

Position Description

CORPORATE INFORMATION

Position title	Manager Environment and Resource Recovery		
Directorate	Community Sustainability	Branch/Section/Unit	Environment and Resource Recovery
Position number	1590	Level	Contract
Non Award	Common Law Contract role		
Line Manager	Director Community Sustainability		
Direct reports	Officer Administration Waste Coordinator Environment Services Coordinator Biosecurity Coordinator Resource Recovery		
Indirect Reports	Staff from the following functions: Environment Services Biosecurity Resource Recovery		

SCOPE OF POSITION

This role provides oversight for a range of functions, and as such is responsible and accountable for the leadership, management, and balance of both strategic and operational delivery within the ambit of this role. This role reports to an Executive Management Team member, and must demonstrate behaviours that are in alignment with Council values and transparency in the way work is performed and delivered.

Position Summary

This role will manage the functional areas of Environment, Biosecurity and Waste and Resource Recovery Services with a focus on continuous improvement, to enhance Council's approach to environmental sustainability. A focus will be to lead the team in innovative environmental projects, the development of key environmental policy and strategy that delivers improved environmental outcomes as well as the delivery of council's Resource Recovery services.

Key Responsibilities of the Role

- Lead and manage a team of professional staff in the functional areas of Environment Services, Biosecurity and Waste and Resource Recovery to maintain and enhance the Gympie regions natural environment, and sustainability outcomes for the community.
- Protect and enhance the wellbeing of the community through the provision of environmental management, bushfire mitigation programs, biosecurity programs, and waste management programs.
- Provide high level technical advice on environmental and resource recovery policy, strategy and programs that provide sustainable outcomes and conservation of the natural environment across the Gympie region.
- Meet the compliance objectives for Council in regard to waste facilities management and biosecurity functions for the Gympie Region.
- Manage council's programs and obligations under the Biosecurity Act 2014.
- Manage a multi-functional budget with the ability to forecast to ensure the highest level of service provision to Council's customers.
- Provide high level advice and over oversight of Council's procurement processes and contract management for the functional areas of the branch.
- Develop and implement strategies and policies for Council's environmental activities and commercial and domestic waste management responsibilities.
- Provide accurate technical advice on the management of Council's landfills, resource recovery and transfer stations.
- Develop and implement waste education programs and projects which respond to key issues in Council's Environmental Strategy and Waste Strategies.
- Promote and foster a positive team approach to the delivery of timely and accurate assessments, advice and documentation.
- Develop and maintain positive working relationships with all customers and stakeholders.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

Desirable Licence/Competency (Ticket) Requirements

- Nil

Essential Knowledge/Skills/Qualifications Criteria

- Tertiary qualification in either Environmental Management, Environmental Health, Waste and Resource Recovery, and/or extensive experience in a like field of work.

- Extensive knowledge of current trends and practices in a combination of environmental management, biosecurity, waste and resource management.
- Demonstrated high level communication skills (interpersonal, oral, and written) with a proven ability to effectively consult, negotiate and resolve conflict in order to influence or enable change while building and maintaining positive stakeholder relationships.
- Demonstrated ability in managing multi-disciplinary teams to foster a positive workplace culture, while developing staff and maximising performance through effective individual and team management.
- Significant senior leadership experience in a local government, environmental or waste management industry.
- Demonstrated experience in local government procurement processes and contract management.
- Demonstrated ability in managing multi-functional budgets with the ability to forecast to ensure the highest level of service provision to Council's customers.
- Demonstrated ability to create and deliver a continuous improvement approach for Council.

Desirable Knowledge/Skills/Qualifications Criteria

- Post graduate qualifications in a related discipline.

Physical Requirements of the Position

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg.
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg.
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To leave a positive legacy for future generations by embracing progress through good planning and efficient service delivery.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.