



Position Description Contracts and Commercial Lead

This position is employed by the City of Port Adelaide Enfield (PAE) and seconded to Central Adelaide Waste and Recycling Authority (CAWRA) supporting City of Charles Sturt (CCS) and City of Port Adelaide Enfield (PAE).

The position is:

Position Title	Contracts and Commercial Lead		
Department & Section	CAWRA		
Team	Waste Management		
Reporting to	CEO - CAWRA		
Positions Reporting to it	Waste & Contracts Administration Officer		
Classification and Stream	Level 6 – Fixed Term Contract		
Position Number		Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

This position is responsible for procuring and administering a broad range of waste and recycling contracts to ensure they deliver a sustainable and innovative waste & resource management service that protects the environment, contributes to the local economy, and is valued by its community.

What does the position do?

The Contracts and Commercial Lead will manage the performance and daily operations of waste and resource management contracts for CAWRA and across both Councils:

- Bin collections contracts – for kerbside waste, recycling, green organics, hard waste and street litter bins.
- Material receipt and processing contracts – for kerbside waste, green organics, hard waste and street litter material.
- Ad hoc and other waste collections (such as illegally dumped waste and mattress recycling) – collection and receipt/processing.
- Materials Recovery Facility (MRF) - operations contract and offtake contracts for commodities produced.
- Other contracts as applicable.

The position will:

- Lead procurement and tendering processes, with support from the CEO, CAWRA staff and Council procurement staff.
- Work with waste facilities in relation to services offerings and meeting community needs.
- Contribute to the planning and delivery of an integrated waste management service within the community in accordance with CAWRA and the Councils plans, strategies and policies.
- Analyse and report on data relating to waste management contracts and services and identify trends and emerging issues.

POSITION DESCRIPTION

- Review and align and manage waste services and invoicing across both Councils.
- Contribute to setting and managing budgets (relating to areas of management).
- Undertake research into waste management matters and concerns as appropriate.
- Undertake, independently and/or in collaboration with others, reviews and evaluation of waste management operations across CAWRA and its constituent Councils.
- Prepare consultants' briefs and ensure that work undertaken by consultants is produced in a satisfactory and timely manner.
- Keep abreast of changes to waste and recycling issues and procedures.
- Monitor and report on CAWRA and the Councils' suite of waste management contracts and programs and initiate corrective measures to ensure that the services provided are in accordance with relevant contracts.
- Identify and pursue opportunities to improve financial sustainability, community and environmental outcomes for CAWRA and its constituent Councils.
- Promote collaborative working relationships and consultative frameworks within the Councils, community and other organisations.
- Exercise a degree of autonomy in performing the roles and its functions.
- Prepare reports for consideration relating to waste and resource management, services and contracts.
- Provide direction and advice to Customer Service departments of both Councils and contractors as appropriate and manage escalated complaints relating to waste and resource management contracts across CAWRA and the Councils.
- Other reasonable duties as required.

What outcomes does the position deliver?

- Works with contractors to deliver a high level of Customer Service to the community and to promote the Councils and CAWRA as customer responsive organisations.
- High-performing waste and resource management contracts.
- A financially sustainable waste and resource management service that supports a circular economy.
- An innovative waste management service that uses technologies and methodologies to improve waste management and service to the community.
- A harmonised service across CAWRA's constituent Councils as appropriate.
- Partners with industry and contractors to support innovation, economic development and job creation from circular economy and the expansion of the waste industry.
- Maintains and constantly improves the Councils' waste management processes and contracts
- CAWRA and Constituent Councils work as a combined team to appropriately consider and address waste-related matters and concerns
- Effective management of contracts and service outcomes (quality, effectiveness, cost and timelines).

The behaviours we expect the position to contribute to our workplace are:

- A commitment to improved waste and resource management practices and improved customer service and environmental outcomes.
- High level interpersonal and influencing skills that build good work relationships.
- Strong and effective communicator.
- Customer focused and passionate about delivering for CAWRA, its Councils and clients and the broader community.
- Good problem solving, innovative thinking and informed decision making.
- A commitment to personal development and improvement.
- Adaptability and flexibility to new ideas and concepts.
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential.
- Agility and responsiveness – comfortable adapting quickly to changing priorities.
- Operates with a high level of empathy and openness to ideas and diversity.

POSITION DESCRIPTION

- Responsible financial management.
- Politically aware.

Qualifications for the position

- Tertiary qualification and/or relevant experience in contract management ideally with waste management, logistics, local government or relevant industry experience.
- Current driver's license

Experience

- Contract management
- Data capture, analysis and interpretation
- Waste or environmental management experience desirable
- Proven ability in managing complex issues
- Proven ability to negotiate with contractors and industry representatives
- Experience in local government, waste management, logistics or similar
- Conflict management and resolution
- Report writing
- Project management

Knowledge

Essential:

- Proficient in the application and requirements of procurement and contract management. Within a Local Government context is desirable.
- Working knowledge of Local Government functions and operations.
- Sound knowledge of (or proven ability to become quickly familiar with) legislation which may influence planning for the provision of waste and recycling services within the Councils/CAWRA.

Desirable:

- Detailed knowledge of waste and recycling practices within South Australia.
- Sound knowledge of the technical aspects of waste and environmental management.
- A sound knowledge of social, demographic, environmental and economic changes, as they may relate to the delivery of waste services within the region.
- Familiarity with various government and non-government bodies and particularly those which have a role in the operation and future planning of waste services within the State.
- Familiarity with the operations of Government and current Government policies relating to waste and the environment.
- Knowledge of the legal process and its effect on CAWRA/Council's liability in relation to professional, employment and contractual matters.

Information Management/Cyber Security

- Appropriate information management practices are implemented.
- Maintain knowledge and application of CAWRA and the constituent Council's IT systems relevant to role.
- Maintain a working understanding of, and follow CAWRA, and the constituent Council's cyber security controls.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted.
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

POSITION DESCRIPTION

- Responsible for complying with CAWRA's & where required the Constituent Council's policies and processes.
- Proficient in the application and requirements of procurement within a Local Government context.
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.