



POSITION DESCRIPTION

Position Title:	Waste and Resource Recovery Officer		
Classification:	Band 6	Status	Full Time
Group:	Waste Management	Business Unit:	Infrastructure Services
Reports to:	Team Leader, Waste Projects		
Direct Reports:	Nil	Date:	May 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Develop and project manage a range of a comprehensive community waste minimisation, resource recovery and litter prevention education programs, as defined in the Waste and Resource Recovery Strategy, associated policies and action plans.
- Assist in the monitoring and supervision of contracts for the collection and disposal of domestic and commercial garbage, recyclables, green and hard waste, and public place waste.
- Develop and deliver programs within a budget, including budget oversight and regular reporting to the team leader.
- Develop and deliver promotional and education activities associated with Council's waste services, programs and events.
- Develop, implement, and deliver State Government directed community waste programs, as defined in the Victorian Governments *Recycling Victoria Policy* and related state level policies.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:



Waste and resource recovery education

- Oversee development and management of waste services communication and education materials including print, social media and web content using specialist waste services knowledge to ensure quality, quantity, relevance, and timeliness of distribution.
- Work across the organisation to improve knowledge and understanding of waste minimisation, resource separation and recovery policy and initiatives.
- Develop, coordinate and implement of a range of Council waste minimisation and resource recovery projects and programs relating to the Waste and Resource Recovery Strategy and other relevant policies and actions.
- Liaise with appropriate organisations, key stakeholders and relevant State Government departments to ensure a coordinated approach to waste projects and education programs that align with all levels of government policy.
- Project manage grants from planning to completion phase, including relevant reporting requirements.
- Develop and implement programs for the general community through education and behaviour change initiatives.
- Develop and build relationships with local community and stakeholder groups to maximise engagement.

Contract administration

- Assist with the supervision and administration of the waste collection and disposal contracts including the monitoring of services, participation in contractor meetings, management of customer service requests and liaison with contractors.
- Coordinate the operation of and/or conduct bin audits.
- Contribute to the development of policies, service levels and standards regarding the collection and disposal of domestic and commercial garbage, recyclables, food and green waste and hard waste, waste minimisation and recycling issues including contracts and information materials.
- Liaise with contractors ensuring KPIs are fulfilled, and complaints are fully investigated.

General duties

- Support and assist other staff in order to achieve individual departmental and corporate objectives.
- Be responsible for sectional budget in relation to funding and costs associated with promotional activities including regular reporting to team leader.
- Assist with the assessment and approval of Waste Management Plans for new developments.
- Review and implement resource recovery services within Council facilities on a regular basis.
- Advise, educate and assist customers on service delivery and efficiency issues.
- Contribute as an effective team member to work planning and project management in the Infrastructure Services Unit, and across the organisation.
- Prepare draft Council reports, together with appropriate recommendations for consideration by team leader and coordinator.
- Represent Council at official functions, meetings, seminars, workshops etc if requested, both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.
- Other duties as directed consistent with the general requirements of the position.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Making operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.
- Manage business unit operational budget within set parameters and delegation of authority.
- Formal input into policy development within their area of expertise and/or management.
- In positions where the prime responsibility is for resource management, the freedom to act is governed by policies, objectives and/or budgets, with a regular reporting mechanism to ensure achievement of goals and objectives.
- In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.

JUDGMENT AND DECISION MAKING

- Operate in a specialised environment with methods, procedures and processes developed from theory or precedent.
- Exercise judgement, considering operational requirements, utilising existing policies and procedures, relevant legislation and the Enterprise Agreement to make decisions, with review from more senior employees.
- Work involves the application of improvement suggestions, recommendations and problem solving.
- Guidance and advice is usually available however, the incumbent must display significant independent ability and knowledge when making decisions.

SPECIALIST KNOWLEDGE AND SKILLS

- Where applicable, experience in managing and delivering employee lifecycle support and initiatives.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- Demonstrate specialised analytical and problem-solving skills to continuously improve the customer experience whilst utilising council resources efficiently.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Possess a working knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.
- Capable of producing sound and confident decisions and solutions within critical timelines.

INTERPERSONAL SKILLS

- Demonstrate self-awareness and a commitment to personal growth.
- Display resilience and agility in a changing work environment.
- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to manage a variety of tasks and issues concurrently.
- Proven ability to build and maintain productive and respectful relationships and partnerships.
- Ability to work effectively as part of team a to deliver positive organisational outcomes.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to staff.

MANAGEMENT SKILLS

- Ability to make independent decisions, good judgement and work with autonomy, initiative, and minimum supervision.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications, industry qualification and/or equivalent experience in a comparable environment.
- Demonstrated experience in community education and behaviour change.
- Knowledge of waste management from a local government perspective.
- Demonstrated experience in developing and delivering a variety of engagement and capacity building programs to a variety of audiences
- Project management skills and experience.

- Excellent communication skills (written and verbal) including the ability to adapt communications, build relationships and gain cooperation of internal and external stakeholders.
- Data analysis and report writing, with a strong attention to detail.
- A current Victorian Drivers Licence

KEY SELECTION CRITERIA

- Demonstrated skills, qualifications and experience in a relevant waste, environmental or education field.
- Communication, engagement, negotiation and interpersonal skills with the ability to clearly articulate and present information as required.
- Knowledge of waste collection, disposal, recycling and waste minimisation methods and relevant legislation applicable to these activities.
- Ability to assist with the supervision of contracts in the areas of waste services delivery and disposal.
- Demonstrate initiative in program development.
- Understanding of emerging trends to ensure recommendations made by this position influence the outcomes for our community and organisation now and into the future.
- Able to work with minimum supervision and make sound decisions based on experience and good judgement.
- Knowledge and experience of Waste and Resource Recovery policies, procedures and relevant acts and regulations.
- Ability to deal effectively, diplomatically and confidentially with enquiries and concerns.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure	This is a full-time ongoing position.
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.