

**POSITION TITLE:**

Coordinator Projects and Education

**DIRECTORATE:**

Assets

**DATE:**

September 2024

**REPORTS TO:**

Manager Waste Services

**SERVICE UNIT:**

Waste Services

**LEVEL:**

9

**POSITION NUMBER:**

TBC

**SUB UNIT:**

Waste Management

**ROLE FOCUS:**

Service

**ROLE BALANCE:**(People/Scheduling/Technical Work)  
40/30/30**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 oversight of the Manager Waste Services, the role applies specialist (technical) proficiencies whilst leading and the Waste Projects and Education Sub Unit, managing the delivery of waste management projects, and designing and implementing efficient work practices and work flows that ensure the City's corporate business objectives are achieved to meet current and anticipated changing organisational needs.

The role communicates with a range of internal and external stakeholders including consultants and contractors; government departments and agencies; other local governments; the business community; vendors and suppliers; special interest groups; members of the public; and City Leaders and employees.

A challenging aspect of the role is balancing the coordination of a project team relating to delivery of key projects, educational services and technical elements with a strategic and operational focus.

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

Accountable for leading the Waste Management Sub-Unit and managing the development and delivery of waste management projects and education aligned to the City's Waste Plan.

Responsible for ensuring project delivery and support of waste management operations through project delivery and educational influence.

Additionally, the responsibilities of the position include change management and the continual review and improvement of waste management education and project initiatives that are in line with the City's corporate objectives and ensure best practice, and exemplary customer service.

## KEY ACCOUNTABILITIES

### KEY RESULT AREAS

Provide Leadership

Think Strategically &  
Manage Change

Engage Stakeholders  
and Customers

### OUTCOMES

- A positive and productive Sub Unit culture where team members are engaged and accountable for their work, achieving on key deliverables.
- Clear objectives, project deliverables and outcomes required of the Sub Unit are identified, clearly communicated and achieved on an annual basis.
- Team member roles and accountabilities are clearly established and aligned with the Corporate Business Plan and City's vision and values.
- Sub Unit capacity and capability is developed through effective recruitment, coaching, providing performance feedback, conflict resolution and encouraging career development.
- Provide leadership, support and advice to the Sub Unit to ensure accountability for their work and achievement of key deliverables.
- Internal activities of the Sub Unit are effectively managed, reviewed and continuously improved to meet identified objectives.
- Change is effectively managed in the Sub Unit, ensuring the desired outcome is achieved.
- Policies, procedures and processes within specialist area or activity are interpreted, drafted and reviewed through key customer and stakeholder engagement, ensuring alignment with the Corporate Business Plan and customer needs.
- Innovative initiatives and business improvement strategies are recommended within area of Sub Unit activity.
- Development and implementation of the City's Waste education and planned and reactive projects for the community, in consultation with leadership and team.
- Strategic and tactical advice, support and direction is provided to committees and working parties relating to all aspects of the City's waste services.
- Sub Unit objectives are met through regular collaboration and engagement with customers and stakeholders.
- Relationships with customers and stakeholders are effectively maintained, achieving the Sub Unit's objectives.
- Well researched, timely and accurate reports are developed as related to the Sub Unit's activities, tailored to the needs of the audience.
- Capability within the Sub Unit is utilised effectively, achieving on key deliverables.
- Specialist advice and information is provided to stakeholders on emerging project issues and recommendations to support project delivery in line with established plans, budget, timeframes, and other project priorities.
- Provides project and educational support to the Waste Services Strategic and Operational team.

Efficient & Effective Delivery

- Large and complex waste management related projects are developed and delivered on time, within scope and within budget.
- Emerging issues are identified, evidence-based options are developed, and appropriate solutions are recommended and implemented.
- A culture of excellence in service delivery is evident through the conduct and performance of Sub Unit team members' high standard of output, and quality communications with customers.
- The Sub Unit's overall achievement of set objectives is consistently attained.
- Sub Unit processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers in line with the City's project management framework.

Manage Resources, Governance, Compliance & Risk

- Utilise a range of business systems to manage a range of waste compliance and audit activities.
- Ensure compliance with corporate policies and procedures, and regulatory requirements for waste services including environmental licences and relevant standards.
- Sub Unit work processes, including setting tasks and priorities, managing work flow and allocating resources, is managed efficiently and effectively.
- Allocated budgets are effectively managed, demonstrating cost effectiveness and efficiency in the use of rate payer's money in the pursuit of Sub Unit objectives.
- Adequate controls are in place to manage governance, compliance and risk across the Sub Unit, as measured through the City's corporate risk framework.

<b>CAPABILITIES REQUIRED</b>
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**Qualifications, Requirements and Experience:**

- Tertiary qualification in relevant discipline such as science, engineering, project management or business is required.
- Significant experience in a similar role within a large and complex organisation.
- Significant experience in business planning, project management and reporting.
- C class Drivers Licence.

**Skills and Knowledge:**

- Knowledge of the principles of planning and delivery of waste management services.
- Extensive knowledge of relevant waste management legislations and regulations.
- Advanced communication (written, verbal and public speaking) and problem-solving skills.
- Advanced people management skills to direct, manage, evaluate and motivate staff.
- Advanced research and analysis skills.
- Advanced negotiation and influencing skills.
- Advanced organisational skills.
- Advanced skills in the efficient utilisation of information systems and technology.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including risk assessment and control implementation.
- Advanced understanding of waste education best practice and development.

**Key Stakeholder Relationships:**

- Provide advice and support the Manager Waste Services and Director Assets to assist them to carry out their roles.
- Provide accurate and specialist advice and guidance to the Manager and Director on the status and function of the Sub Unit and ensure that processes are administered in accordance with legislation and agreed policies, procedures, processes, service level agreements or legal instruments.
- Provide support and guidance to employees within the Sub Unit to sustain a team capable of producing the required outputs and adding value to the Directorate.
- Consult and engage with relevant stakeholders to gain their cooperation with the delivery of the Sub Unit's strategic objectives.

**Role Authorities:**

- Leads education and projects of the Waste Management Sub Unit within the Waste Services Unit.
- Local Government Regulations and Act delegations as well as other relevant legislation, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and technical support at a Coordinator level.
- Accountable for the capability of the Sub Unit to provide accurate technical advice.

**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:** John Gault, Manager Waste Services

**Date:** 25 Sept 2024



**Next Up Leader:** Harminder Singh, Director Assets

**Date:** 25 Sept 2024

