

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Project Officer Waste Services	DIRECTORATE: Assets	DATE: August 2018
REPORTS TO: Manager Waste Services	SERVICE UNIT: Waste Services	LEVEL: 7
POSITION NUMBER: CB21005	SUB UNIT:	ROLE FOCUS: Advice
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City's assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and also community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Under broad supervision of the Manager Waste Services, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures and methods as well as the application of professional standards, education and training to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; the business community; vendors and suppliers; and City leaders and employees.

A challenging aspect of the role is completing multiple projects within a dynamic environment that includes changing and competing priorities with tight timeframes.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent's skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

Develops and implements a range of waste management projects that support the City's Strategic Community Plan and Corporate Business Plan.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS OUTCOMES

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| Collaboration & Teamwork | <ul style="list-style-type: none"> • Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines. • Thinks critically and actively collaborates with colleagues and Leaders. • Contributes to the development of business improvement initiatives. |
| Customers & Stakeholders | <ul style="list-style-type: none"> • Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution. • Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner. • Develops sustainable relationships and partnership with key stakeholders, in accordance with the City's policies, processes and procedures that enable achievement of the Strategic Community Plan and Corporate Business Plan. |
| Efficient & Effective Delivery | <ul style="list-style-type: none"> • Provide a range of project management services, including preparation of reports and briefs, coordinating resources, and implementing and monitoring project plans, in accordance with the City's Project Management Framework ensuring that projects are delivered on time, within scope and within budget. • Researches, analyses and reviews waste management issues, identifying emerging issues, developing evidence based options and recommending solutions. • Prepares reports in functional area or activity tailored to the needs of the audience. • Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers. • Proposes innovation and business improvement initiatives within area of accountability activity. |
| Systems & Processes | <ul style="list-style-type: none"> • Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative requirements. • Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required. • Contributes to the development of processes and procedures that support the work of the Service Unit. |
| Resources, Governance, Compliance & Risk | <ul style="list-style-type: none"> • Manages project resources, including consultants and contractors, to deliver project outcomes in line with milestones, timeframes and budget. • Procures resources to support the delivery of waste management projects, in accordance with relevant policies processes and procedures. • Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks. • Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct. • Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation. |

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline such as waste management or commerce or relevant experience
- Relevant experience in a similar role is required.
- Intermediate experience in the efficient utilisation of information systems and technology.

Skills and Knowledge:

- Advanced computing, numeracy and literacy skills.
- Advanced organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Advanced communication and problem-solving skills.
- Advanced research and analysis skills.
- Intermediate negotiation and influencing skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace including hazard identification in an office environment.

Key Stakeholder Relationships:

- Support the Manager Waste Services to assist them to carry out their role.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader Name

Scott Cairns, Manager Waste Services

Signature



Date

27/11/18

Next Up Leader Name

H. SINGH, Director Assets

Signature



Date

27.11.18

