



# Position Description – Waste Services Transition Officer

|                         |   |
|-------------------------|---|
| <b>Position:</b>        | <b>Waste Services Transition Officer (fixed term)</b> |
| <b>Band:</b>            | <b>6</b>  |
| <b>Position Number:</b> | <b>10142</b>  |
| <b>Business Unit:</b>   | <b>Infrastructure Delivery and Environment</b>        |
| <b>Directorate:</b>     | <b>Community Infrastructure</b>                       |

|                         |               |
|-------------------------|---------------|
| <b>Name of Occupant</b> | Vacant        |
| <b>Date Approved</b>    | 12 July 2022  |
| <b>Approved By</b>      | Edward Pocock |

---

## Position Objective

To ensure a successful transition of waste services from the current service model to one that aligns with the State Government's Recycling Victoria Policy and Council's Waste Management Plan.

Council's waste services are planned to transition from a weekly garbage collection/fortnightly recycling/fortnightly green organics service to a model where food and garden organics are collected weekly and both recycling and garbage is collected fortnightly. In addition, the State Government is planning to introduce a Container Deposit Scheme (CDS) in 2023.

## Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Engage with the community to increase awareness and gain support for changing Council's current waste service model before the service changes are implemented. This will include the development of a comprehensive engagement for the service reforms, making the most of engagement materials already available within the sector and supporting the State Government's CDS introduction.
2. Develop a means by which larger families or people with special needs can access additional capacity for their garbage/recycling and/or green organics service whilst meeting the overall waste service diversion targets set for Council by the State Government.
3. Work with the Waste Services Contracts Officer and Waste Management Officer to ensure service continuity before, during and after the transition between existing and new waste service contracts. This will include complex problem solving to ensure technical, regulatory and contractual compliance, as well as the administration of the special needs program.

4. Fostering productive working relationships with contractors, clients, internal and external stakeholders, professional groups, government departments and authorities to facilitate a successful service transition.
5. General activities related to the provision of waste services. These include leveraging grant funding opportunities, remaining up to date with legislative changes that may impact on Council's waste management responsibilities, providing representation at meetings, providing input into the development and implementation of waste related policies, strategies and plans, problem solving related to OHS or environmental matters and record keeping using the electronic document management system.
6. Corporate and statutory reporting on Council's waste services transition to and for the organisation.
7. Contributing towards the continuous improvement of the Infrastructure Delivery and Environment business unit. This will include active participation in business improvement discussions and delivering assigned activities from the annual business plan.

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

## Organisational Relationships

|                    |   |
|--------------------|---|
| Reports to:        | Coordinator – Resource Recovery   |
| Supervises:        | NA  |
| Internal Liaisons: | Waste Services Contracts Officer, Waste Management Officer, Environment, Customer Service, Procurement, Finance, Governance, Property, Communications, Executive Leadership Team, Council |
| External Liaisons: | Recycling Victoria, DELWP (Department of Environment, Land, Water and Planning), consultants and contractors  |

## Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

**Optimistic** – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** – by resolving issues and making the best possible use of our time, effort and resources.

**Respectful** – of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** – by undertaking our work in an open, honest and transparent manner.

## Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

## Qualifications and Experience

The qualifications and experience required for the position include:

- A tertiary qualification in communications, psychology, science, environment or a relevant field along with practical experience, or lesser formal qualifications with substantial relevant experience.

## Key Selection Criteria

- Qualifications and experience as outlined above.
  - Community engagement and influencing skills.
  - A demonstrated ability to develop strong working relationships.
  - Excellent written and verbal communication skills.
  - Ability to plan, organise, set priorities, and manage time.
- 

## Accountability and Extent of Authority

The position's accountability and extent of authority will be as follows:

- Ensure that the community are aware and generally supportive of Council's transition to new waste service contracts (that include the State Government mandated service reforms).
- Develop and implement a special needs program to assist with a smooth transition of waste service.
- 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.
- Accountable for generating and presenting reports and correspondence in relation to the position.
- Accountable for the quality, effectiveness, cost and timeliness of the work under their control.

## Judgement and decision-making

Judgement and decision-making skills required for the role include:

- Determining the best way to engage with different cohorts and demographics within the community.
- Leveraging already available engagement materials within the sector to ensure a successful transition to new waste services and contracts.
- Being able to solve complex problems to ensure service continuity associated with the service transition.
- Guidance and advice are usually available.

## Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- Knowledge and experience in delivering best-practise community engagement techniques.
- A general understanding of contract management and finances.
- A high level of computer literacy is required.
- General knowledge of the waste industry.

## Management Skills

The required management skills include:

- Skills in managing time, setting priorities and planning and organising one's own work to achieve specific and set objectives in administering defined activities.
- A Progressive attitude towards the future and a strong interest in the broad role of the organisation, with capacity to model and engender positive behaviour and culture.
- An ability to work independently.
- Well-developed written and verbal communication skills.

## Interpersonal Skills

Interpersonal skills include:

- The ability to engage with a broad range of demographics, through a variety of different methods.
- The ability to navigate complex challenges with a range of key stakeholders.
- The ability to negotiate with and influence key stakeholders while maintaining strong professional relationships.

---

**ACCEPTED** for and on behalf of the **EMPLOYEE**

[acceptance\_status]

Acceptance of Employee

[candidate\_name]

Name of Employee

[acceptance\_date]

Date