

Our organisation prides itself on getting results, training and development, valuing diversity, community partnerships and excellence in customer service.

Position Title:	Temporary Waste Manager (Maternity Relief)	Department:	Planning and Community Development
Reports to:	Director of Planning and Community Development		
Subordinate Positions:	Waste Co-ordinator, Waste Leading Hand, Waste Operators, Waste Support Officer		
Classification:	Band 3 Level 3, Grade 16 Step 1 \$1,603.50 to Step 3 \$1,723.75, depending on relevant qualifications and experience.	Additional Benefits:	9.5% Superannuation, Ability to Salary Sacrifice Rostered Day Off Relocation Assistance (if applicable) Uniform Allowance Leaseback vehicle option
Basis of Employment:	Temporary Full-Time 35 Hours per week –up to 12months	Location:	Max Centre Arcade Balo Street, Moree
Employment Condition:	Local Government (State) Award 2017	Vacancy Ref:	

POSITION OBJECTIVES

1. To manage and coordinate Council's waste management operations across the organisation to ensure optimum efficiency and effectiveness in the delivery of waste services while enhancing both short and long term environmental outcomes
2. To deliver a high level of customer service and satisfaction for all stakeholders
3. To lead the waste management team in the operation of Council's Waste Management Facilities ensuring full compliance with Council's statutory obligations including but not limited to environmental management and work health and safety.
4. To undertake strategic planning and development of Council's waste operations and facilities
5. To develop and review policies, procedures and guidelines relating to the waste function of Council
6. To develop, oversee and deliver educational programs throughout the community.

ACCOUNTABILITIES

1. To the Council:
 - a. Compliance with all Council's Policies, Procedures, Guidelines in particular relating to the waste function of Council.
 - b. The effective and efficient operation of the waste function within budget and in consistency with Council's Community Strategic Plan and Operations Plan.

- c. Reporting and advising the Director, Planning and Community Development, MANEX and Council's Elected Representatives as required.
2. To the Community:
 - a. The effective and efficient operation of waste management services to meet community needs
3. To Other External Stakeholders:
 - a. The NSW Environmental Protection Authority by ensuring compliance with all licencing requirements
 - b. The adjoining Councils of Narrabri and Gwydir Shires in the coordinated management of the waste contract across the Shires
 - c. The waste industry through active participation in regional waste organisations such as NIRW

OBLIGATIONS TO THE ORGANISATION

1. To cooperate with Council in order to comply with legislative requirements under the Work Health and Safety (WHS) Act, Work Health and Safety Regulations and model Codes of Practice, NSW Anti-Discrimination Act 1977, and the Moree Plains Shire Council Code of Conduct and the Local Government Act 1993 in particular through understanding and applying the obligations as they relate to both a manager and a worker.
2. To promote a positive image of the Council to members of the public and professional contacts through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
3. To maintain awareness of Councils overall strategic directions, core operations and businesses, including their functions, plans and objectives.
4. To perform other duties as required, provided such duties are within the limits of your skill, confidence and training and provided such duties do not promote a narrowing of your skill base.

KEY RESULT AREAS

1. The waste management team runs effectively and efficiently with overtime effectively managed.
2. Effective and regular liaison occurs across the organisation on waste-related matters, including but not limited to the Environment and Compliance section, the Communications section and the Water and Sewer section.
3. The Waste Management Facilities are operated in accordance with their licenses and in line with industry best practice
4. Reporting to all external agencies is completed accurately and on time.
5. Regular educational programs are designed and implemented including to industry, commerce and the public to complement Councils waste minimisation goals
6. Special waste projects and opportunities that arise from time to time are actively pursued including coordination with other relevant areas of Council, the public, and other relevant external stakeholders.
7. A Waste Strategic Business Plan for the Shire is developed, implemented and revised as necessary.
8. Management of the Waste Sections operations and project budgets are within Council allocated funds and are conducted in accordance with Council's policies and procedures including financial reporting.
9. Ensure that when enforcement action is required, such action is taken expeditiously.

10. Exercise sound judgement, and a high degree of initiative, confidentiality and sensitivity while taking responsibility for your own actions.
11. Knowledge of key legislation, regulations and guidelines and the ability to apply these in a practical setting, including:
- *The NSW Local Government Act, 2003* and associated regulations
 - *The NSW Protection of the Environment Operations Act 1997* and associated regulations
 - *The NSW Waste Avoidance and Resource Recovery Act 2001* and associated regulations
 - *The NSW Environmental Planning and Assessment Act 1979* and associated regulations

DUTY STATEMENT

Duties shall include but not be limited to:

Financial:

- Manage budgets for the waste management functions to ensure that these remain within budget, or that where variations are required, these are for sound operational or strategic reasons
- Develop the annual budget for the Waste section, including fees and charges and present this in the context of levels of service.
- Provide waste management input into the ongoing review of Council's Long-Term Financial Plan and Delivery Program/Operational Plan including the development of a 10 year forward program.
- Ensure accurate and robust systems are in place for the handling and management of fees and charges and that these are managed in accordance with Council policies and procedures.
- Budget development and management including associated reporting
- Contract and project management including procurement

Operational Management:

- Deliver Operational Plan projects on time and on budget
- Manage Council's waste collection and landfill contracts.
- Ensure Waste services run efficiently and comply with relevant legislation.
- Prepare and submit reports to relevant external agencies accurately and on time.
- Liaise with EPA & and other Government agencies on Council's behalf
- Develop, implement and review work practices and operational activities at all waste management sites and across all waste management operations to ensure compliance with Landfill Environmental Management Plans and Landfill Licence Conditions.
- Develop and implement systems for the collection and collation of accurate waste disposal data to meet Landfill Environmental Management Plan and Landfill Licence Conditions requirements or objectives.
- Liaise with and update the Director, Planning and Community Development on any emerging issues, and ensure that they are kept informed of key operational and/or strategic issues as they might arise
- Manage condition assessment and rehabilitation investigations for Waste Facilities
- Ensure that all waste services records systems are effectively maintained.
- Work with Council's Asset Management Team to facilitate effective asset management in the Waste section including site assets, equipment and machinery.
- Ensure that the PIRMP for each licenced waste activity is reviewed and updated annually.
- Manage and administer Council's waste collection and waste processing and disposal contracts to ensure compliance with contract conditions.

Staff Management:

- Work effectively with the Waste Coordinator and Leading Hand in ensuring a high level of staff performance
- Supervise operational staff and contractors including work scheduling and performance assessment.

- Supervise the support officer
- Organise Waste specific staff training as required in landfill operations and waste.
- Manage the Waste Staff Roster & Overtime in a fair manner, and in a way which avoids any unnecessary overtime
- Attend and manage, as relevant, toolbox, section, managers and departmental meetings
- Ensure compliance with Council's Code of Conduct, WHS and EEO policies and procedures.
- Initiate and support recruitment as necessary to maintain an appropriately skilled and experienced workforce, including providing for succession planning.
- The management of operations staff including staff development and WHS obligations

Policy and Strategic

- Develop new strategies for efficient and effective waste disposal within the Shire utilising environmentally sustainable development (E.S.D.) principles.
- Develop and manage Council's Waste WHS, SWMS & SOPS
- Develop and manage Council's Waste environmental management plans
- Develop & Implement Waste Policies and procedures
- Review, analyse and implement the latest initiatives and technologies in waste minimisation and management
- Ensure input to Council's long term strategic planning, including the Community Strategic Plan.
- Ensure the section is well-prepared for the end of any contract and that appropriate frameworks are in place to manage contract change and/or transition.

Compliance

- Investigate littering and illegal dumping and suggest appropriate legal action, in conjunction with Rangers.
- Assist as necessary in any compliance activities relating to dangerous or hazardous materials, including but not limited to asbestos.
- The effective management of solid waste from generation to ultimate disposal.

Public and Community

- Respond to inquiries, complaints and concerns, from Councillors, customers and Council staff in a timely, friendly and professional manner.
- Undertake community consultation programs, and develop and implement Community Educational Waste Management Campaigns and Programs.
- Coordinate and attend public meetings as required by Council.
- Oversee and assist with maintaining the Customer Request database for waste complaints and ensure enquiries are followed through.

External Stakeholders:

- Actively participate in regional waste management initiatives on Council's behalf through NIRW and represent Council on this body.
- Review Waste Management Plans for Development Applications and conditions in a timely manner and in accordance with any agreed levels of service

Other:

- Attend and present at meetings of Council or groups of councillors as may be required
- From time to time, undertake other duties as required.

Physical demands of the position:

The successful applicant will be required to maintain regular immunisation against infectious diseases relevant to the position. Verification of completed immunisation must be supplied by the individual to Council for our records. A signed release authority for MPSC to access relevant health information from your practitioner forms a compulsory requirement to control risks and to facilitate the health management program for the incumbent of this position.

(Note: A job matched pre-employment health screening will follow interviews to ensure MPSC does not place your health and safety at risk if you are offered this position).

SELECTION CRITERIA

Essential Criteria

- Tertiary qualifications at Degree level in Asset Management (Waste Management), Environmental Science, Environmental/Natural Resource Management or other appropriate related discipline.
- Extensive practical experience in business planning, contract management and procurement.
- Excellent budget development and financial management skills.
- Comprehensive understanding of key legislation, regulations and guidelines as outlined within position description relevant to this role.
- Excellent organisational skills and the ability to effectively negotiate and liaise with all stakeholders, ability to learn new skills and adapt to changing situations.
- Highly developed computer skills, written and verbal communication skills with a strong customer focus and the ability to communicate effectively with people at all levels.
- Well-developed interpersonal skills, ability to lead a cohesive team environment, maintain positive relationships with internal and external stakeholders.
- Good analytical skills, work effectively under pressure, to manage time, plan, organise and prioritise own work and that of a team to achieve defined outcomes with a high level of accuracy and a strong attention to detail.
- Current Class C Driver's Licence.
- Hold a WHS General Construction Induction Card.

Common Criteria

- Be prepared to work under Council's Policies and procedures including Work Health and Safety, Equal Employment Opportunity and Code of Conduct.
- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Be willing to commit to further training and development, as required.
- Have a Unique Student Identifier code. (This can be obtained at <http://usi.gov.au/create-your-USI/Pages/default.aspx>)

Desirable Criteria

- Qualifications in Project Management.
- Knowledge of and experience in regulatory and compliance activities related to waste and waste management.
- Knowledge of environmental management within local government context.
- Experience working with and on regional groups and associations.

PLEASE NOTE:

- As a new employee of Moree Plains Shire Council (MPSC) you will be required to fully comply with MPSC's drug and alcohol policy and procedures. Your Council induction will include the requirements of these documents.
- Non-Australian applicants for all positions with Moree Plains Shire Council must be eligible for an Australian Working Visa.
- All employees of Council are required to hold a WHS General Construction Induction Card and Have a Unique Student Identifier code

AUTHORISATION

Developed by: Angus Witherby
Director of Planning & Community Development

Authorised by: Lester Rodgers
General Manager






Date: May 2020

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Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none">• Is prepared to make decisions involving tough choices and weighing of risks• Addresses situations before they become crises and identifies measures to avoid recurrence• Takes responsibility for outcomes, including mistakes and failures• Coaches team members to take responsibility for addressing and resolving challenging situations• Oversees implementation of safe work practices and the risk management framework
Relationships Community and Customer Focus	Advanced	<ul style="list-style-type: none">• Demonstrates a thorough understanding of the interests, needs and diversity in the community• Promotes a culture of quality customer service• Initiates and develops partnerships with customers and the community to define and evaluate service outcomes• Ensures that the customer is at the heart of business process design• Makes improvements to management systems, processes and practices to improve service delivery• Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Advanced	<ul style="list-style-type: none">• Sets high standards and challenging goals for self and others• Delegates responsibility appropriately and provides support• Defines what success looks like in measurable terms• Uses own professional knowledge and the expertise of others to drive results• Implements and oversees quality assurance practices
Resources Finance	Adept	<ul style="list-style-type: none">• Uses basic financial terminology appropriately• Considers the impact of funding allocations on business models, projects and budgets• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition• Prepares and evaluates business cases with due regard for long term financial sustainability• Applies high standards of financial probity with public monies and other resources• Identifies, monitors and mitigates financial risks

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Advanced	<ul style="list-style-type: none">• Knows the individual strengths, weaknesses, goals and concerns of members of the team• Fosters high performance through effective conversations and feedback and by providing stretch opportunities• Identifies and develops talent across the organisation• Coaches and mentors staff to foster professional development and continuous learning• Implements performance development frameworks to align capability with the organisation's current and future priorities• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way