



POSITION DESCRIPTION

Position Title	Waste Management Coordinator
Position Code	1363
Business Unit	Infrastructure Services
Work Group	Waste Management
Position Classification	Band 8
Effective Date	November 2016

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1** Lead the Waste Management Team in delivering high quality waste services including waste collections, landfill operations, and transfer stations.
- 1.2** Lead the research on waste related issues and new initiatives to divert waste from landfill, liaison with consultants and authorities, public communication and education, preparation of technical reports and advice, and contract/project control.
- 1.3** Manage Environmental Protection Authority (EPA) compliance processes and ensure legislative requirements are adhered to in relation to waste management.
- 1.4** Provide accurate, timely, high level advice on waste services matters to Director Infrastructure Services.

2. Working Relationships

Reports to	Director Infrastructure Services
Supervisors	Waste Team Leaders & Waste Technical Officers

3. Key Responsibilities

3.1 Lead the Waste Management staff that report to the role to deliver agreed outcomes within budget and to quality standards.

3.2 Lead the planning, strategic direction and operation of Council's Bowser Landfill, waste collection services and transfer stations.

3.3 Manage and review Council's waste related policies and strategic direction for Councils waste services.

3.4 Manage, prepare and evaluate contracts relating to the environmental monitoring of the Bowser Landfill.

3.5 Prepare, monitor and manage annual budgets for the Landfill, transfer station, kerbside collections and associated waste projects.

3.6 Manage compliance with EPA Licence conditions, EPA guidelines, and legislation. Including preparation and submission of quarterly levy statements and the Annual Performance Statement.

3.7 Manage the implementation of waste related educational programs. Including waste minimisation, contamination of kerbside organics and recycling, as well as providing direct education to the community as needed.

3.8 Provide research and technical advice and direction to the Director of Infrastructure Services

3.9 Produce reports and make presentations as required to Council.

3.10 Lead and motivate staff in the provision of high quality, customer focused services that deliver Councils commitments in an innovative and efficient way.

3.11 Provide leadership, direction and guidance and delegate authority to ensure accountability from all staff members.

3.12 Develop a team approach to problem solving and in developing improvements within the Waste Services operations and service and delivery.

3.13 Ensure compliance of the team with organisational and legislative requirements.

3.14 Undertake performance management, develop staff and carry out annual performance appraisals ensuring that team members have the opportunity for regular informal and formal feedback on performance.

3.15 Ensure that individual staff development plans are developed in conjunction with direct reports.

4. Core Physical Requirements

4.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.2 Capacity to work in an outdoor environment for varying periods of time.

4.3 Capacity to walk on uneven surfaces.

5. Accountability and Extent of Authority

5.1 Accountable for providing technical support and advice to the Director Infrastructure Services.

5.2 Manage waste contracts and waste projects to achieve outputs and objectives.

5.3 Implementation of Council's Waste Management Strategy.

5.4 Ensure a safe workplace is maintained in both internal and external environments.

5.5 Develop and manage Councils waste budgets.

5.6 Provide leadership to team members and manage staff reporting to this role.

5.7 Accountable for policy development and implementation to ensure Councils operations comply with EPA Licence, relevant guidelines and other legislative requirements.

6. Judgement and Decision Making

6.1 Ability to solve complex problems in a timely manner.

6.2 Input into policy development and formulation.

6.3 The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.

6.4 Guidance is not always available within the organisation so the ability to act autonomously is required.

6.5 Ability to identify and develop policy options in the waste management team for consideration and choice by the Corporate Management Team and Director of Infrastructure Services.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 An extensive and diverse knowledge of waste management and its application to local government.

7.1.2 Extensive experience in contract management and performance monitoring.

7.1.3 Excellent experience, knowledge and skills in waste management including landfill management.

7.1.4 A sound knowledge of budgeting and relevant accounting and financial procedures.

7.1.5 Sound analytical and research skills to review and develop waste policies, and thorough assessment of issues and reporting of complex matters

7.1.6 High level management skills.

7.1.7 Specialist knowledge relating to environmentally sustainable waste management practices including landfill operations and compliance.

7.1.8 Excellent knowledge of landfill construction and rehabilitation practices

7.2 Management Skills

7.2.1 Ability to supervise a large number of employees, including operational staff as well as the supervision of tertiary qualified employees.

7.2.2 Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

7.2.3 Excellent time management skills, ability to set priorities and planning and organising one's own work and that of other employees, to achieve specific objectives efficiently within the resources/time available, despite conflicting pressures.

7.3 Interpersonal Skills

7.3.1 Ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives.

7.3.2 Ability to lead, motivate, provide advice, guidance and develop other employees.

7.3.3 Ability to liaise with counterparts in other organisations to discuss and resolve specialist problems and with other Council employees to resolve intra-organisational problems.

7.3.4 Excellent verbal communications skills with the ability to liaise effectively with a diverse range of stakeholders including internal and external clients.

7.3.5 Ability to prepare high quality complex written technical reports, memoranda and correspondence.

8. Qualifications and Experience

8.1 Formal qualifications in Engineering and/or Environmental Science or lesser formal qualifications together with extensive and diverse experience in landfill management operations and compliance.

8.2 Extensive management experience and a proven track record as an effective leader.

8.3 Experience in Local Government.

9. Key Selection Criteria

9.1 Formal qualifications in Engineering and/or Environmental Science or lesser formal qualifications together with extensive and diverse experience in landfill management operations and compliance.

9.2 Extensive knowledge of the legal, regulatory and political environment of local government and waste services.

9.3 Experience in contract and project management including budget control and reporting of projects and services

9.4 Excellent ability to plan, organise, set priorities and manage time, so that organisational resources are optimised, and objectives are achieved within an agreed timeline despite conflicting pressures.

9.5 Ability to produce high quality written reports and excellent communication skills, with the ability to gain cooperation and assistance from clients, members of the public and staff members.

9.6 Strong commitment to excellence, with a practical and results focussed approach and a proven ability to steer, manage and implement change.

Authorised by: Director – Infrastructure Services

Date:

Employee's Signature:

Date:
