



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Resource Recovery Services, Manager
Division	Assets and Environment
Group	Environment and Sustainability
Responsible to	Group Manager Environment and Sustainability
Position Supervises	Direct: Coordinators/Supervisors (5) Indirect: 100 staff
Position No.	IW0052
Status	Permanent full-time
Hours	Reasonable hours as are necessary and notionally based on 35 hour week
Remuneration	An annual Total Remuneration Package (TRP) range of \$156,304 to \$173,317 in recognition of: <ul style="list-style-type: none">• Market relativity• Additional hours worked required to meet position requirements and performance expectations• Access to IWC motor vehicle lease back• Option to Salary Sacrifice for nominated otherwise deductible items as requested (if taken up) The TRP includes the following components: <ul style="list-style-type: none">• base salary and superannuation (SCG) contribution (currently 9.5%) and may include:• market premium• cost of non-cash benefits• cost of fringe benefits tax (FBT)
Motor Vehicle	Access to an Inner West Council motor vehicle lease back scheme
Pre-employment checks Legislative requirements	<input type="checkbox"/> Police Check
Date reviewed: 28 May 2019	Reviewed by: Group Manager Environment & Sustainability

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km.

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

You will lead and manage the work activities of staff within the Resource Recovery Services team. You will lead and inspire the team, coach and develop staff, and work with key internal partners, in particular the Resource Recovery Planning team, to meet the service and operational targets and commitments outlined in the Community Strategic Plan, resource recovery plans and other strategic documents.

You will be responsible for the day to day management of a number of high-value disposal, processing and collection contracts in partnership with Resource Recovery Planning and other internal and external stakeholders.

You will develop operational plans and service standards required to deliver effective and efficient collection, processing and disposal services (through kerbside and centre based services) to achieve the greatest avoidance, reuse, recovery and recycling of materials from the domestic and commercial sector and work to divert more materials from landfill to meet Council and State Government targets.

You will foster a high performance culture focussing on high levels of work health and safety and environmental management. You will manage a diverse and large team of operational staff to deliver an essential service for the Inner West.

You will work closely with Resource Recovery Planning and Finance Services to provide input into the Resource Recovery financial modelling and annual Domestic Waste Management Charge.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications or equivalent industry experience
2. Ability to lead as well as manage a team and its functions to address current challenges, manage change and meet commitments to the community
3. Specialist knowledge, skills and experience in operational services delivery, report writing, cost benefit analysis, management of a large, diverse workforce, work health and safety and environmental management, industrial relations and contract management
4. Demonstrated strong interpersonal communication and stakeholder engagement skills
5. High level analytical and problem solving skills with the capacity to think critically and innovate and to inspire or support innovative thinking
6. Demonstrated appreciation of the complexity of Local Government, in particular the social, environmental, political and legal frameworks within which it operates

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Position Description – Resource Recovery Services, Manager Ref.

Strategy and team

- Work closely with the Group Manager Environment and Sustainability and other managers on the delivery of the Community Strategic plan and other Council strategies
- Engage effectively with all stakeholders to drive and deliver a contemporary resource recovery service that achieves the greatest possible diversion and waste avoidance while providing a value for money service to the Inner West community
- Review, develop, update and execute operational policies, procedures, that ensure sustainable practice, relevance, effectiveness and compliance with regulations
- Keep up to date with current developments and future possibilities in the field/industry
- Participate in strategic projects and reviews of service and operations with and as directed by the Group Manager.

Financial Management

- Plan, develop, manage and review the budget to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate and timely reporting of budget performance
- Regularly communicate with Group Manager and Finance staff with regards to the status of the team's budget, changes and/adjustments that need to be made to keep the budget current and accurate
- Investigate and pursue alternative income and revenue generation where available and possible, including grant and sponsorship management

Leadership and Service Management

- Lead, facilitate and monitor achievement of outcomes and projects to meet Community Strategic Plan, strategic and action plans and service level agreement requirements
- Evaluate and monitor the team's performance and culture to create a high performance team
- Facilitate the development and implementation, review and maintenance of systems and procedures
- Support and ensure the timely and systematic advice and reporting to the Group Manager

Staff Management

- Lead, motivate, support, develop and manage staff in a way that is consistent with Council's values, strategies, policies and systems
- Manage and monitor staff performance and recruitment processes, including feedback, performance reviews and rewards in accordance with Council policy, procedures and best practice principles
- Ensure Council directions are clearly communicated, implemented, monitored, reported and evaluated by all staff
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas
- Manage a large and diverse workforce through periods of change and integration

KEY RELATIONSHIPS:

Internal:

Partnering with:

- Resource Recovery Planning, Manager
- Procurement and Fleet Service Unit
- Finance Service Unit

Provision of collection / disposal / contract management services for:

- Trees, Parks and Streetscapes Service Unit
- Roads, Footpaths and Stormwater Service Unit
- Property and Major Projects Service Unit

Provision of other services for:

- Development and Regulatory Service Unit

External:

- Community
- Commercial customers
- Schools
- SSROC
- Office of Environment and Heritage
- EPA
- Contractors / Service providers

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
MANAGERS / SUPERVISORS WITH STAFF REPORTING TO THEM AND/OR MAJOR PROJECT
RESPONSIBILITY**

LEVEL 4

Level 4 Managers & Supervisors have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the
Resource Recovery Services, Manager as detailed in this document.

Signature:

Date: / /