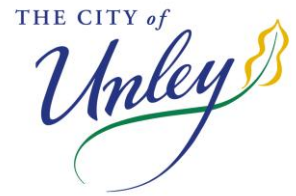


# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY



### 1. JOB IDENTIFICATION:

**Title of Position:** WASTE MANAGEMENT OFFICER  
**Business Unit:** CITY INFRASTRUCTURE  
**Reports to:** MANAGER CITY OPERATIONS  
**Classification:** MOA 3

### 2. POSITION OBJECTIVES:

- Deliver Council's 'day-to-day' operational waste management services.
- Liaise with the Eastern Waste Management Authority (East Waste) Regional Subsidiary of which Council is a Constituent Member, regarding its 'day-to-day' operational waste management services.
- Ensure service delivery meets performance standards.
- Support Manager City Operations to implement service improvements via our service delivery partner.
- Support Manager City Operations to address compliance anomalies in relation to waste management.
- Tricky Waste facilitation for Council.
- Provide administrative support to City Operations generally, as required.

### 3. KEY RESPONSIBILITIES:

- Act as the first point of contact for all incoming enquiries regarding Council's 'day-to-day' operational waste management services.
- Act as the first point of contact for East Waste regarding Council's 'day-to-day' operational waste management services.
- Monitor and report on the performance of Waste management practices relative to the Service Level Agreement between EastWaste and Council.
- Educate staff or community on waste practices and collection.
- Collate regular data reports measuring Council's waste management performances against its strategic objectives and targets.
- Prepare technical reports as directed and as required.
- Provide communications between EastWaste and City of Unley around relevant activities that may impact on operational waste management.
- Administer Councils Tricky Waste program on ground.
- Undertake monthly financial reconciliations and invoice processing relevant to Waste Management.
- Plan and coordinate Waste Management for Council events.
- This position will support general Depot administration as required especially as a support to customer facing duties.



Better Together



Be Progressive



Strive for Excellence

**Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

**Work Health and Safety (WHS) Responsibilities:**

- Actively support and contribute to the City of Unley's proactive safety culture by always demonstrating safe behaviours and respectful conduct.
- Identify and promptly report hazards, unsafe conditions, near misses, injuries, incidents, aggression, or property damage to their Program Coordinator.
- Take reasonable care for their own health and safety and ensure their actions do not adversely affect the health, safety, or wellbeing of others.
- Follow all requirements outlined in the City of Unley's WHS Management System, including relevant safe work procedures and emergency protocols.
- Attend required WHS inductions, training, and briefings, and follow all instructions, guidance, and safety advice provided.
- Use plant, equipment, and personal protective equipment correctly and only for its intended purpose and report any defects or damage.
- Immediately cease work and notify their leader if they believe a task presents an uncontrolled or serious risk.
- Raise concerns respectfully where tasks, workload, behaviours, or interactions may present physical or psychosocial risk.
- Support a respectful and inclusive environment free from bullying, harassment, discrimination, or inappropriate behaviour.
- Participate in safety discussions, reviews, or improvement activities where reasonably requested.
- Comply with emergency management procedures, including evacuation and incident response instructions.

**SAFE ENVIRONMENT:**

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

**EQUAL OPPORTUNITY EMPLOYMENT:**

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

# OUR VALUES





## Better Together

*Looks like ...*

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



## Be Progressive

*Looks like ...*

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



## Strive for Excellence

*Looks like ...*

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

#### 4. PERFORMANCE AND SKILL REQUIREMENTS:

##### a) Qualifications/Experience

###### Desirable

- Relevant qualifications and/or extensive experience relevant to the position
- Experience in waste management related services
- Experience in customer service
- Knowledge of TechOne and/or WasteTrack System

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**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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##### b) Knowledge

###### Desirable

- Knowledge of Local, State and Federal Government policies and trends in waste management services
- Sound knowledge of waste management industry

##### c) Skills

###### Desirable

- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies
- Excellent verbal and written communication skills with a broad range of customers and stakeholders, including presentation skills
- Proven contract management skills
- Ability to analyse and monitor financial records
- Proven ability to liaise with contractors effectively
- Excellent negotiation/liaison skills, empathy with customer issues and conflict resolution skills
- Ability to facilitate/coordinate activities when required

##### d) Personal Attributes

###### Essential

- Ability to work collaboratively as part of a team
- Achievement focused person who plans well and sets goals to achieve high quality results whilst being enthusiastic, creative and innovative particularly with complex tasks or problems

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By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....