

<b>POSITION TITLE</b>	Coordinator, Waste Services
<b>POSITION NUMBER</b>	021
<b>DIVISION/DIRECTORATE</b>	Planning & Environment
<b>DEPARTMENT</b>	Environment, Sustainability and Compliance
<b>GRADE</b>	22
<b>REPORTS TO</b>	Manager, Operations
<b>DATE EFFECTIVE</b>	April 2024

## POSITION OBJECTIVE

This role is responsible for coordinating the Waste Services teams & Street Sweeping Services teams to ensure the efficient and thorough collection of domestic waste, recycling, clean-ups, and street sweeping to safeguard the environmental health of the Strathfield Municipality.

## KEY RESPONSIBILITIES AND DUTIES

- Leading by example, motivating the team, providing operational support, maintaining industrial harmony, and building capability within a diverse workforce;
- Implementation of safe work practices including preparation and updating SWMS & SOPS;
- Managing rosters and daily work runs for the Waste Services team;
- Identification and implementation of process improvement opportunity;
- Identifying risks and opportunities for with respect to future waste services, planning and policy for Strathfield municipal council;
- Managing purchase orders & invoices in a timely manner;
- Monitoring contracts to identify key deadlines;
- Being a visible and influential source of expertise in waste management, motivating behaviour change, working with all levels of the team to deliver service excellence.

## KEY PERFORMANCE INDICATORS AND OUTPUTS

- Maintaining and managing the KPI matrix for the Waste Services Team.
- Working within strict time and resources constraints to provide a consistent and superior level of customer service to the ratepayers of Strathfield Municipal Council

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Manager, Operations
<b>Supervises:</b>	Waste Services Team Leader
<b>Internal Stakeholders:</b>	Waste Services Team, Customer Service, Environment, fellow co - workers
<b>External Stakeholders:</b>	Waste contractors, waste processing facilities, ratepayers, residents

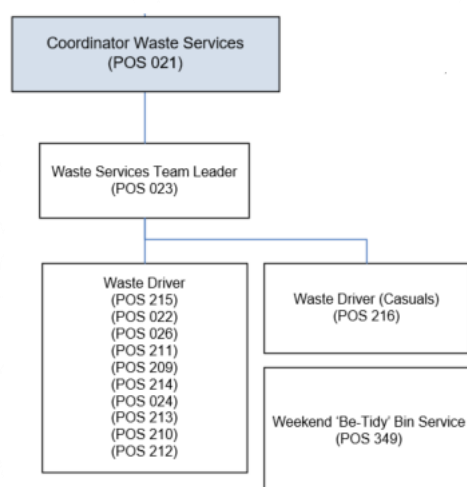
## ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation, and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2023, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence, and training.

## SKILLS AND ATTRIBUTES

<b>Comprehensive Skills:</b>	Collaboration and negotiation skills Conflict management skills Administration skills Performance management skills Problem solving skills
<b>Solid Working Skills:</b>	Staff recruitment, assessing work performance, payroll timesheet administration, teamwork management, coaching and mentoring skills, recognising development opportunities for staff, report writing skills, provision of informal and formal feedback to team, conducting of toolbox meetings, effective maintenance of team culture, WH & S awareness as it relates to Waste Services.

## ORGANISATIONAL CHART



## QUALIFICATIONS

- Qualifications in waste management and/or frontline management and/or experience in a related field.

## KEY SELECTION CRITERIA

- Qualifications as above;
- Working knowledge of the concepts of Work Health & Safety Act as it relates to the waste sector;
- Demonstrated experience in the effective implementation of policies and procedures;

- Demonstrated experience in building productive relationships with internal and external clients, to enhance team cohesiveness and partnerships with clients;
- Demonstrated experience in supervision and work scheduling including the preparation of rosters, task allocation to ensure work is equally distributed and performance issues addressed;
- Well-developed communication skills in providing written and verbal advice to Council and community, promoting awareness and in ensuring Council's requirements and objectives are communicated accurately and effectively;
- Demonstrated skills in negotiation, mediation, and problem solving using independent judgement to successfully resolve customer and staff enquiries and meet organisational objectives;
- Financial management skills with demonstrated experience in preparing and managing budgets, procurement administration for the regulatory and compliance team;
- Current NSW Driver's licence;
- Have experience in supervising waste operations and knowledge of Waste legislation;
- Knowledge of, and/or experience in local government.

#### **APPROVAL OF POSITION DESCRIPTION**

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- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____