

POSITION DETAILS

Position Title:	Waste Prevention 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

The primary purpose of this position is to contribute to a reduction in illegal dumping and non-compliance to DA conditions of consent regarding management of waste. To achieve this aim, the role requires the incumbent to develop and deliver education programs to a variety of stakeholders including, businesses, community groups, developers and similar, regarding waste management and illegal dumping.

The position holder is a member of the Waste/Resource Recovery team in the Business Infrastructure department but will also include working closely with the Community Services & Rangers team in carrying out the following duties:

- Assisting in the development of Waste prevention strategies and information material to assist the community and businesses in reducing illegal dumping and littering.
- Developing and implementing specific projects to support Illegal Dumping and Littering strategies
- Carrying out pro-active patrols in the City of Ryde LGA to identify illegal dumping as well as monitoring of building sites to ensure compliance with Waste DA Conditions of Consent during Construction
- Issuing of infringement notices and similar orders in situations of illegal dumping and littering
- Carrying 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, Business, Project Management or similar, **or** have proven experience in a Compliance, Enforcement or similar role, ideally in the Waste industry
- Current NSW drivers' licence

Essential Experience & Skills

- Experience in carrying out pro-active patrols or similar compliance activities, ideally with an illegal dumping and littering focus
- Experience in the issuing of infringement notices
- Strong customer service focus
- Excellent interpersonal and negotiation skills
- Well-developed written communication skills
- Strong analytical skills with experience reviewing and interpreting Acts, Regulations and similar legislation

- Ability to develop and implement education strategies in relation to illegal dumping
- Self-motivated and results-focused with proven ability to work independently to achieve agreed objectives and work goals

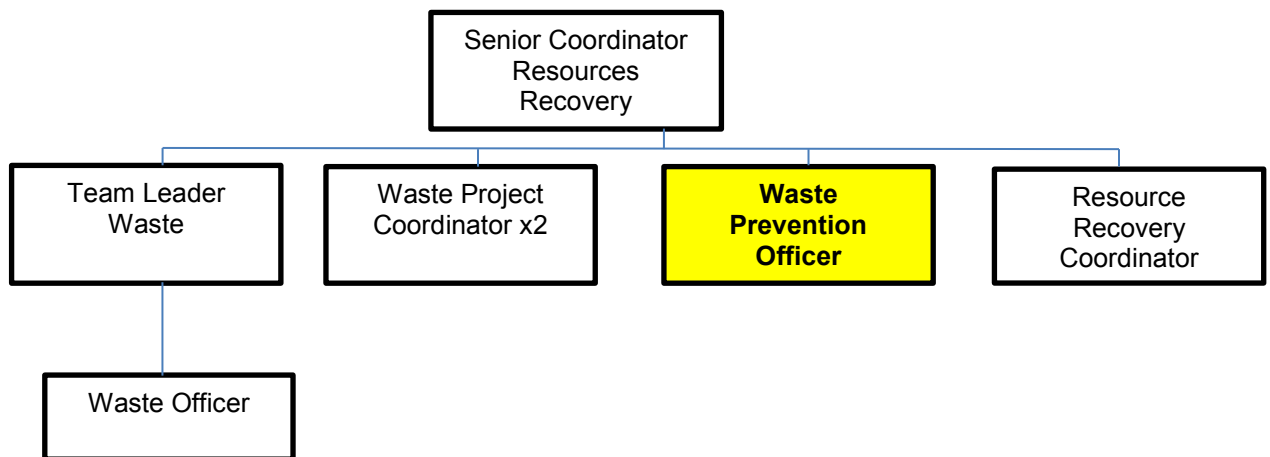
Personal attributes

- Able to remain calm in conflict situations
- Strong teamwork approach
- Able to use initiative to solve day to day work issues

Desirable qualifications, experience or skills

- Certificate IV in Local Government (Regulatory Services) or equivalent
- Practical experience with communication & service within a culturally diverse community.
- CLEO training NSW Police Academy or Online SEINS Training
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES

91	<ul style="list-style-type: none"> • To work cooperatively and collaboratively across the waste team to undertake agreed and approved illegal dumping education and promotion • To undertake stakeholder consultation and liaison activities including delivering presentations and talks as required. • To manage Council's surveillance resources including undertaking overt patrols as required, and managing relocatable covert camera systems, to ensure they are operational and actively being monitored to detect and identify illegal dumpers. • To assist in the preparation of strategic documentation, operational policy, procedures and checklists; delivery of statutory notices and instruments; briefs of evidence, correspondence, reports and written materials as required. • To keep up to date, maintain a sound working knowledge of and operate in accordance with relevant legislative and regulatory requirements and obligations related to illegal dumping
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91	<p>investigation and enforcement operations and activities.</p> <ul style="list-style-type: none"> • To provide illegal dumping related data management and reporting for corporate, business, regulatory and EPA. For example RID Online • To manage illegal dumping enquiries, reports and complaints and to coordinate clean-up operations of dumped material in a timely manner • Proactively patrol the LGA for illegal dumping & littering • Work with the Compliance Rangers to meet outcomes of the Waste Strategy • Investigate all CRM complaints in accordance with service level time frames, policies and procedures • The ability to deal with the public in a pleasant and professional manner • Carry out regular patrols of building sites to manage compliance with Conditions of Consent during the Construction phase and ensure Illegal Dumping and Littering is managed • Respond immediately to any public safety complaints • Prepare and serve notices and orders taking into account legislated requirements and timeframes • Follow Council procedures and policies • Issue infringement notices/warnings for breaches of any offence within your delegated authority
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CORPORATE ACCOUNTABILITIES	
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
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.

DELEGATIONS

Please note that this position holds delegations pursuant to section 378 of the Local Government Act and a copy of the current delegation from the General Manager will be issued on commencement.

DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

Employee's Name	
Employee's Signature:	
Date:	