

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Circular Economy Officer
Classification:	Band 6
Position Number:	191.1
Business Unit:	Sustainable Community
Directorate:	Infrastructure and Sustainability
Reports to:	Sustainable Community Lead

Our Vision and Values

Vision

Southern Grampians is a growing inclusive and connected community that fosters sustainability, diversity, and innovation

Values

Innovative – we will be open to new ideas, will welcome creativity and embrace change

Respectful – we will be caring, accept differences and value diversity

Collaborative – together we will work smarter to achieve agreed common goals

Trusting – we will be open, honest, and brave

Empowering – we will delegate opportunities, and develop and inspire success

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Circular Economy Officer role will provide support in the development and implementation of Council's Waste Management and Circular Economy Strategies including

monitoring, reviewing, and updating waste management practices to promote Circular Economy principles

This role will contribute to the efficient and effective operations of the Sustainable Community department by assisting with the reporting and management of closed landfills and kerbside services

Key Responsibilities

Strategic Planning

- Assist with the development and implementation of Southern Grampians Shire's Circular Economy Strategy / Roadmap for Council's operations and the community
- Plan and deliver projects identified in the implementation plan of Council's Circular Economy and Waste Management Strategies
- Assist in the review of Council's policies and procedures with the view of integrating Circular Economy principles to day-to-day operations
- Develop and implement plans, policies, and procedures for the safe and effective delivery of Council's waste management services consistent with circular economy principles

Management and Leadership

- Support the review and subsequent operational change to ensure Council and the community meets its obligation under the Circular Economy Act 2021
- Provide technical support to the unit regarding reporting requirements to other agencies for the monitoring and operation of Council's transfer stations, closed landfills monitoring and waste management practices
- Liaise cooperatively with other relevant government agencies, businesses, internal and external stakeholders
- Research and prepare reports to advise management on waste resource management activities, circular economy, and emerging waste resource issues

Change Management

- Maintain industry knowledge and networks to undertake research to support best practice, and evidence-based approaches to circular economy initiatives and waste management practices
- Develop reports and recommendations for innovative waste management solutions and circular economy initiatives and projects
- Maintain accurate administrative records and registers for all areas of responsibility
- Support compliance requirements with EPA for maintenance and monitoring of closed landfills
- Other duties as directed within the skills and abilities of a position at this level

Engagement and Communications

- Plan, partner and conduct internal and community and business circular economy education activities
- Liaise with local businesses and community groups to promote and support circular economy principles within their operations
- Lead the development and implementation of communication materials and campaigns to raise awareness in relation to waste management

Extent of Authority

- Support the development of plans, policies and strategies for more effective waste management practices and Circular Economy principles
- To contribute and support strategic direction of Council's waste management service
- Provide sound and timely advice to staff, working groups, external organisation, and the public
- Engage, work with, and maintain a responsive and professional relationship with a range of relevant businesses, Government agencies, industries, schools, and various groups within the community to ensure the achievement of well-integrated projects
- Monitor, evaluate and report on the performance of projects and plans, and assist in determining the priorities for further project work, resource allocation and funding opportunities
- Commit to and adhere with Child Safety standards and Council's requirement

Judgement and Decision Making

- As an officer in a professional specialist team, the judgement and decisions made will influence the overall performance of the project and may have an impact on the wider Southern Grampians Shire and community
- Ability to work confidently, collaboratively and to analyse, interpret and understand a range of legislative requirements
- Capacity to complete projects and make decisions that may require considerable research, which includes utilising expert technical and legal advice
- The ability to problem solve and apply techniques to new situations with the ability to recognise when these established techniques are not appropriate. Guidance is usually available within the organisation
- Provide advice to Council officers and the community on matters relating to Circular Economy, Waste and Resource Management
- Ability to seek input from, and negotiate with, a wider cross section of interests and develop appropriate actions
- Identify future funding opportunities

Specialist Skills and Knowledge

- Knowledge and understanding of the current waste management, resource recovery and circular economy, industry issues/practices, including State Government policies, context, and potential funding opportunities
- Specialist skills in the area of sustainability, policy development and circular economy relevant to Local Government
- Knowledge of local, state, and federal policies in relation to waste management and reporting requirements
- Strong communication skills, with proficiency in the use of web media, writing newsletters and design graphical information
- Positive leadership with diplomatic skills to ensure high quality projects when dealing with stakeholders

Management Skills

- Ability to co-ordinate projects within budget and timeframe provided
- Ability to manage a dynamic workload and operate effectively under pressure within broad parameters and with limited direction
- Plan and manage time effectively and manage multiple projects and tasks simultaneously
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- Relate and liaise effectively with Council staff, customers, community groups, businesses, and members of the public to gain cooperation and create a positive working relationship
 - Well-developed written skills in responding to enquiries, preparation of internal and external correspondence and the documentation of performance results
 - Strong advocacy of sustainability standards and ethics for projects
 - To act as a leader in the delivery of waste reduction and circular economy related projects
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Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Implementing and monitoring compliance with workplace policies and procedures
 - Engaging with and supporting HSRs, OHS committees, supervisors, and managers
 - Conducting safety inductions and local topic specific training when required
 - Supporting/mentoring HSRs and supervisors
 - Supporting staff awareness of OHS responsibilities and accountabilities
 - Assisting with implementation of OHS plans and strategies
 - Supporting managers in activities that foster a positive OHS culture

Qualifications and Experience

- Tertiary qualifications in environmental management or science, sustainability, waste management, education, community engagement or related field
- Knowledge of, or experience in strategy development in waste and/or circular economy
- Demonstrated experience working with community based and/or government organisations
- Experienced in community engagement, policy development, project, and contract management
- Working with Children's Check may be required

Key Selection Criteria

The employee will demonstrate the following:

- Demonstrated understanding of the key strategic issues related to waste management and circular economy
- Ability to develop and manage projects related to waste management and circular economy producing high quality results within budget and to a specified timeframe
- Previous experience of working with communities or staff groups to influence changes in behaviours and processes
- Proven experience in leading community and other organisations on mutually beneficially projects with well-developed group facilitation skills and the ability to build and maintain working partnerships

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

Signature: _____

Date: _____