of proven high performance and professional knowledge in managing waste management services, or similar services.
- Ability to provide professional advice to internal and external customers in relation to field of expertise and others.
- Sound knowledge and experience in preparing and adhering to budgets and business plans.
- Utilise sound financial management knowledge to maximise capital and operational deliverables while staying within budget.
- Ability to monitor and report regularly on budget and business plan performance and ensure full statutory, regulatory and policy compliance.

- Strong analytical / investigative skills in Waste Management.
- Ensure policies are developed, up to date and communicated regularly across the organisation as appropriate.
- Ability to maintain professional skills and knowledge through education, establishing networks, qualifications and memberships.
- Substantial knowledge of waste management and minimisation practices.
- Knowledge of legislative requirements under EPA Victoria and Best Practise Environmental Management (BPEM) guidelines.
- Knowledge and experience of waste contract management.
- Notifying the EPA Victoria, in the first instance, in the case of an environmental emergency, incident or threatened incident.
- Substantial knowledge of relevant legislation in the waste management sector.

5.3 Management skills

Broad goals and objectives are achieved through the management of large numbers of employees who are typically tertiary qualified in their fields and by reliable application of financial and risk management principles.

- Significant leadership and people management skills with the ability to develop and motivate staff and foster a team spirit.
- Lead with integrity and be a role model to others in living the organisational values.
- Effectively manage upwards in the provision of information and support and be responsive to manager requirements.
- Management skills at a senior level to achieve goals and objectives and ensure effectiveness of a group of diverse functions.
- Ability to identify opportunities, be proactive and inspire the commitment of team members to effectively and efficiently achieve organisational goals, objectives and decisions.
- A broad understanding of the prevailing Bass Coast Enterprise Bargaining Agreement and its application in the workplace.
- Well-developed human resource management skills including ability to implement EEO and OH&S requirements and individual and team development initiatives.
- Ability to achieve results within set timeframes against conflicting priorities.
- Proven ability to manage operational and strategic needs.
- Sound understanding of the Bass Coast Towards 2030 vision and the Council Plan and the legal, socio-economic and political context.
- An understanding of the longer term goals and objectives of the Council and its values and aspirations.

5.4 Interpersonal skills

Relate to others by leading, motivating and developing them. Capable of consulting, presenting and negotiating with others including employees, councillors, clients, community, tribunals and commissions.

- Build relationships and partnerships with stakeholders to advocate effectively on behalf of the organisation, the community and Bass Coast.
- Ability to engage consult and negotiate with all relevant stakeholders to discuss and resolve specialists matters.
- Ability to resolve issues and solve complex problems at a strategic and organisational level.
- Ability to develop and maintain effective relationships and to work cooperatively within a multi-disciplined department.
- Demonstrated ability to design, develop, implement and report on business and project management plans.
- Ability to guide and influence others and to lead and motivate, and develop staff as part of a team.
- High level analytical skills, including an understanding of technical issues.
- A committed 'change agent' with ability to initiate, implement and manage change.

5.5 Qualifications and experience

Tertiary qualification plus post graduate qualification with relevant experience or lesser formal qualifications with extensive and diverse experience needs to be drawn upon to meet key responsibilities.

- A tertiary qualification in engineering/science or a relevant discipline with significant and diverse experience in both operational areas and management.
- Extensive experience in managing a team of people in the waste services and/or environmental services area.
- Demonstrated technical knowledge and understanding of the waste management sector.
- Demonstrated leadership qualities with proven senior management achievement developed within a relevant multi-disciplined environment.
- Well-developed problem solving skills and the ability to influence positive outcomes.
- Relevant local government experience or equivalent industry experience.
- Current Drivers Licence.

6. Pre-employment Checks

Applicants may be required to undergo pre-employment checks including but not limited to a Police Check.

7. Key Selection Criteria

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- ✓ A tertiary qualification in engineering/science or a related discipline.
- ✓ Significant and diverse experience in both operational and management areas of waste management.
- ✓ Sound technical knowledge and understanding of the waste management sector.
- ✓ Experience in statutory reporting to multiple stakeholders.
- ✓ Extensive experience in managing a team of people in waste services or a related field.
- ✓ Demonstrated leadership qualities with proven results within a multi-disciplined environment.
- ✓ Highly developed oral and written communication skills.
- ✓ Strong skills in negotiation and conflict resolution.
- ✓ High level project or program management skills.
- ✓ Current Victorian Driver's Licence.