

POSITION TITLE:	Senior Environmental Waste & Resource Recovery Officer
POSITION NUMBER:	10645
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Banded 5-6 <i>Provisions of this appointment pay level and progression to be in accordance with the applicable award.</i>
REPORTS TO:	Manager Resource Recovery & Environmental Health
DEPARTMENT:	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 Senior Environment Waste & Resource Recovery Officer is responsible for the delivery of environmental & waste and resource recovery projects and education campaigns (including auditing and data management), supporting the delivery of effective and efficient environmental, waste and recycling services. Working closely with the Manager Resource Recovery & Environmental Health, the Senior Environment, Waste & Resource Recovery Officer will assist with the delivery of both the environmental health services and the contractual management of our resource and recovery services. This will also include ongoing compliance with the Environmental Authority (EA), as well as compliance in accordance with council policies and procedures and relevant regulations and statutory requirements, customer expectations and performance targets.

KEY RESPONSIBILITIES IN THIS ROLE

- 1. Service delivery.** Successful delivery of projects, community events and education campaigns focused on promoting best value waste, recycling and sustainability outcomes, with the aim to support the delivery of the councils Waste Management Strategy. Engage with community and stakeholders to improve environmental health, waste and sustainability outcomes.

- 2. Technical skills and expertise.** Understand, interpret, administer and comply with relevant legislation (including Environmental Authority compliance) and Council policies applicable to the functions within the environment & waste services unit. Assist with the management, delivery and auditing of council's waste and recycling services, both inhouse and contracted. Provide accurate and professional advice to staff and community, regarding environment, waste and sustainability.
- 3. Project Management.** Assist in planning, implementation, and tracking of environment & waste projects, including monitoring progress and specified deliverables. Provide professional support to implement waste management projects and programs and deliver specified outcomes within agreed scope, timelines and budget.
- 4. Contract Administration.** Ability to identify, understand and address relevant issues, to ensure effective project and contractor management and alignment with organisational objectives. Develop and review contract and tender documents under the direction of the Coordinator and in line with legislation, council procedures and best-practice processes.
- 5. Waste & Environmental Services Support.** Perform project and service administration duties as well as any other duties as directed, including the provision of professional support to the Environment & Waste Services team to ensure timely service provision and accountability in the delivery of all relevant projects/services. Provision of support and contribution to production of reports for council.
- 6. Teamwork.** Working collaboratively across the organisation, sharing knowledge and experiences. Identification of potential opportunities for innovation and improving the efficiency and effectiveness of Council's operations.

Additionally, you may be required to conduct other duties as lawfully directed by the Coordinator or Manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Knowledge and understanding of waste management and resource recovery issues / practice, including the current waste industry and State Government environment, and potential funding sources for initiatives by Council.
- Demonstrated skills in report writing and contractual documentation from the development of tenders through to the procurement and project delivery stage including contractor management.
- Advance word processing and project /data management skills and knowledge of a broad range of digital corporate office systems (including but not limited to the Microsoft suite of applications), with experience in the analyses of numerical data.
- Experience in developing and maintaining professional and productive relationships to facilitate the waste strategy outcomes of council.
- Highly developed written and presentation skills including the ability to communicate complex ideas and issues to a variety of audiences.

Desirable:

- A comprehensive understanding of the current national, state, regional and local policy context for environmental sustainability, environmental health, waste management and resource recovery, relevant to local government.
- Demonstrated event management planning skills.
- Experience in delivering projects, with experience delivering capital improvement projects being desirable.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Qualification/s and or relevant experience demonstrated in sustainability, environmental science, environmental management, project management, environmental education or a related field.
- Minimum of Queensland C class provisional driver's licence
- General Construction Induction Card or ability to obtain one prior to commencement.

KEY SELECTION CRITERIA

1. Demonstrated experience in managing resource recovery/ waste management projects and contracts and state legislation including the waste levy.
2. High level experience navigating and utilising online document management systems to inform and support compliance investigations.
3. Complex working knowledge of waste and environmental legislation.
4. High level oral and written communication skills including the ability to compile comprehensive reports.
5. High level computer literacy including demonstrated experience using Microsoft Word, Excel, Outlook, e-Plans, online mapping and Council Information Systems and the internet more broadly.
6. Demonstrated ability to provide quality assurance in customer service.
7. Strong interpersonal and time management skills that will contribute to the efficiency of a small team.
8. Ability to assess and initiate things independently with careful attention to details.
9. Demonstrated experience in meeting deadlines and working in a fast paced environment.

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 systems, process and people improvement opportunities, contributing and actively implementing any organisational and departmental change management initiatives.

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.
- 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.	2
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.	2
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.	2
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.	2
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.	2
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.	2
Customer service	Aligning your behaviour with the customer service charter, Operational Plan KPIs, (or any other established performance indicator of the council), to ensure both internal and external customer needs are met, taking a positive attitude, showing commitment and having a can do approach. Endeavoring to exceed customer expectations in every transaction.	2
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	2

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 competency, 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 competency/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
