

Position Description

Waste and Sustainability Coordinator

Award: West Wimmera Shire Council Enterprise Agreement 2021

Classification: Band 7

Name of Occupant:

Employment Status: Part-time or full-time (12 month fixed term)

Location: Edenhope or Kaniva



Accountability Statement

Reporting to the Manager Assets & GIS, the Waste and Sustainability Coordinator will provide a key role in the development and implementation of Council's Waste Management and Circular Economy Strategies including monitoring, reviewing, and updating waste management practices to promote Circular Economy principles.

This role will contribute to the efficient and effective operations by assisting with the reporting and management of closed landfills and kerbside services.

Position Objective

- Strategic planning for waste management activities.
- Contribute to the development and achievement of corporate goals for waste management and circular economy initiatives.
- Support the review and subsequent operational change to ensure Council and the community meets its obligation under the Circular Economy Act 2021.
- Contribute to the development and achievement of corporate goals for waste management and circular economy initiatives.
- Provide technical support to the unit regarding reporting requirements to agencies for the monitoring and operation of Council's transfer stations and other waste management operations.
- Participate in regional waste management or circular economy working groups to ensure West Wimmera Council makes decisions with the latest industry knowledge and trends at hand.

Key Responsibility Areas

Strategic Planning

- Assist with the development and implementation of the Shire's Circular Economy Strategy / Roadmap for Council's operations and the community
- Plan and deliver projects identified in the implementation plan of Council's Circular Economy and Waste Management Strategies
- Assist in the review of Council's policies and procedures with the view of integrating Circular Economy principles to day-to-day operations
- Develop and implement plans, policies, and procedures for the safe and effective delivery of Council's waste management services consistent with circular economy principles

Management and Leadership

- Support the review and subsequent operational change to ensure Council and the community meets its obligation under the Circular Economy Act 2021
- Provide technical support to the unit regarding reporting requirements to other agencies for the monitoring and operation of Council's transfer stations, closed landfills monitoring and waste management practices
- Liaise cooperatively with other relevant government agencies, businesses, internal and external stakeholders
- Research and prepare reports to advise management on waste resource management activities, circular economy, and emerging waste resource issues

Change Management

- Maintain industry knowledge and networks to undertake research to support best practice, and evidence-based approaches to circular economy initiatives and waste management practices
- Develop reports and recommendations for innovative waste management solutions and circular economy initiatives and projects
- Maintain accurate administrative records and registers for all areas of responsibility.
- Support compliance requirements with EPA for maintenance and monitoring of closed landfills
- Other duties as directed within the skills and abilities of a position at this level.

Engagement and Communications

- Plan, partner and conduct internal and community and business circular economy education activities
- Liaise with local businesses and community groups to promote and support circular economy principles within their operations
- Lead the development and implementation of communication materials and campaigns to raise awareness in relation to waste management
- Represent Council and interact with regional bodies, State authorities and other Councils proactively.

Waste Management

- Provide oversight in waste management planning.
- Develop and implement systems to ensure the achievement of "best-practice" in waste management.
- Promote circular economy within the municipality.
- Seek funding for strategic waste management projects and subsequently deliver projects including project and grant administration.
- Regularly review and implement the Transition Plan for waste management.

Policy/Planning

- Development of Policies, strategies and operational plans relevant to the functions of Programs under his/her areas of responsibility
- Provide advice to the Manager Assets, Engineering, Director Infrastructure Development and Works and Council to support strategic planning and as requested.
- Maintain appropriate links with professional bodies and external authorities in order to capitalise on opportunities, and to remain informed of current trends in the asset management and GIS fields.

Occupational Health and Safety and Risk Management

Team Leaders / Coordinators have the delegated authority from the Manager to ensure that the Health & Safety systems are developed, implemented and maintained for that business unit, and to:

- Demonstrate a commitment to Health & Safety management and support management of the business unit.
- Lead staff in their areas to ensure health and safety targets are met.

- Consult with affected members of staff when contemplating changes or reviewing practices in the workplace.
- Working safely always to protect themselves and those working with them.
- Undertaking a site induction process to ensure that they are familiar with the site, the relevant OHS policies and procedures.
- Complying fully with all Council OHS policies and procedures whilst on council workplaces or engaged in council business.
- Following work instructions and standard operating procedures and promptly recording and reporting any deficiencies noted during their implementation.
- Cooperate with site and building management in achieving a safe and healthy workplace.
- Promptly reporting all hazards, incidents and near misses to their WWSC supervisor.
- Ensuring they have a clear understanding of assigned tasks prior to commencement; and
- Participating diligently in all training, consultation and other initiatives to reduce or eliminate risk.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Accountability and Extent of Authority

- Support the development of plans, policies and strategies for more effective waste management practices and Circular Economy principles. The work may be of an investigative, analytical, or creative nature.
- To contribute and support strategic direction of Council's waste management service.
- Provide sound and timely advice to staff, working groups, external organisation, and the public.
- Engage, work with, and maintain a responsive and professional relationship with a range of relevant businesses, Government agencies, industries, schools, and various groups within the community to ensure the achievement of well-integrated projects.
- Monitor, evaluate and report on the performance of projects and plans, and assist in determining the priorities for further project work, resource allocation and funding opportunities.

Judgment and Decision Making

This position has the freedom to act in carrying out those duties and responsibilities in a specialised field, utilising personal judgement in the allocation of time and other duties. Guidance is not always available.

- Operate with discretion within the scope of priorities as determined and agreed with the Manager Assets.
- Display good judgement on technical, financial and customer service issues and have strong problem-solving abilities.

- Able to understand the long-term goals of the organization.
- Ability to work confidently, collaboratively and to analyse, interpret and understand a range of legislative requirements.
- Capacity to complete projects and make decisions that may require considerable research, which includes utilising expert technical and legal advice
- Possess demonstrated capacity to develop and consider options and make timely decisions consistent with organisational plans, priorities, procedures and culture.

Specialist Skills and Knowledge

- Proficient knowledge and understanding of the current waste management, resource recovery and circular economy, industry issues and practices, including State Government policies and funding opportunities.
- Strong communication skills, with proficient use of web media, writing newsletters and graphical design.
- Ability to develop goals, strategies, and policies.
- Provide leadership with diplomatic skills to ensure high quality projects when dealing with stakeholders.
- Financial management skills

Management Skills

- An ability to establish priorities and to achieve objectives within given timeframes.
- Highly developed time management skills, capacity to plan, organise and meet changing priorities and objectives.
- Ability to develop goals, strategies and policies.
- Ability to achieve objectives within given timetables.
- Financial management skills

Interpersonal Skills

- Work with and gain cooperation and assistance from staff and external stakeholders.
- Relate and liaise effectively with Council staff, customers, community groups, businesses, and members of the public to gain cooperation and create a positive working relationship.
- Work positively within a team must also be able to liaise with their counterparts in other organisations to discuss and resolve specialist problems.
- Possess high level of written and oral communication skills, including an ability to make persuasive presentations.
- Negotiation and influencing skills.
- Decisiveness and soundness of judgement.
- Proven and consistent problem-solving ability.
- High level of energy and enthusiasm.
- Initiative and innovative thinking style.

- High levels of integrity and loyalty.

Qualifications and Experience

- Tertiary qualifications in environmental management or science, sustainability, waste management or related field.
- Knowledge of, or experience in strategy development in waste management or circular economy.
- Experience in working with community and/or government-based organisations.
- Experience in community engagement.
- Victorian Driver's License.
- Experience in implementing Risk Management systems.
- Experience in administration and policy formation.
- Experience working in Local Government is highly desirable.
- Working with children check may be required.

Organisational Relationships

Reports to:	Manager Assets and GIS
Supervises:	Contractors or staff involved in projects being managed by Waste and Sustainability Coordinator
Internal Liaisons:	Operations Manager Manager Engineering Transfer Station Coordinator Environmental Services Coordinator Transfer Station operators Infrastructure, Development & Works team Customer Service staff
External Liaisons:	Ratepayers and public Government bodies Contractors Consultants All service authorities.

Performance Criteria

Performance will be formally reviewed annually and shall take into consideration both managerial behaviours as shown in the Key Performance Indicators listed below, and

specific objectives set for the term of the review. The specific performance objectives will be set and agreed each year following the formal performance review.

Key Selection Criteria

- Proven ability to work effectively in a small team environment, contribute positively to team outcomes and workplace relationships.
- Experience in or a tertiary qualification in Civil Engineering or other applicable qualification; or considerable relevant experience.
- Asset Management experience and knowledge of local government infrastructure asset management processes, procedures and practices including valuation, depreciation and whole of life costing.
- High level of computer skills and experience in the use of Asset Management systems, database management, spreadsheets, word processing, scheduling and computer-based estimating.
- Ability to provide strategic guidance and advice and development of policies and management strategies in the provision of engineering/infrastructure services.
- Budgetary and financial management skills.
- Highly developed problem solving and decision-making skills.

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Employee Approved

PD Review Date	Name	Signature

Approved By

PD Review Date	Position	
January 2024	Director Infrastructure, Development and Works	Brendan Pearce
January 2024	Manager Assets and GIS	James Magee