

<b>POSITION TITLE:</b>	Manager Resource Recovery and Environmental Health
<b>POSITION NUMBER:</b>	10084
<b>AWARD:</b>	Contract
<b>AWARD CLASSIFICATION:</b>	N/A
<b>REPORTS TO:</b>	General Manager Communities
<b>DEPARTMENT:</b>	Communities

## ABOUT US

### Our vision

A progressive region creating opportunities for all.

### Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

### Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

## OBJECTIVE OF THIS ROLE

The Manager Resource Recovery and Environmental Health will lead, manage and coordinate all council's waste management, resource recovery and environmental health operations to ensure optimum efficiency and effectiveness in the delivery of service.

Reporting directly to the General Manager Communities, the Manager Resource Recovery and Environmental Health leads, organises, manages and provides senior management-level direction and oversight for all activities and operations of the environment and resource recovery section of council.

The Manager will hold excellent communication and stakeholder engagement skills, have demonstrated knowledge of regulatory and contractual compliance and drive change management initiatives to introduce and sustain new processes that contribute to the growth and durability of the operations and outstanding service.

## KEY RESPONSIBILITIES IN THIS ROLE

1. **Customer service.** Demonstrate high standards of customer service both internal and external to council modelling an efficient and practical approach to problem solving ensuring accountability and continuous improvement are a continual focus.
2. **Service Delivery.** Holds overall responsibility for the successful delivery and ongoing operation of environmental health, waste and resource recovery including the management of council's kerbside collection and all of council's resource recovery facilities.
3. **Technical Skills and Expertise.** Manage the day-to-day operation and management of council's Landfills and Resource Recovery Facilities ensuring compliance with relevant environmental permits. Provide professional advice and interpretation of legislation and regulations impacting on environment and waste matters. Oversee and work collaboratively with key stakeholders in the tendering and procurement of waste services, including management of risks associated with those processes.
4. **Information Delivery.** Manage and review council's waste related policies and strategic direction for Councils waste services. Prepare, manage and report on the budget for the business unit, its facilities, kerbside collections and associated waste projects, and take corrective action where required.
5. **People Management.** Lead, motivate, develop and support multi-disciplinary work teams, coordinating activities of the section supervisors to achieve organisational goals. Provide leadership and mentorship that encourages the business unit to create a continuous improvement culture and implement best practice management systems in their work areas.
6. **Strategy Development.** Lead research on waste related issues and develop innovative initiatives to divert waste from landfill, liaison with consultants and authorities, public communication and education, preparation of technical reports and advice, and contract/project control. Develop proposals and deliver programs to expand council's resource recovery services, in accordance with council's waste reduction and recycling plan as well as the Queensland Waste Strategy, including FOGO, container deposit and other related initiatives.
7. **Project Management.** Promote continuous improvement of council's environment and waste services to achieve waste minimisation, environmental and other recycling, and disposal objectives. Manage all waste contracts, ensuring compliance with contract requirements and obligations, including reporting and auditing.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Mandatory:

- Demonstrated knowledge and relevant experience in the waste and resource recovery industry, particularly as it relates to, and impacts upon, local government activities or similar including legislative requirements.
- Significant knowledge of the principles of waste avoidance and resource recovery and its integration with environmental planning and sustainability.
- Relevant experience with government waste and resource recovery management strategies and legislation relating to waste management and landfill management.
- Demonstrated experience in leading and implementing community waste and/or environmental education.

- Experience in developing, planning and delivering services and managing budgets and assets including capital project delivery and significant waste projects such as land rehabilitation.
- Proven ability to manage a multi-disciplinary team, work collaboratively and foster effective strategic and operational working relationships with people at all levels.
- Proven ability to lead, drive and achieve a strong customer service culture.
- Demonstrated high standards or personal ethics and integrity, high levels of discretion and diplomacy with proven ability for transparent and professional decision making.
- Excellent written and verbal communication, negotiation and interpersonal skills, including the ability to liaise with technical and non-technical staff/stakeholders at all levels.
- Knowledge of industrial relations, equal employment opportunity and work health and safety legislation and the capacity to develop a customer focused and ethical culture and an equitable, healthy and safe workplace.
- Ability to lead, motivate and drive outcomes with strong self-awareness and resilience.

**Desirable:**

- Demonstrated experience within a state or local government environment.
- Demonstrated change management experience.
- Significant experience in contract management, contract administration, business case development and grant funding.

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

**Mandatory:**

- Minimum of Queensland C class provisional drivers licence.
- Degree qualifications in Environmental Health, Waste, Resource Recovery or similar.

**Desirable:**

- Post graduate qualification in an associated discipline.
- Certificate IV WHS (or equivalent)

## KEY SELECTION CRITERIA

1. Tertiary qualifications in a relevant discipline at a Bachelor Degree (minimum).
2. Extensive experience in program development, planning and policy formulation and implementation, as it relates to the position in either the private and or public sector.
3. Significant experience in leading and managing multi-disciplinary staff.
4. Experience in working co-operatively with executive management, elected representatives, the community, and other stakeholders to achieve organisational outcomes.
5. Experience in strategy development and development of processes and systems to underpin the efficient and effective operations of an Resource Recovery and Environmental Health business unit.
6. High level knowledge of statutory requirements of various acts, regulations, codes of practice, standards and local laws relevant to the position and solid understanding and experience in risk assessment of projects, activities and tasks.
7. Demonstrated ability to deliver exceptional customer service, lead service improvement and adapt to and influence change.

## CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Queensland Local Government Act, 2009* and *Queensland Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

## ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment.
- Criminal history check.
- Qualification check.
- Reference checks.

## CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	4
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	4
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	4

Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	4
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	4
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	4
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	4
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	4

**A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.**

## GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said licence/qualification.

**Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature**

**Date**