



POSITION DESCRIPTION

Position Title	Waste Project Lead – Waste and Recycling
Position Code	7210
Business Unit	Infrastructure Services
Work Group	Waste Services
Position Classification	Band 7
Effective Date	November 2024

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 Provide technical expertise in the management of waste contracts and projects, as well assist the Waste Management Coordinator in ensuring the compliance of the landfill and organics plant.

2. Working Relationships

Reports to	Waste Management Coordinator
Supervises	N/A

3. Key Responsibilities

3.1 Take the lead role in planning and delivery of capital works projects associated with kerbside reform, Bowser landfill, Wangaratta Organics Processing Facility, Wangaratta Transfer Station Network, and closed landfills.

3.2 Take the lead role in the development and rehabilitation of Council's current and closed landfills Ensure Council's obligations are met in relation to EPA regulatory requirements.

3.3 Work with the Waste Management Coordinator and Team Leader Organics/Landfill/Kerbside to review and implement program efficiencies in the delivery of waste services across the municipality.

3.4 Assist the Waste Management Coordinator to monitor and report on the implementation of the waste education program.

3.5 Assist the Waste Management Coordinator to continually review and develop Councils waste management and minimisation strategic documents, policies and programs in accordance with the Council Plan.

3.6 Engage ratepayers and community organisations to promote awareness and understanding of Councils waste management services by conducting public presentations, facilitating tours of Council facilities and participating in community engagement events and deliver actions within the waste education program.

3.7 Assist in the delivery of a comprehensive campaign of education and engagement relating to Councils waste management services.

3.8 Assist the communications team create a wide range of communication materials to educate the community about Councils waste management services, including but not limited to press releases, newsletters, website content, social media posts, brochures, and other promotional materials.

3.9 Develop, implement and monitor an ongoing Kerbside bin inspection program to identify and address contamination and encourage adherence to recycling guidelines. Establishing inspection protocols and overseeing any required communications plan based on audit results.

3.10 Organise and administer waste service contracts in areas of kerbside collection and recyclables acceptance and processing ensuring the daily delivery of services associated with the provision of waste programs and services within the municipality in areas of kerbside collection, transfer station operations, organics processing and landfilling.

3.11 Collate data and prepare monthly, quarterly and annual waste reports for the MAV Local Government Performance Reporting Framework (LGPRF), and Recycle Victoria.

3.12 Seek external funding support to deliver priority waste management programs and coordinate implementation and acquittal processes

3.13 Stay updated on state and national waste management regulations and ensure that the kerbside transition program complies with applicable legislation, regulations and guidelines.

3.14 Maintain waste services databases, ensuring statistical data is collected and recorded accurately.

3.15 Prepare and provide information to management on waste management activities, emerging waste and sustainability issues as required

3.16 Provide courteous, timely and accurate advice to the community in response to waste management service requests.

3.17 Process CRMS requests ensuring responses are undertaken within required timeframes and all documentation is recorded.

3.18 Other duties as reasonable requested

4. Core Physical Requirements

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

4.2 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.

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

4.4. Capacity to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Provide supervision and technical advice and guidance to staff, agencies, contractors, customers and other Council units.

5.2 Providing technical support/advice on legislation, regulations, guidelines, and codes of Practice which impact on municipal waste management (Landfill, Transfer Station, Organics Processing, Kerbside Collection).

5.3 Develop, implement, and monitor an ongoing Kerbside bin inspection program to identify and address contamination and encourage adherence to recycling guidelines.

Establishing inspection protocols and overseeing any required communications plan based on audit results.

6. Judgement and Decision Making

6.1 Customer requests will require some investigation and this role may be required to problem solve.

6.2 Demonstrated problem solving to analyse and recommend options for solution or improvement.

6.3 This role is required to analyse and provide information/recommendations on transfer station requirements to management.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Detailed knowledge of municipal resource recovery infrastructure (Landfills, Transfer Station, Organics Processing, Kerbside Collection) and a strong understanding of municipal operational and asset management practices.

7.1.2 Ability to use a broad range of software packages including Microsoft office suite, data analysis, project management, spreadsheets and financial management software.

7.1.3 Working knowledge of, and ability to comply with, the regulatory framework applying to municipal waste management, including legislation, codes and standards (Landfills, Transfer Station, Organics Processing, Kerbside Collection)

7.1.4 Ability to convert grant opportunities into funding for Council municipal waste management objectives and coordinate all reporting and acquittal requirements.

7.1.5 A sound understanding of the issues relevant to municipal waste management including public policy approaches and Council's broad strategic goals and aspirations in relation to resource recovery.

7.2 Management Skills

7.2.1 Skills in managing time, setting priorities, and planning and organising one's own work and available resources within a set timetable despite conflicting pressures.

7.2.2 Knowledge and experience in managing projects and contracts within a set timetable despite conflicting pressures.

7.3 Interpersonal Skills

7.3.1 Ability to liaise with external and internal customers including consultants and contractors and develop sound working relationships to achieve identified goals.

7.3.2 Ability to relate well to a range of people, particularly with peers in other organisations about matters of technical complexity.

7.3.3 Experience in dealing with complex issues (legal, political, or technical) and the development/preparation of contract documentation, research/position reports and discussion papers.

7.3.4 Engage ratepayers and community organisations to promote awareness and understanding of Councils waste management services by conducting public presentations, facilitating tours of Council facilities, and participating in community engagement events and deliver actions within the waste education program.

7.3.5 Ability to work with a wide range of stakeholders (such as Council staff, contractors, consultants, regulatory bodies, and community members), with particular experience and skills in dealing with conflict resolution and negotiation about matters of technical complexity.

7.3.6 Ability to research, investigate and analyse a variety of data and information sources and prepare summary results and reports.

8. Qualifications and Experience

8.1 Tertiary qualification in a relevant field (Environmental Engineering/Science, Project Management or Asset Management) together with demonstrated relevant experience over several years.

8.2 Experience in project management within a municipal waste setting, including planning, design, construction, tendering, contract management, and project management, with a strong understanding of relevant engineering standards and guidelines.

9. Key Selection Criteria

9.1 Tertiary qualification in a relevant field (Environmental Engineering/Science, Project Management or Asset Management) together with demonstrated relevant experience over several years.

9.2 Demonstrated knowledge and understanding of landfill rehabilitation and cell construction.

9.3 Knowledge and awareness of organics processing to meet AS and EPA Guidelines.

9.4 Ability to research, investigate and analyse a variety of data and information sources to solve problems and prepare summary results and reports.

9.5 Highly developed interpersonal and communication skills, particularly with peers about matters of technical complexity.

9.6 Extensive technical project and contract management.

9.7 Demonstrated time management skills, setting priorities and planning and organising own work.

9.8 Current driver's licence.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
