

POSITION DETAILS

Position Title:	Resource Recovery Officer	Position Grade:	9
Department/ Directorate:	Business Infrastructure/City Works	Position Status / Hours per Week:	Permanent/35 hrs per week

PRIMARY PURPOSE OF THE POSITION

Within the Waste Section and across its relevant accountabilities your primary purpose is to:

- Develop and implement waste reduction programs and projects in accordance with Council's resource recovery targets and the NSW EPA Waste & Sustainable Materials Strategy 2041 with the following outcomes:
 - Conduct regular inspections of Multi-Unit Dwellings to assess the condition of waste services
 - Coordinate the distribution of educational resources.
 - Develop and manage Council's relationships with key stakeholders in multi-unit dwellings
 - Engage community and businesses in waste minimisation and avoidance
 - Encourage participation in reuse programs
 - Address contamination issues in residential bins
 - Investigate service improvement opportunities for resource recovery and waste diversion
 - Promote Council services to encourage waste diversion and compliance with best practice waste services
 - Represent Council at meetings and waste forums where required
- Investigate/implement future options for Food Organics recycling
- Provide high quality Customer service for waste related issues and inquiries:
 - Liaise with Customer Service and the appointed Waste Services Contractor to ensure customer enquiries and complaints are resolved efficiently and effectively
 - Undertake waste administrative tasks when required
- Work as part of a team to:
 - Develop, review and implement the annual waste education/communication plan ensuring that resource recovery targets are met
 - Support Contract administration of domestic and commercial waste as and when required
 - Provide operational support within the waste team as and when required
 - Conduct Community events in accordance with the requirements of the Department Business Plan
 - Identify potential sources of funding for projects and complete applications for securing such funding
- Carry out other duties as directed consistent with the experience, skills and training of the incumbent

SELECTION CRITERIA

Education/qualifications

- Tertiary qualifications in a relevant area such as Waste Management, Sustainability, Environmental Management, Business, Project Management or similar, **or** relevant technical skills and experience in a similar role, ideally in the Waste industry

Essential Experience & Skills

- Experience in coordinating and managing waste and recycling programs
- Well-developed written communication and presentation skills
- Strong customer service focus
- Extensive knowledge of waste and resource recovery initiatives
- Able to develop, implement and monitor programs to achieve desired outcomes within quality, time and cost requirements
- Proven ability to develop and implement targeted marketing & information campaigns
- Self-motivated and results-focused with proven ability to work independently to achieve agreed objectives and work goals
- Strong level of computer literacy using MS applications including publishing software
- Ability to apply WHS principles and objectives in the workplace
- A current driver's licence

Personal attributes

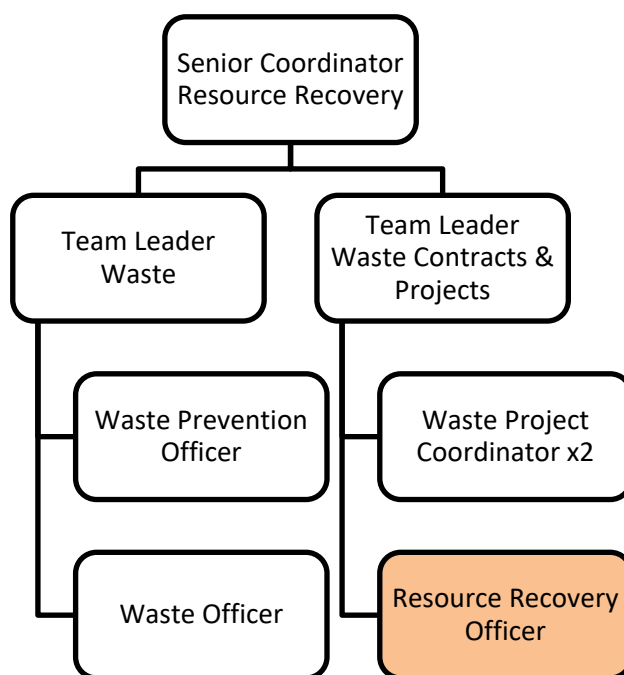
- Innovative approach to community engagement
- Enthusiastic and co-operative disposition
- Strong teamwork approach
- Shows initiative and able to problem solve

Desirable qualifications, experience or skills

- Strong strategic and analytical skills with experience interpreting policy and legislation
- Experience working with Food Organics/Food Organics & Garden Organics waste processing
- Experience in day to day waste operations
- Experience working with culturally and linguistically diverse community/s.
- Bilingual language skills

Please note: In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works and Infrastructure Directorate of the organisation.

- Domestic waste, recycling and kerbside service
- Waste education service

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery

CORPORATE ACCOUNTABILITIES

15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. A copy of the current delegations from the General Manager is to be reviewed and signed by the employee on commencement.

Employee's Name	
Employee's Signature:	
Date:	