

POSITION DESCRIPTION

Title:	Waste and Resource Recovery Manager
Department	Asset Strategy
Reports to:	Group Manager Asset Strategy
Grade:	22
Civil Liability Allowance:	Yes
Hours:	35
Vehicle:	Yes

Position Purpose

The Waste and Resource Recovery Manager is accountable for the delivery of Council's financial, operational, environmental and strategic performance outcomes for the management of waste and unwanted resources within Shellharbour City Council's local government area.

The Waste and Resource Recovery Manager is accountable for the Shellharbour City Council Waste Management Strategy and the operation and business performance of the Dunmore Resource Recovery Facility, commercial sand mine and the domestic waste management function.

This position will apply innovative management and engineering principles to be an example of waste management, resource recovery and sustainability industry best practice.

Qualifications and Experience

(Minimum required/essential for success in the job)

Essential:

- A Degree in Environmental Engineering, Civil Engineering or other relevant tertiary qualification with relevant extensive experience.
- WHS General Induction for Construction in NSW Certificate.
- Extensive experience in waste management operations, contract management and project management.
- Proven success in developing and implementing strategy and innovation, translating into business success.
- Demonstrated ability to develop and evaluate technical, environmental and financial merit of various options for waste services including business cases.
- High level financial management skills and experience to prepare, analyse and manage large budgets.
- Demonstrated experience in communication and liaison with regulatory authorities.
- Extensive experience in the management and leadership of employee performance and development.
- Demonstrated experience in leading, influencing and embedding intended positive change.
- High level knowledge and understanding of relative legislative requirements.

- High level verbal and interpersonal skills including negotiation, conflict resolution, decision making and the ability to communicate effectively with employees and customers.

Desirable:

- Demonstrated knowledge of and experience in Local Government activities in particular issues facing Local Government in waste management.

Main Activities/Tasks

Waste Management

- Develop, implement, maintain and renew an organisational Waste Management Strategy including the long term future roles of Council's existing waste facilities.
- Work collaboratively with regional partners to implement strategic programs and innovations that are beneficial to Shellharbour City Council and the Community.
- Foster and drive innovation to assist the community to achieve continuously improved environmental outcomes through the waste avoidance, reduction, reuse and recycling.
- Lead a waste and resource management team that can sustainably and effectively deliver waste management services that meet community expectations.
- Manage waste service delivery, communications and educational support to enable the community to use the offered waste management system as intended.
- Ensure waste and financial records are maintained to meet strategic and legislative requirements.
- Develop and continuously review branch strategies and goals to support efficient and sustainable accomplishment of organisational deliverables.
- Plan, evaluate and improve the efficiency of business processes and procedures to enhance achievement of organisational strategies and deliverables.
- Develop and maintain contingency plans for uninterrupted service delivery in the event of emergency or other critical circumstance.
- Develop and maintain in conjunction with Finance, Council's financial waste model to determine and maintain financial sustainability and inform future business processes and decisions.
- Manage and control expenditure and activities against budgets in accordance with organisational policies and procedures.
- Monitor budgets, resource allocation, procurement and capital expenditure across allocated programs and budgets.
- Resource, lead and manage projects to ensure achievement of outcomes.
- Deploy and manage resources to achieve predetermined milestones and financial targets.
- Ensure timely delivery of financial and program reporting.
- Develop, monitor and review budgets, resource allocation, procurement and maintenance works programs to achieve efficiency gains.
- Manage Council's Waste Disposal Licensing and environmental requirements and associated relationship with the State Regulators.
- Ensure environmental performance of Council's landfills is in accordance with the landfill licenses and environmental requirements, and for the submission of reports and returns to the regulators including EPA and others (e.g. Department of Planning and Environment) as required.
- Manage the financial performance of Council's waste and resource recovery services including operational facilities, domestic waste operations and public place waste management.

- Ensure management of Council's curbside collections contract is administered effectively and appropriately.
- Research, develop and implement technical policies in areas relative to waste services.
- Oversee planning controls to ensure access to and maintenance of cost effective waste collection.
- Ensure that all operations at the Dunmore Resource and Recovery Facility and Sand mine are conducted in a business-like manner to achieve an intended return on investment.
- Represent Council in regional waste management forums, including management responsibility for developing and recommending alternative waste technologies and recycling initiatives.
- Investigate and coordinate the provision of adequate and timely waste disposal facilities and contracts to meet the City's present and projected needs.
- Stay abreast of and provide advice regarding relevant industry and influential legislation including the Protection of the Environment Operations Act, Waste Avoidance and Resource Recovery Act 2001 and associated regulations, the Local Government Act, the Environmental Planning and Assessment Act, the Roads Act, Container Deposit legislation and the licensing procedures for the Environmental Protection Authority.
- Manage stakeholder relationships through consultative processes that contribute to effective strategic, corporate and business plans.
- Undertake monthly, quarterly and annual reporting as required.
- Oversee and influence programs that effect behaviour change to support waste diversion initiatives and environment sustainability.
- Implement and embed intended change when necessary to drive continuous improvement, improved performance, increased return on investment and to support service delivery.

Corporate

- Adhere to Shellharbour City Council's corporate standards, systems and procedures.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to employees/contractors.
- Provide specialist support and guidance to team and others in Council.
- Ensure employees/contractors are involved appropriately in decision-making and are informed of relevant decisions.
- Implement and manage communications with employees and contractors including both formal and informal meetings.
- Ensure both employees and contractors receive regular feedback regarding their performance and conduct formal performance and development reviews.

Contribute to the overall management of the organisation

- Assist in the development of and reporting on Council's Community Strategic Plan, the Delivery Program, the annual Operational Plan and budgets.
- Assist in the development, implementation, maintenance of and reporting on Council's management systems including, but not limited to, those addressing asset management, contracts, project delivery, safety and quality.
- Implement and develop corporate Council policies and procedures.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.

- Assist with Council's audit processes.
- Design and implement effective, efficient and economical risk management and internal control framework that prevents and detects fraud and corruption.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and employees.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Ensure safe working conditions are maintained and report any unsafe conditions that are identified.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely.
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and immediately followed up.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Ensure that Waste and Resource Recovery team outcomes and deliverables benefit one or more of the 4 C's (Community, Councillors, Customers and Council).