
Waste Officer

Position description

May 2021





Northern Grampians Shire Council
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Position description

Position title	Waste Officer
Classification	Band 5
Directorate	Infrastructure
Department	Regulatory Services
Establishment Number	ISRG16

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

This position is responsible for implementing and reviewing Council's Waste Management Strategy and programs to ensure Council is achieving best practice solutions for the community.

Key responsibility areas

- Provide courteous, timely and accurate service and advice to the community in response to waste management requests and ensure all documentation is accurately recorded.
- Maintain waste services databases, ensuring all required statistical data is collected and recorded accurately.
- Process debtor accounts and submit for processing in an accurate, efficient and timely manner.
- Undertake waste audits and inspections for all waste services and sites, including collection and processing of materials from transfer stations and ensure Council's rehabilitation obligations of former/closed landfill sites are met.
- Provide support and assistance to the Strategic Waste Projects Officer in delivery of waste education programs, grant applications writing, contractor management, and implementation and review of project delivery from the Waste Action Plan and capital works programs, in line with the Council's Waste Management Strategy.
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Strategic Waste Projects Officer
Direct reports	n/a
External relationships	Residents and Ratepayers, Contractors, Clients, Government Departments, other municipalities
Internal relationships	Council employees

Accountability and extent of authority

This position has the authority to:

- Delegation under Council's General Local Law 2012.
- Freedom to act is governed by clear objectives and budgets, frequent prior consultation with Strategic Waste Projects Officer, and a regular reporting mechanism to ensure adherence to plans.

This position is accountable for:

- assuring the quality of work performed and tasks are performed in an efficient, effective, and accountable manner
- maintaining accurate and up to date records

Judgement and decision making

- To interpret established policies and guidelines within the designated authority and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Guidance and advice would usually be available within the time required to make a decision.

Specialist skills and knowledge

- Understanding of the role and function of the position within its organisational context, including relevant policies, regulations and precedents.
- Understanding of Council's waste management services.
- Demonstrated ability to prepare reports, correspondence, contract documents, submissions and acquittals as required

Management skills

- Specific objectives are achieved by an efficient use of the resources and setting priorities are required.
- Ability to manage own time, planning and organising own work and setting priorities to ensure tasks are carried out effectively.
- Demonstrated ability to effectively manage small project budgets or specific tasks within time frames and within budget.

Interpersonal skills

- Well-developed verbal and written communication skills, including effective listening and clear interpretation, with a diverse range of people.
- Demonstrated ability to work as a team member and have a flexible approach to duties
- Demonstrated ability to gain cooperation from members of the public, community organisations, stakeholders and other employees in achieving program objectives.
- Ability to develop networks with key staff groups within Council and relevant external organisations.

Qualifications and experience

- Relevant tertiary qualifications, or relevant experience in a similar position.
- Demonstrated experience in the implementation of waste management services.
- Demonstrated practical experience in working with members of the public, community organisations, stakeholders and employees.
- Demonstrated ability to implement and report on strategic plans.

Selection criteria

1. Relevant tertiary qualifications, or relevant experience in a similar position.
2. Demonstrated practical experience in working collaboratively with internal and external stakeholders, particularly in a waste management or environmental management role.
3. Demonstrated ability in keeping accurate records using database applications, preparation of reports, correspondence, contract documents, submissions, and acquittals as required and competent computer literacy skills.
4. Well-developed verbal and written communication skills and the ability to gain cooperation from others.
5. Ability to work independently and as part of a team.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 - 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence allowing them to drive within Victoria.

Medical examination - Some appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Position subject to a current national police check.

On call availability – This position may be required to participate in Council's after-hours availability roster for Emergency Management.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed	May 2021
Prepared by	Manager Community Safety and Amenity
Approved by	Chief Executive Officer

Employee Signature

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[candidate_name]	