

POSITION DESCRIPTION

Position Title:	Waste Management Officer		
Classification:	Band 5	Status	Part time- maximum term
Group:	Infrastructure and Environment	Business Unit:	Infrastructure Services
Reports to:	Coordinator Waste Management Services		
Direct Reports:	NA	Date:	June 2023

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 OBJECTIVE

- Review, process, and provide advice on waste management plans related to planning applications and multi-unit developments
- Support community members and councils waste collection contractors with waste planning and presentation enquiries and issues
- Development, implementation and regular review of strategic waste management planning guidelines and policies for the future management of waste and associated amenity issues as appropriate. Ensuring that Council has a clear direction in relation to current and future legislation and policies.
- Provide waste management services planning advice and support to internal and external stakeholders.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

Planning

- Review, assess, and process waste management plans for future developments, covering the planning and design of bin infrastructure and process solutions, in conjunction with both Council's waste and planning teams.
- Assess technical drawings and plans related to waste management and apply problem solving solutions.
- Support the waste services contract by providing advice associated with the successful and safe collection of waste services regarding new developments
- Ongoing monitoring and management of planning related waste issue

- Participate in continuous improvement activities within the service
- Strengthening of key stakeholder relationships within and external to Council
- Contribute to improving process quality and turnaround times
- Participate in forums for sharing improvement ideas and outcomes.
- Gather, process and manage data related to residential waste and recycling services, in particular maintain a comprehensive database of existing Waste Management Plan (WMP) and waste arrangement information, which can be easily referred to when needed.

Contract administration

- Assist with the supervision and administration of the waste collection and disposal contracts including the monitoring of services, follow up of Customer service requests/service issues and liaising.
- Participate in contract review meetings as required
- Assist with operation of and/or conduct of waste audits.
- Investigate and resolve operational and service issues in partnership with Contractors (where required) to ensure continuous improvement.
- Contribute to the development of policies, service levels and standards in regard to the collection and disposal of domestic and commercial garbage, recyclables, green and biannual green and hard waste, waste minimisation and recycling issues including contracts and information materials.
- Liaise with Contractors ensuring complaints against contractors are fully investigated.

General duties

- Ensure the provision of all services with a focus on customer service and industry best practice.
- Processing of customer requests and records.
- Take all reasonable action to protect Council assets from damage and or loss
- Contribute as an effective team member to work planning and project management in the Infrastructure Services Unit, and across the organisation.
- To participate in annual performance review.
- To comply with all Council policies and procedures.
- 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.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Support and assist other staff in order to achieve individual departmental and corporate objectives.
- Escalate any unresolved issues to the Waste Management Services Coordinator for action
- 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.
- Ensure appropriate OH&S systems are in place by contractors that are contracted to Council.
- 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
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for ensuring that tasks are dealt with in a timely and efficient manner.
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.
- Responsible for ensuring the accuracy and quality of work produced.
- The freedom to act is governed by Council policies, objectives and budgets and a regular reporting mechanism will be required to ensure the achievement of goals and objectives.

JUDGEMENT AND DECISION MAKING

- The position will involve problem solving, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience
- Occasionally complex issues will relate to situations not previously encountered and may require some creativity and initiative
- Guidance and advice is available within the time to make a recommendation or decision.

SPECIALIST KNOWLEDGE AND SKILLS

- Sound knowledge and understanding of planning processes and/or waste management is essential.
- High level analytical and conceptual skills, with the ability to assess technical drawings and plans and apply problem solving skills
- Well-developed public relations skills and the ability to communicate clearly and correctly, with tact and diplomacy, to a broad range of people.
- Knowledge of corporate values, objectives and strategies, and how the position and department contribute to achieving these.
- A good level of computer literacy is required.

MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage your own time and workload.
- Ability to achieve specific outcomes within set timeframes against conflicting priorities.
- Ability to embrace the Cardinia Values Framework and keys to success.

INTERPERSONAL SKILLS

- Well-developed written and verbal communication skills to clearly communicate information and advice.
- Well-developed collaborative, negotiation and problem-solving skills.
- Ability to discuss and resolve issues of conflict and gain cooperation and assistance from others.
- Ability to achieve results and work effectively as part of a team.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification and/or experience in planning related fields and/or waste management services would be highly regarded.
- Experience in monitoring and managing waste management plans and service delivery, ideally in a local government setting.
- A current driver's licence and current Working with Children's Check

KEY SELECTION CRITERIA

- Skills, qualifications and experience in a relevant waste, environmental, planning or development fields.
- Knowledge and experience of applying technical guidelines or specifications to planning and building scenarios
- Ability to deal effectively and diplomatically with complaints and enquiries.
- 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 facilities.
- Able to work autonomously.

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 part time maximum term 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 Working with Children Check.