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| **Title** | Waste Services – Development, Planning and Assessment Coordinator |
| **Classification/Grade/Band** | Band 2 Level 3 |
| **Group/Unit/Section** | Infrastructure Services / Waste and Resource Recovery / Waste Services |
| **Reports to** | Section Manager – Waste Services |

**Vision**

A vibrant organisation doing great things.

**Purpose**

To provide valuable services that strengthens and supports the Central Coast Community.

**Values**

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Positive and Be Safe. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Waste Services - Development, Planning and Assessments Coordinator is responsible for providing detailed waste and resource recovery advice and guidance on Development Applications, and providing valuable advice and support for the delivery and performance of Waste and Resource Recovery Services, and in line with Councils Resource Management Strategy actions and objectives.

The position of Waste Services - Development, Planning and Assessments Coordinator is required to provide quality customer service and create value for the community.

**Key Duties and Responsibilities**

* Assess development applications for compliance with technical specifications and alignment with Council policies and Strategies;
* Make recommendations and provide advice to both internal staff and external customers on waste and resource management items associated with development applications;
* Develop and continuously improve planning guidance documents that supports the construction of facilities that will enable the delivery of our waste aspirations and reflect contemporary waste practices in occupied properties;
* Develop programs/processes/procedures that monitor and report on construction waste management strategies, plans and targets which include waste tracking and reporting requirements to ensure safe and appropriate disposal and recovery of construction waste from developments;
* Engage with the community, architects, developers and builders to ensure Councils waste strategy and the NSW targets are embedded within development plans and post development occupation and use;
* As a Subject Matter Expert, provide expert technical advice and support to Councils planning sections and legal teams, and maintain extensive knowledge of contemporary waste management practices and methodologies that may influence development and planning objectives or outcomes;
* Develop awareness, knowledge and skills to provide interdepartmental support to ensure service delivery continuity when required;
* Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent’s skills, training and experience.

**Authority and Accountability**

* Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council’s Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
* Policy and procedures are readily available but the Waste Services - Development, Planning and Assessments Coordinator is required to choose the appropriate processes. Unusual problems may be referred for clarity of policy or direction;
* Decisions affect the work and activities of others within the section or from a specific project team;
* The work of the Waste Services - Development, Planning and Assessments Coordinator influences the community within a specified service line through the application of technical skill or application of regulatory requirements;
* The job Waste Services - Development, Planning and Assessments Coordinator is involved in the development and maintenance of appropriate safety or other standards, or provides instruction and/or training concerning such standards;
* Identifies requirements as an input to budget development;
* Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

**Personal Attributes**

* Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
* Represent the organisation honestly, ethically and professionally and encourage others to do so;
* Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
* Support initiatives that create an environment where diversity is valued.

**Interpersonal Skills**

* Write fluently in a range of styles and formats and tailor communication to the audience;
* Identify customer service needs, understand customer perspectives and implement responsive solutions.
* Build cooperation and overcome barriers to information sharing and communication across teams/ units;
* Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

**Business Enablers and Technical Skills**

* Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
* Use expertise and seek others assistance to achieve work outcomes;
* Ensure current work plans and activities support and are consistent with organisational change initiatives;
* Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
* Ensure that actions of self and others are focused on achieving organisational outcomes;
* Take account of financial implications and return on investment when planning financial transactions;
* Support compliance with records, information and knowledge management requirements of the organization;
* Be aware of procurement and contract management risks and actions to mitigate these;
* Evaluate progress and identify improvements for future projects.

**Team Work**

* Ensure team objectives achieve business outcomes that align with organisational policies;
* Plan and monitor resource allocation effectively to achieve team objectives.

**QUALIFICATIONS**

**Essential**

* Diploma Qualified in Planning, or Construction Design/Engineering Planning, or Construction Design/Engineering or related field OR demonstrated solid contemporary experience in the design, development, delivery and assessment of contemporary waste management facilities, services and practices, combined with ongoing professional development;
* Current Class C Driver’s Licence.

**EXPERIENCE**

* Demonstrated experience within a similar role within a medium to large organisation;
* Demonstrated knowledge and experience in the assessment of Development Application documentation and plan interpretation with reference to Development Control Plans and Waste Control Guidelines;
* Demonstrated experience in waste services, collections and disposal options, including both domestic and commercial practices;
* Demonstrated experience in implementing and applying principles of relevant Development Control Plans and associated Waste Control Guidelines;
* Demonstrated understanding of and experience in utilising project management principles;
* Proven ability to prepare succinct correspondence, reports and submissions including documentation for legal matters;
* Demonstrated experience in managing a high workload and applying time management principles to meet expectations of stakeholders;
* Demonstrated ability to build strong, credible relationships and influence, persuade or negotiate outcomes that add value to the organisation;

Key Relationships

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| Internal | External |
| Section Managers/Team Leaders | Members of the Public/residents/ratepayers |
| Other Council employees (not including direct reports) | Commercial/industrial/development representatives (e.g. Vendors, builders, clients) |
| Councilors | Community Organisations – service clubs etc. |
| Unit Managers | Professional/Industry associations |
|  | Consultants, solicitors and other professionals |
|  | State and Federal Government Agencies |
|  | Local Business |