



## ***Position Description***

<b>POSITION</b>	Senior Coordinator Waste Services
<b>SECTION</b>	Community Law Enforcement and Waste
<b>DEPARTMENT</b>	City Living
<b>POSITION NO.</b>	BCC1265
<b>POSITION TYPE</b>	Permanent, full-time
<b>REPORTS TO</b>	Manager Community Law Enforcement and Waste
<b>DIRECT REPORTS</b>	Yes
<b>POSITION GRADE</b>	Band 3 Level 3 Salary System Grade 18
<b>APPROVAL LIMIT</b>	\$0
<b>AUTHORISING LIMIT</b>	\$100,000
<b>DATE</b>	October 2019

### **POSITION PURPOSE:**

- Ensure Council's Waste Services section, including mobile garbage bins, bulk waste bins, recycling, household clean-up and orphan waste services are effectively and efficiently managed in a manner that meets the objectives of Council in accordance with Council's management plan, policies, resolutions and operating plans and budgets
- Act as a key advisor to the Manager, community, staff and Council in relation to waste services to achieve maximum efficiency from the service through effective operational management, workforce planning and recruitment
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Essential:**

- Relevant tertiary and supplementary professional qualifications and extensive experience in a related field
- Demonstrated:

- solid experience in preparing detailed reports and work program budgets
  - solid experience working with and leading multi-disciplined operational work teams
  - highly advanced analytical skills
  - experience in delivering high level customer service in an operational work context
  - advanced written and verbal communication skills when responding to staff or the public
- Class C drivers licence.

**Desirable:**

- Solid experience in negotiation skills when delivering key advice to staff or the public
- Demonstrated experience using computer programs such as Microsoft Office
- Knowledge of applicable legislation and regulations for waste management operations.

**AUTHORITY:**

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

**KEY ACCOUNTABILITIES:**

- High level direction, coordination and leadership is given to staff and contractors to ensure Council's work is carried out efficiently, competently, and to contemporary standards within the set budget limitations and time constraints
- Ensure Waste Services section fleet is maintained in safe and serviceable condition
- Provide detailed reports on the condition and compliance with Council's standards and specifications
- Prepare and monitor annual Waste Services section budget
- Waste collections are provided in a timely and efficient manner meeting Council and customer expectations within established budget parameters

- Utilise highly effective communication and negotiation skills to resolve operational issues with stake holders at all levels both internally and externally
- Take steps to continue to provide a highly trained and competent workforce
- Determine training requirements for Waste Services section staff and ensure implementation
- Develop and meet agreed performance measures for staff and contractors in regard to customer satisfaction, efficiency, effectiveness, WHS and Chain of Responsibility requirements
- Exercise advanced knowledge and skills in a number of areas to solve operational, technical or service problems as required and implement.

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

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL)* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Supervisor immediately
- WHS001 – Matrix is attached.

#### **Corporate:**

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

#### **Equal Employment Opportunity (EEO):**

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### **Environmental Sustainability:**

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

### **DUTIES:**

- Prepare and review annual budgets and monitor expenditure in consultation with Manager Community Law Enforcement and Waste
- Direct and lead supervisors and operational teams in the completion of their duties and optimise resource utilisation
- Maintain regular communication with staff through regular tool box and other team meetings (minimum of 12 meetings within a calendar year)
- Ensure monthly status reports are prepared in relation to performance of Waste Services section against allocated budget
- Ensure the efficient coordination and assessment of suitable plant and machinery for the section and in doing so provide recommendations for the use, care, management, replacement and acquisition of plant and equipment
- Ensure effective application of project management principles for the work programs for staff and contractors
- Identify continuous improvement and innovative solutions for improving processes to increase productivity and efficiency within the section
- Prepare response correspondence to enquiries from, while not limited to, external and internal parties including Councillors, committees, senior Council staff and community members
- Ensure contractors and other service providers comply with Service Level Agreements and contracts
- Assist in special project works as delegated by the Manager
- Undertake investigations and prepare reports on various management issues relevant to the efficient operations of the section
- Review work instructions at least once a year or on a needs basis
- Ensure a timely, effective and constructive approach in managing employee relation matters, including initiating and finalising staff disciplinary matters consistent with the Enterprise Agreement and corporate policies and procedures
- Coaching supervisory staff to achieve corporate and section goals
- Ensure staff are adequately trained in waste collection procedures
- Assist in the preparation of technical specifications for tenders

- Liaise with contractors to ensure compliance with contracts
- Ensure effective service delivery to internal and external customers
- Prepare advertising, conduct interview and recommend staff for appointments
- Monitor the condition of vehicles weekly and ensure all identified damage is investigated and reported to management
- Report to Manager Community Law Enforcement and Waste on all accidents involving garbage vehicles
- Liaise with workshop daily regarding the availability and maintenance of vehicles for following day's collections
- Monitor daily runs and redistribute workloads as new areas come "online" to ensure compliance with Council's Enterprise Agreement
- Ensure the integrity of Chain of Responsibility and WHS documentation
- Ensure all requirements relating to WHS, Chain of Responsibility and Environment Protection Authority are adhered to
- Any other duties appropriate to this position as delegated by the Manager Community Law Enforcement and Waste.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT):

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Employee Sighted and Agreed:

Date:

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Supervisor Name (PRINT):

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Authorised by Supervisor:

Date:

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