

Program Manager Waste & Circular Economy

Role purpose

The role manages the operations associated with the waste services provided by the City, and management of internal and external corporate reporting and strategic and legislative requirements related to the area. The role is responsible for the planning, implementation, and delivery of outcomes under the City's Waste Management Strategy, City Resilience Unit Plan, and Capital City Strategic Plan.

Role overview

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| EA and Classification | Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 5 |
| Position Description Number | 5820 |
| Number of direct reports | 4 |
| Responsible for total staff | 4 |
| Delegations and Authority | \$25,000 |
| Budget level | \$8m operational |
| Division, Unit, Team | City Life Division, City Resilience Unit, Waste and Circular Economy Program |
| Immediate Manager | Manager City Resilience (9807) |



Role accountabilities Key result areas

Unit

- Manage the City's participation in a range of waste management initiatives/programs and long-term strategic planning, through research, feasibility assessments, preparation of project briefs, and management of internal staff, consultants, and contractors.
- Manage contracts relevant to the waste area, including but not limited to; kerbside services, landfill processing, and technical consultancies.
- Manage the corporate reporting required of the Unit, including but not limited to: Environment Protection Notices, National Pollutant Inventory, Internal and External audits (financial and environmental), Unit plans, Quality Assurance requirements, Annual Reports, Certification Audits and other requirements as they arise.
- Manage the operational budget for the Waste and Circular Economy Program.
- Manage the Capital Works budget including new assets and renewal infrastructure for the Waste and Circular Economy Program.
- Manage the City's involvement in regional/joint programs and services as they relate to the waste and circular economy area.
- Manage the waste acceptance related requirements and activities arising from emergency management occurrences.
- Review (and prepare submissions to) regional, state and federal strategic waste and resource recovery policy and programs on behalf of the City.
- Prepare high level detailed and specialised technical information and advice to senior management and the Council on waste on operational and strategic circular economy related matters.
- Prepare contract specifications and manage tender processes in association with the City's procurement Unit.
- Research, investigate, and implement policies and programs to reduce waste to landfill and increase resource recovery and drive circular economy.
- Oversee data collection and analysis as it relates to the waste and circular economy program, and as required to meet regulatory and other requirements.



Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Qualifications and licences

Essential

- Completion of a tertiary degree qualification in a relevant field, and a high level of relevant practical experience. Extensive knowledge of the waste and circular economy field.
- Significant contract management, budgeting, and business management skills, with a strong understanding of regional and state activities and policy frameworks as they relate to waste and circular economy.
- Current Registration to Work with Vulnerable People.
- Current Driver Licence.



Selection criteria

Knowledge and experience

1. Knowledge of waste management, resource recovery, and circular economy policy, programs, strategy and principles as they relate to the Local Government setting.
2. Experience in regulatory compliance and legislative frameworks within the scope of the role.

Skills and competencies

3. Manage the delivery of strategic objectives under the Waste Management Strategy, the City Resilience Unit Plan, and the Capital City Strategic Plan.
4. Extensive knowledge and understanding of the operations and management of waste services, including waste management centres (landfill and resource recovery operations) and other waste operations undertaken by the City.
5. Extensive contract, program, and project management skills.
6. Experience with policy and strategy development associated with the waste and circular economy field.
7. Ability to work flexible and effectively within a team environment and manage the work of staff, consultants, and contractors.
8. Experience in environmental management systems, environmental auditing, and preparation of environmental management plans.
9. Experience in preparing and implementing waste reduction and circular economy programs.
10. Highly-developed communication skills, extensive experience in the preparation of written correspondence and reports to senior management and the Council.

Behavioural competencies

11. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.



Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

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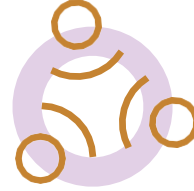
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



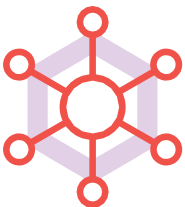
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.



City of HOBART