



**Lead and work with
our community to build an
inspired, connected
Macleay Valley**

Position Description

Title: Waste Resources Officer (Position 2024)	Award Classification: Band 2, Level 3
Department: Commercial Business	Salary Classification: Grade 5
Tenure: Permanent Full Time	FTE: 1

Context:

The Waste Resources Officer operates in an environment of regulatory, environmental & other compliance change. The position is required to assist Council & its community meet the waste minimisation & resource recovery goals of the Council & other levels of government.

Waste Services are within the Commercial Business group of Kempsey Shire Council & manage all aspects of waste across the local government area. Improving how we do things is key to our success as we strive for innovation, efficiency & best practice waste management in our Shire.

Role Purpose:

A diverse role within the Waste Services team that will assist Council to develop & deliver Council's Waste & Education Strategy & best practice waste management service.

The position will be primarily responsible for coordinating & compiling data to help manage compliance, performance, contractual obligations & strategic goals. There will also be project work including community engagement & education delivery.

Key Accountabilities:

- Manage waste data for analysis, reconciliation & regulatory compliance to provide sound, timely, accurate advice & reporting
- Assist with the management of waste contracts, licences, tenders, grants & surveys
- Assist with development of waste education resources, promotional programs & delivery
- Promote best practice waste management & resource recovery to staff & community
- Liaise with residents, body corporates, businesses, managing agents & event organisers
- Ensure all allocated correspondence & work orders are processed in accordance with Council performance targets
- Represent Council &/or Midwaste at Waste Forums, when required
- Investigate & develop opportunities to expand Council's waste recovery outcomes
- Perform other reasonable duties as directed by General Manager or their delegate

Core Competencies:

- University degree or TAFE Diploma in a related discipline (business administration, waste management, environmental science, education) or equivalent studies with demonstrated experience in the waste management industry, specifically in:
 - Landfill & Resource recovery management & its relationship to Local Government
 - Project/contract/financial/data management & regulatory compliance reporting
 - Waste education development, design & delivery (presentations/materials/face-to-face)
- Sound analytical & reconciliation skills with good computer skills in Word, Excel, Outlook, PowerPoint, with an ability & interest to learn to efficiently use other key applications
- Excellent interpersonal skills, demonstrated sound written & oral communication skills with proven ability to engage with a broad range of customers and stakeholder groups
- Demonstrated ability to complete administrative tasks with a high degree of accuracy, in a timely manner & able to cope well under pressure
- Ability and desire to evolve with changing market & regulatory conditions to consider options, develop solutions & decide on action using research, analysis & innovation
- Actively participating in regular performance reviews consistent with Council’s Performance Development System & relevant Staff Policies
- Assist in achieving outputs, performance measures & objectives of the Section, Unit, Department and Council
- Comply with Council policies, procedures & values (listed bottom of page below)
- NSW Class C Drivers Licence & Workcover OH&S Construction Induction Training Certificate

Desirable attributes:

- Personal commitment to best practice waste management and quality work provision
- Ability to investigate matters, write technical reports & prepare correspondence
- Confidence to present waste education to groups &/or facilitate meetings
- Proven ability to work with minimum supervision & as part of a multi-disciplinary team
- Other qualifications & licences beneficial to the role/team
- Experience or willingness to drive with a trailer to provide operational relief mobile CRC
- Willingness to work at various sites to assist Waste Services team at our waste facilities



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Supervision Received:

This role reports to the Coordinator Waste Services.

Supervision Exercised:

Nil.

Role Authorisation:

.....(Manager Signature) Date

Role Acceptance & Accountabilities:

The work of the role has been discussed & explained to me & I expect to be held to account for work performed in accordance with this role.

.....(Role Incumbent's Signature) Date