

WHITEHORSE CITY COUNCIL

Position description

Job title: Coordinator Waste Reduction and Recycling (Parental Leave Backfill)	
Classification: Band 8	Effective Date: November 2024
Reports to: Manager City Services	Tenure: Approx. 6-8 months

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

The position will coordinate and manage Council's Waste Reduction and Recycling team to provide Council's kerbside waste and recycling services and to manage and implement Council's Waste Management Strategy to achieve Council's strategic directions including sustainable climate and environmental care.

Key Responsibilities

Position Specific Responsibilities

- Coordinate and lead the Waste Reduction and Recycling team to provide Council's waste and recycling services.
- Manage the performance and delivery of Council's kerbside waste and recycling services to the community to ensure they are delivered in a safe, effective and reliable manner and within contract specifications and relevant regulations and Acts.
- Respond to and address escalated customer service requests and issues on waste and recycling service matters.
- Oversee, develop and monitor Council's Waste Management Strategy, including undertaking implementation and review and preparing Council reports.
- Review, support and provide input into the development of Sustainability Strategies and plans and projects.
- Manage the development and delivery of education programs, promotional activities and marketing strategies for waste reduction and recycling.
- Influence best practice waste reduction and recycling outcomes for Whitehorse and provide technical advice to Council, management, staff, government agencies and the public as required.
- Influence waste reduction and recycling for Council operations, Council facilities and the community.
- Manage projects and contracts for waste and recycling as required, including the preparation of concept brief, funding submissions, specifications project plan and evaluation.
- Oversee the review of Waste Management Plans referred as part of planning applications for new developments, to ensure they meet satisfactory requirements.
- Lead and support staff development and performance within the Waste Reduction and Recycling team.
- Consider new waste reduction and recycling industry practices and technological improvements, and generally liaise with State, Regional, Council and relevant industry representatives as required to keep up to date.
- Plan for future waste and recycling kerbside services and contracts, including the preparation of recycling and waste contract specifications, tendering, tender evaluation and contract implementation.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety

Authority

Budget: Prepare and manage the annual waste and recycling operational budget. Prepare relevant project or program budgets, including the management of allocated projects or programs within budget.

Staff responsibility: Supervise and coordinate all staff in the Waste Reduction and Recycling team as well as temporary staff, external consultants and volunteers as required to deliver Council's waste and recycling services.

Decision making: The position deals with a range of routine and complex issues in day to day management and implementation of strategies, projects and services. It provides input into long term strategic management. It is often necessary to think laterally and be flexible in finding solutions to a range of problems. Guidance may not always be available within the organisation.

Key Relationships

- Liaise with the public, contractors, project consultants, community organisations and industry personnel.
- Liaise across various departments within Council, and various staff levels from senior management to operational staff.
- Maintain professional relationships with industry consultants, other Councils, private sector and government organisations such as Metropolitan Waste and Resource Recovery Group, Sustainability Victoria and Department of Environment, Land, Water and Planning (DELWP).

Skills and Attributes

Qualifications and experience

- Qualifications in Engineering, Environmental Science/Management or other relevant (similar) qualification.
- Demonstrated experience in waste and recycling, strategy development, contract management and project management.
- Demonstrated experience leading working groups involving staff or community members.
- Ability in managing time, setting priorities, achieving goals and meeting deadlines.

Technology

- Proficiency in MS Office products including Word, Excel, PowerPoint, Outlook.

Other technical skills and experience

- Knowledge of service contracts, the waste and recycling industry, community engagement and service promotion.
- Sound calculation and data management skills.
- Strong understanding of key environmental sustainability issues such as waste minimisation and resource recovery.
- Good research and investigation skills.
- A good understanding of behaviour change principles.

Interpersonal

- Must have excellent communication, interpersonal and presentation skills.
- Highly developed problem solving and influencing skills and highly developed report writing and research skills.

Leadership/management:

- Demonstrated ability to provide leadership in the development and implementation of waste reduction and recycling strategies and service provision.
- Demonstrated ability to manage teams including team building and performance management.

Key Selection Criteria

1. Tertiary qualifications in Engineering, Environmental Science/Management or a similar field.
2. Demonstrated experience in waste and recycling management, strategy development, contract management and project management.
3. Leadership skills with demonstrated experience leading teams and working groups with various stakeholders including staff or community members.
4. Highly developed communication, problem solving and influencing skills, and well-developed report writing skills.
5. Strong understanding of key environmental sustainability issues, such as waste minimisation, and resource recovery.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
Hand/Arm Movement Tasks involve use of hand/arms		None	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Collating and distributing promotional material - moving items around the office	Very occasionally	
Standing Tasks involve standing in an upright position	Attending festivals, consultation events, promotional events, site inspections	Occasionally	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		None	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Site inspections – setting up festivals, consultation events or promotional activities	Occasionally	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Collating and distributing promotional material - moving items around the office	Very occasionally	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		None	
Keyboard Duties Tasks involve sitting at workstation and using computer.	Office based work	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Using computers and reading materials	Frequently	

Any other relevant comments: