



# WHITEHORSE CITY COUNCIL

## Position description

<b>Job title:</b> Waste Management Specialist	
<b>Classification:</b> Band 6	<b>Effective Date:</b> December 2024
<b>Reports to:</b> Coordinator Waste Reduction and Recycling	<b>Tenure:</b> Temporary Full time (to 2 July 2025)

### 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**

### CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our 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 assist in the delivery of Council's Waste Management Strategy 2018-2028 (as updated) and kerbside waste management services so that Council's environmental and service goals are achieved.

## Key Responsibilities

### *Position Specific Responsibilities*

- Implement and support designated actions from Council's Waste Management Strategy 2018-2028 (as updated) and accompanying action plans.
- Support planning and implementation of Council's requirements under the Circular Economy (Waste Reduction and Recycling) Act 2021.
- Support the day-to-day delivery and operations of Council's kerbside waste services, including hard waste services in accordance with contract specifications, relevant regulations and seek innovation and continuous improvement.
- Liaise with waste contractors, Council staff, government agencies, developers and consultants on waste services and projects.
- Respond with a customer focus to community and staff requests on issues with waste and recycling services.
- Provide technical waste advice to Council, staff, government agencies, industry representatives, and the public as required.
- Assist capture of current waste data and find improved methods of allowing Council to understand waste trends and report findings as well as respond to surveys as required.
- Support waste-related projects that see minimised waste to landfill, improved Council response to dumped rubbish and contamination, better planning for waste in developments and others as required in Council's Waste Management Strategy 2018-2028.
- Assist and review Waste Management Plans referred as part of planning applications for new developments, to ensure they meet satisfactory requirements.
- Provide technical advice to assist with planning, preparation, tendering, evaluation and award of Council's waste and recycling contracts.
- Provide input into the development and delivery of community education and engagement programs, promotional and marketing strategies for changes to waste and recycling services, including new contract arrangements.
- Keep up to date with current and emerging industry practices in order to see improvements to Council's waste and recycling services.

### *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.

### **Accountability and Extent of Authority**

**Budget:** Assist the Coordinator Waste Reduction and Recycling with the preparation and monitoring of the waste-related services and project budgets, including the management of allocated projects or programs within budget.

**Staff responsibility:** Supervise temporary staff, external consultants and volunteers.

### **Judgement and Decision Making**

The position deals with a range of routine and complex issues in day-to-day implementation of the strategies and 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 is usually available within the organisation.

### **Specialist Knowledge and Skills**

#### **Qualifications and Experience**

- Qualifications in Engineering, Environmental Science/Management or other relevant (similar) qualification.
- Demonstrated experience in waste or environmental projects, and project management.

- Demonstrated experience in waste management and the delivery and supervision of service contracts.
- Ability in managing time, setting priorities, achieving goals and meeting deadlines.

Technology:

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

Other technical skills and experience:

- Knowledge of service contracts, the waste industry, community engagement and service promotion.
- Sound calculation and data management skills.
- Strong understanding of key environmental sustainability issues such as waste avoidance and minimisation, resource recovery, recycling, and waste processing.
- Strong problem-solving skills.
- Good research and investigation skills.
- An understanding of community education and community engagement practices and programs, preferably related to waste services or waste issues.
- A good understanding of behaviour change principles.

### Interpersonal Skills

- Must have excellent communication, interpersonal and networking skills.
- Excellent customer service, problem solving and influencing skills, and good report writing and research skills.

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 Recycling Victoria and Sustainability Victoria.

### Management Skills

- Demonstrated ability to manage the delivery of services and contracts to the required standards, timelines and budgets.
- Demonstrated ability to make positive contributions to teams and their performance.

Notes and comments:

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of VicRoads is desirable.
- May be required to attend out of hours meetings.

### Key Selection Criteria

1. Tertiary qualifications in Engineering, Environmental Science/Management or a similar field, combined with a minimum of 3 years of relevant experience.
2. Demonstrated experience in waste or environmental projects or project management is required.
3. Demonstrated experience in waste management and the delivery and supervision of service contracts.
4. Excellent communication, problem solving and influencing skills, and well-developed customer service skills.
5. Strong understanding of key environmental sustainability issues, such as waste avoidance and minimisation, resource recovery, recycling, and waste processing.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		None	
<b>Bending/Twisting</b> Tasks involve forward or backward bending or twisting at the waist.	Collating and distributing documents – moving items around the office or at events	Very occasionally	
<b>Standing</b> Tasks involve standing in an upright position	Attending training or events.	Very occasionally	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		None	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Attending training or events.	Very occasionally	
<b>Lifting/Carrying</b> Tasks involve raising, lowering and moving objects from one level position to another	Collating and distributing documents – moving items around the office or at events	Very occasionally	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	<i>Comments</i>
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		None	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Office based work	Frequently	
<b>Satisfactory Vision</b> Standard of vision required equal to that required for driver's licence	Using computers and reading materials	Frequently	

**Any other relevant comments:**