



Waste Contract Administrator

POSITION PROFILE

Division	Infrastructure Services	Status	Temporary, Full- time
Unit	Waste Services	Salary Grade	Grade 12/13
Reports to	Senior Coordinator Waste Services	Reviewed	October 2021

STRATEGIC INTENT

Waste Services is an operational unit which provides domestic waste collection and disposal services to residents and businesses, it also provides non-domestic waste and cleansing services to council assets including CBD's, parks and reserves and other public open space facilities.

The business unit's key objectives focus on promoting a beautiful, protected and healthy environment through waste services and programs that minimise environmental impacts and encourage resource recovery through waste avoidance and recycling.

POSITION PURPOSE

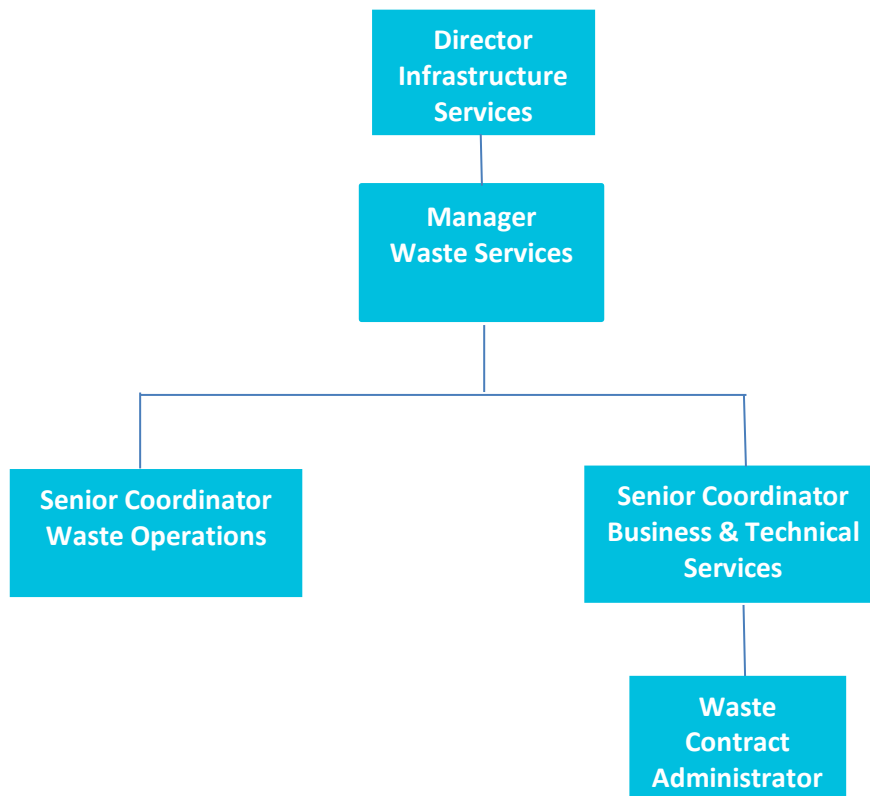
This position is critical to the delivery and ongoing management of key contracts for Waste Services that have a combined value of approximately \$23M per annum. The Contract Administrator will maintain the contract/s and relationship, negotiation, implementation and ongoing evaluation of waste services related contracts and agreements that support or help meet Corporate and Community strategies, plans and policy.

As an experienced subject matter expert in the field of contract management, this position will:

- Lead renewal of waste management contracts / agreements that will be used organisation wide in line with relevant Government Legislation and Corporate Policies.
- Manage the end to end procurement process for major waste related contracts, supplier/s relationships and tendering activities.
- Ensure Council's waste contracts deliver on environmental, social and financial waste service outcomes in a sustainable and positive manner.
- Monitor and regularly report on contract compliance / performance versus measures (KPI's)
- Negotiate, collaborate and consult with stakeholders: Community, Councillors, Procurement, Legal and other relevant internal Business Unit representatives.

In fulfilling this purpose, the position will demonstrate strategic, innovative thinking, facilitate collaborative and respectful relationships and accept personal accountability for achieving outputs.

STRUCTURE



POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED
Operational Planning Proactively contribute to the successful delivery of waste services team outputs in the Community Strategic Plan, Delivery Program, Operational Plan and Business Plan by providing expert subject matter contract management knowledge and skills to the unit
Project Management Carry out complex contract administration / project management of major waste services, including: <ul style="list-style-type: none">• Preparation of business cases for projects involving risk assessment, value for money and community benefit.• Prepare consultant briefs• Carry out tenders in accordance with legislation• Manage consultants through contracts to ensure key milestones are delivered• Successful project delivery within budget and timetable• Regular briefing and reporting to Management, Executive and Council
Leadership Provide subject matter expertise for the delivery of contracts and service outcomes in relation to Council's Waste Services. Provide leadership and coaching by creating an environment oriented to trust, open communication, creative thinking, and cohesive team effort.

Continuous Improvement
Identify and implement continuous improvement and enhancement of business processes and practices associated with the strategic management of the commercial property portfolio.
Performance Management
Proactively monitor and self-manage performance and act on constructive feedback.
Risk Management
Contribute to the management of the risks associated with the delivery of community waste services and strategies to minimise the risks to Council.
Change Management
Ensure effective change management in the review and implementation of new waste services contracts.
Resource Management
<p>Ensure effective resource management:</p> <ul style="list-style-type: none"> • Finance: budget analysis, expenditure control and reporting, budget reviews • Workforce: capability and expertise to strategically manage the delivery of waste services • Primary responsibility for maintaining and monitoring contracts with a collective value of approximately \$23 million
Customer Management
Ensure all interactions with customers (both internal and external) align with our brand, enhance our relationships, improve customer satisfaction and inform service delivery.
Other
Any other duties within area of skill as directed to assist the Business Unit meet its operational services.

SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	- You will hold a tertiary qualification in Business, Finance, Procurement, Law, or similar relevant qualification, and/or equivalent experience
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Experience or skills		<ul style="list-style-type: none"> - Extensive demonstrated experience working in similar position and/or industry
	Essential	<ul style="list-style-type: none"> - Extensive experience in managing / implementing contracts in line with a local government corporate strategy and policy framework - Highly developed commercial skills with sound understanding of waste management, finance and legal business principles (\$23 million approx. value of contracts) - Demonstrated experience in project managing major contracts / projects - Ability to construct, evaluate and present complex business cases including financial analysis - Highly developed presentation, interpersonal and communication skills (both written and verbal), including the ability to build and maintain key relationships and influence others (internally and externally). - You will have strong emotional intelligence and a proven ability to work collaboratively and foster effective strategic relationships with people at all levels both internally and externally - Strong research capabilities, can interpret and analyse a wide breadth of information and issues and develop creative / innovative solutions to complex problems. - Demonstrated high level application of analytical, creative thinking and problem solving skills with the ability to identify the critical issues and initiatives - Exceptional organisational and time management skills - Proven ability to deliver outcomes that meet organisational requirements on time and to specification independently.
	Desirable	<ul style="list-style-type: none"> - Superior technical knowledge of waste industry with particular emphasis on contract administration and relationship management - Supporting technical operations to meet key service and KPI deliverables

CORE CAPABILITIES

Attributes	<p>Leadership: Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.</p> <p>Goals oriented: Work to achieve self-set and organisational goals, taking on challenging tasks when necessary in order to achieve them, display initiative.</p> <p>Tactical planning / thinking: Critically examine outputs to enable successful short term (quarter / year) planning to determine what the various parts of Council must do to enable successful delivery of strategic outcomes.</p> <p>Communication skills: Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p>
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	<p>Relationship management: Able to build strong relationships by winning respect at all levels through sound advice, reliability and personal integrity, constructively deal with difficult issues.</p> <p>Team focussed: Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues.</p> <p>Decision making: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</p>
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OUR VALUES

Behaviours	<p>Collaborate: Be open and welcoming, genuinely connect to others, include others, work together as one.</p> <p>Achieve: Be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day.</p> <p>Respect: Be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others.</p> <p>Evolve: Stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.</p>
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CORPORATE OBLIGATIONS

Code of Conduct	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it.
Continuous Improvement	Identify obsolete and inefficient practices and recommend changes where appropriate.
Customer Focus	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
Delegations	Authority to operate within the Delegations attached to the position and acting within this authority.
Enterprise Content Management	Comply with Council's Enterprise Content Management Determination including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction.
Financial Management	Administering expenditure within a budget, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
Integrated Planning & Reporting	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
Procurement	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement.
Risk Management	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
Workplace Behaviour & EEO	All activities must comply with Council's Workplace Policies, Determinations and Guidelines.

SPECIFIC CONDITIONS OF EMPLOYMENT

- Temporary contract (minimum 24 months)