

CITY OF WANNEROO POSITION DESCRIPTION

POSITION TITLE: Senior Waste Management Officer	DIRECTORATE: Assets	DATE: November 2024
REPORTS TO: Coordinator Waste Management	SERVICE UNIT: Waste Services	LEVEL: Level 7
POSITION NUMBER: TBC	SUB UNIT: Waste Services	ROLE FOCUS: Service
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 Coordinator Waste Management, this position applies specialist (technical) proficiencies within the Waste Management Sub Unit. The role will research waste management practices, assist the development and delivery of waste strategy priorities, undertake licensing and compliance related activities, and analyse statistical performance. This role will then facilitate best practice outcomes, implement efficient work practices and workflows that ensure the City's strategic and corporate business objectives and performance targets are achieved to meet anticipated organisational needs.

The role will assist with the development and implementation of key strategic documentation including but not limited to Strategic Waste Management Plan, Waste Policy, Local Laws, business continuity plans, and waste guidelines to align with State and Federal Waste Management policies, plans, and objectives.

A challenging aspect of the role is working within a dynamic environment, balancing the development and implementation of strategic documentation while supporting the teams within the unit, that will involve regular interruptions, competing priorities and prescribed timeframes. The role communicates in a professional manner with a range of customers and stakeholders including consultants and contractors; government departments and agencies; other local governments; members of the public; and City Leaders and employees, displaying patience, tact and diplomacy when needed.

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

Responsible for supporting effective and efficient project delivery and waste management operations, that is compliant through strategic direction, change management and performance monitoring that are in line with the City’s corporate objectives and ensure best practice, and exemplary customer service.

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
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.• Undertakes relevant customer and stakeholder engagement, ensuring that Sub Unit outcomes are in alignment with the City’s values.
Think Strategically & Manage Change	<ul style="list-style-type: none">• Research, interpret, draft and review policies, procedures and processes within specialist area or activity, ensuring alignment with the Corporate Business Plan and customer needs.• Emerging issues are identified, evidence-based options are developed, and appropriate solutions are recommended and implemented.• Research innovative initiatives and business improvement strategies within area of Sub Unit activity.• Assist with the development and implementation of the City’s strategic waste plans to enable contemporary best practice aligned to trends, statistics, resources and performance.• Strategic and tactical advice, support and direction is provided to the Waste services unit, advisory groups, committees and working parties relating to all aspects of the City’s waste services.
Efficient & Effective Delivery	<ul style="list-style-type: none">• Develops, implements, and evaluates programs, initiatives and learning resources that enable achievement of the Strategic Community Plan and Corporate Business Plan.• Researches, analyses and reviews waste avoidance, resource recovery and education issues, and recommends evidence based options and solutions for improvement and mitigation.• 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 in line with the City’s project management framework.• 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 business unit.
Resources, Governance, Compliance & Risk	<ul style="list-style-type: none">• Utilise a range of business systems to manage a range of resource recovery and waste management activities.• Monitors budgets and prepare financial reports under guidance of Leader.• Ensures knowledge of and complies with safety, legislative, regulatory, financial, and administrative frameworks.

- Ensure compliance with corporate policies and procedures, and regulatory requirements for waste services including environmental licences and relevant standards.
- 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.
- Adequate controls are in place to manage governance, compliance and risk across the Sub Unit, as measured through the City’s corporate risk framework.

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Qualification in relevant discipline, such as Environmental Science, Sustainability, Education, or relevant experience.
- Relevant experience in a similar role is required.
- Intermediate experience in the efficient utilisation of information systems and technology.
- C class Drivers Licence.

Skills and Knowledge:

- Intermediate computing, numeracy, and literacy skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Intermediate customer service skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Advanced communication and problem-solving skills.
- Intermediate research and analysis skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

Key Stakeholder Relationships:

- Support the Manager Waste Services & Coordinator Waste Management 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

Kylie Howarth



Date
28/11/2024

Next Up Leader

John Gault



Date
28/11/2024