

# Manager, Vinnies NSW Return & Earn

## Position Description

<b>Directorate:</b>	Commercial Enterprise, Fundraising and Communication
<b>Reports to:</b>	Director, Commercial Enterprise
<b>Direct reports:</b>	Seven Warehouse Supervisors and one Business Administration Officer
<b>Location:</b>	Unanderra or Penrith NSW.
<b>Primary position objective:</b>	Manage the expansion and operation of Vinnies NSW CDS (Container Deposit Scheme) enterprise. Arrange for Automated Depot (AD's) to be setup for collection of recyclable drink containers in bulk volumes. Drive CDS market share through collaboration and engagement internally and with relevant external business partners.

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*

### Directorate overview

This position is in the Commercial Enterprise, Fundraising and Communications Directorate. The teams within the directorate and their functions are:

**Fundraising:** this team is responsible for state-wide corporate partnerships, community fundraising and events; major gifts and philanthropy; gifts in wills and estates; direct marketing and appeals; and fundraising development.

**Communications and Marketing:** this team is responsible for state-wide brand and creative services; external communications; issue management; marketing; digital communications and digital fundraising.

**Retail and Logistics:** this team is responsible for state-wide retail service delivery; logistics and supply chain network; and retail projects.

**Commercial Enterprises:** this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

### Accountabilities and responsibilities

The Manager, Return & Earn, will:

- Locate, secure and establish suitable sites for receipt and processing of recyclable drink containers in bulk quantities (Automated Depots).
- Manage property and equipment leases, acquisitions and maintenance.
- Establish and maintain good working partnerships with other Vinnies enterprise managers who interface with CDS operations.
- Arrange recruitment, development and ongoing management of staffing to service Vinnies CDS operations.

- Secure contracted services to develop the CDS business as needed eg. business relationship development, marketing, property.
- Oversee the container collection and refund function and its interface with Vinnies retail at any Over The Counter (OTC) collection sites.
- Work in concert with logistics partners to ensure CDS transport services are effective.
- Drive a culture that exhibits high levels of customer service, innovation, quality and safety.
- Build and maintain good working relationships with CDS scheme partners.
- Identify and promote enterprise opportunities associated with the CDS.
- Liaise with SVDP associates in other states to broaden CDS business nationally.
- Uphold the ethos of SVDP.

## Key working relationships

In addition to the Director, Commercial Enterprise, the Manager, Return & Earn, will foster close working relationships with:

- Business Administrative Officer (Commercial Enterprise, Fundraising and Communications);
- CDS Warehouse Supervisors (Commercial Enterprise, Fundraising and Communications);
- Senior staff of the NSW Return & Earn scheme administrator;
- Service partners for logistics, equipment and property maintenance (external);
- Commercial partners (external).

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'People we serve' centric:** (Level 3) Lead delivery of existing, improved and new services by applying insights aligned to strategic priorities to improve outcomes for the people we serve.
- **Values based leadership:** (Level 3) Promote and foster a culture based on the values, ethos and spirit of the Society and actively advocate for compassion and justice for all, within the Society and in the broader community.
- **Impact focus:** (Level 3) Manage, and support others to, efficiently and effectively use resources to deliver high-quality outcomes.
- **Collaboration:** (Level 3) Promote and facilitate constructive and open dialogues that challenge individuals to address contentious topics, deliver the best possible outcomes and in the event of conflict, proactively resolve problems.
- **Change leadership:** (Level 3) Help others to understand the reason for change, the strategic priorities, the change process and be a champion for change.
- **Team performance:** (Level 3) Recognise individual and team strengths and proactively develop them to address any capability gaps.
- **Digital engagement:** (Level 3) Facilitate and encourage virtual, dispersed teams to build relationships and rapport in order to maximise their ability to deliver outcomes.
- **Innovation and improvement:** (Level 3) Encourage generation of new ideas, test and implement them to improve existing and new services, and ways of working.
- **Financial acumen:** (Level 3) Manage the team's resources, projects and services to deliver positive outcomes within budget.

### **Role-specific criteria**

- High level of motivation
- Familiarity with the NSW CDS Scheme
- Capacity to work collaboratively in business development
- Experience with project management and coordination
- Strong attention to detail
- Experience in team management
- Reporting and communication skills
- Driver's licence and capacity to travel
- Competency in the MS Office suite eg. MS Word, Excel and Outlook
- Ability and willingness to support the Mission and Ethos of the Society.

### **Desirable criteria**

- Familiarity with SVDP
- Familiarity with the beverage industry
- Experience in property, including Local Council Environment Plans and development processes
- Experience in logistics management
- Experience with business development.