



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Environment and Waste Services Manager		
<b>Position Number:</b>	348	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Works and Infrastructure	<b>Unit:</b>	Environment and Waste Services
<b>Salary Grade:</b>	15	<b>Award Band and Level:</b>	Band 3 Level 4
<b>Position Reports to:</b>	Director Works and Infrastructure		
<b>Staff Management:</b>	4 direct reports and approximately 60 indirect reports		
<b>Budget Responsibility:</b>	\$12.8 million		
<b>Date Created:</b>	1 November 2011	<b>Date Last Reviewed:</b>	21 March 2024
<b>Version:</b>	3	<b>Document Number:</b>	DOC2014/026071

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 500 employees and is responsible for a local government area of 1,950 square kilometres within the Hunter Valley of New South Wales, 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

### ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Directorate is responsible for the planning, design, delivery, operations and maintenance of all Council public infrastructure. The Directorate is made up of the following units;

- Works and Operations
- Infrastructure
- Asset Planning
- Open Space and Community Facilities
- Environment and Waste Services

The Environment and Waste Services unit is responsible for developing, implementing and evaluating Council's environmental and biodiversity policies, strategies and plans.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 3.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The primary objective of the position is to effectively manage the functional areas Waste Services and Environmental facilities including planning and policy, financial reporting, and people management.

The role provides leadership and direction to deliver key objectives in Council's Community Strategic Plan and Delivery Program, waste management, environmental sustainability and natural resource management.

Provides support to the Director Works and Infrastructure and works closely with other Managers within the organisation.

## KEY ACCOUNTABILITIES

1. Provide strong leadership to the staff in the Environment and Waste Services unit including goal setting, delegation, performance management, staff development, succession planning and fostering a high morale, high performing team.
2. Lead the way in best practice for environmental sustainability and natural resource management.
3. Manage Environment and Waste planning, policy and operations. Develop strategies to meet current, medium and long term needs of State and Local Government sustainability principles.
4. Contribute and support the achievement of the objectives of the Cessnock City Council Community Strategic Plan and Delivery Program including providing input to the Management Plan.
5. Plan and manage the cost-effective delivery of waste management services and operation of Council's waste management facility.
6. Monitor Council relationships with Landcare groups, State Government, water authorities and other key stakeholders to ensure timely provision of information to meet project and broader objectives.
7. Provide specialist advice to Council, Executive Leadership Team and staff on compliance with relevant legislation relating to biodiversity and environmental protection for Council operations.
8. Manage Council's waste management and environmental sustainability systems and processes to support and provide sound governance relating to financial reporting and long-term resourcing strategies as required under the IP&R framework.
9. Ensure that the Director Works and Infrastructure is kept informed of waste management and environmental sustainability issues which may affect the operations of Council or its relationship with customers or the general public.
10. Develop and promote a culture of continuous improvement, reviewing and monitoring work practices, processes, procedures, systems and policies to ensure their efficiency, effectiveness, compliance with statutory and corporate requirements and with a view to continual improvement in service delivery.
11. Manage ongoing community and Councillor requests and provide professional and timely advice within the timeframes set by an adopted Customer Service Charter.
12. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Degree qualifications in Environmental/Civil Engineering, Waste Management or other relevant equivalent qualifications.
2. Demonstrated extensive experience in waste management with proven contemporary industry knowledge and proven experience in environmental and waste management planning, implementation and disposal within the principles of ecologically sustainable development.
3. Demonstrated experience in a leadership role, supervising a multi-disciplinary team within a complex socio-political environment and the proven ability to foster teamwork and co-operation with staff, and ensure that positive outcomes are delivered for communities and organisations
4. Detailed knowledge of statutory requirements and legislation affecting the management of the environmental sustainability and waste management functions, specifications and standards.
5. Proven ability to develop, promote and implement reforms, systems and policies within a continuous improvement environment.
6. Demonstrated high level of interpersonal, written and verbal communications skills, including public presentation skills with the proven ability to communicate with a wide range of stakeholders, both internal and external and build effective working relationships with people at all levels of the organisation.
7. Demonstrated knowledge, understanding and commitment to the implementation of Workplace Health and Safety Act requirements and safe work practices.
8. Current Class C driver's licence.

### Highly Desirable

1. Demonstrated knowledge of Quality Assurance processes and systems.
- 2.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: