

<b>TITLE:</b>	Waste Strategy Officer
<b>DIRECTORATE:</b>	Places & Spaces
<b>DEPARTMENT:</b>	Environmental Sustainability & Open Space
<b>LOCATION:</b>	This position is based at Kew Depot but is expected to work across all locations as required.
<b>CLASSIFICATION:</b>	Band 7
<b>EMPLOYMENT STATUS:</b>	Full Time
<b>POSITION CODE:</b>	

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### PRIMARY OBJECTIVE AND POSITION CONTEXT

The Waste Strategy Officer will report directly to the Coordinator Environmental Sustainability and will lead the development and delivery of Council's strategic responses to the broad waste management challenges and opportunities facing local government. The officer will ensure that Council's waste services align with community outcome expectations as articulated in the Boroondara Community Plan. The officer will be responsible for stewarding the delivery and updates to Council's Waste Recycling and Minimisation Strategy. The officer will provide leadership across the organisation on waste matters and deliver the waste projects as outlined in the Waste Strategy.

This position is responsible for working professionally with employees at all levels across Council and liaising with relevant external stakeholders, including State and Federal regulatory action groups.

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### REPORTING RELATIONSHIPS

Reports to:	Coordinator Environment Sustainability
Direct reports:	Nil
Internal liaisons:	Coordinator Waste Operations, Waste Education and Projects Officer, Waste Contracts Officer, Councillors, P&S leadership team
External liaisons:	Residents, members of the public, contractors, suppliers, government departments, statutory authorities, MWMG
Budgetary responsibilities:	TBA

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### WORKING WITH CITY OF BOROONDARA

**Our Vision** is to be a vibrant and inclusive city, meeting the needs and aspirations of its community. We work together to deliver community priorities and place our customers at the centre of everything we do (Purpose).

Our values and behaviours guide the way we work and lead.

#### How we work

- Think Customer experience
- Act with integrity

#### How we lead

- Lead by personal example
- Build trust

- Work together as one
- Explore better ways
- Treat people with respect
- Own it, follow through
- Create shared direction
- Inspire possibility
- Empower others

To achieve our strategic goals we need a workforce full of energetic, customer focused and forward thinking people.

## KEY RESPONSIBILITIES/OUTCOMES

Key Responsibility	Details	What success looks like
Leadership and support	Assist and support the coordinator in other activities necessary to operate an effective team including; business planning, budgeting, team meetings and professional development.	The team is able to meet agreed objectives
Oversee all administrative functions relevant to the role	<p>Manage and process all incoming and outgoing correspondence that is relevant to the role</p> <p>Developing, periodically reviewing and updating, actioning and reporting against the Waste Minimisation and Recycling Strategy.</p> <p>Manage relevant project budgets</p>	<p>Business units and stakeholders have information in a timely manner</p> <p>All reporting on Waste Minimisation and Recycling Strategy is up to date and correct.</p>
Develop, Communicate and manage work plans and projects	<p>Manage work plans and performance plans to increase performance.</p> <p>Manage annual business plans, and communicate the strategic goals and direction of all objectives to the organisation allowing employees to connect the strategy to their position and work group</p>	<p>Clear, concise and regular communications to the organisation stakeholders</p> <p>Customer satisfaction scores are positive</p> <p>Projects are delivered within agreed time, cost and quality parameters.</p>
Contribute to organisation-wide waste projects and business solutions with a strong customer-centric focus	<p>Provision of strategic and technical advice regarding waste matters</p> <p>Providing strategic direction and expert advice for implementing waste projects</p>	<p>Business requirements translated into effective strategical solutions aligned to business objectives.</p> <p>Provision of expert advice to senior management on a</p>

	<p>The waste strategy officer will be expected to lead the implementation of projects in collaboration with the waste operations teams.</p>	<p>wide range of initiatives ensuring they are able to make informed decisions by identifying and responding to complex emerging issues and trends.</p>
<p>Provide professional advice and operational support in the effective management of waste strategy objectives</p>	<p>Representing Council on the Clayton Landfill Joint Venture committee</p> <p>Briefing and supporting MWRRG Councillor representative</p> <p>Briefing and supporting the Council Waste Management Committee</p> <p>Assist in responding to government policies and strategies</p> <p>Represent Council at appropriate meetings and committees in relation to waste and litter initiatives or education</p> <p>Lead Councils response to EPA issues at Clayton Landfill or other Council managed sites</p>	<p>Provision of up to date, timely and professional advice to the business interpreting and implementing strategies for best practices.</p> <p>Communicating up to date and relevant information to Council</p> <p>Strong written communication to appropriate stakeholders</p> <p>Attend stakeholder meetings as required, modelling Council's core initiatives and strategies.</p> <p>Timely action and implementation of Council strategies to external sites</p>
<p>Waste and Litter Minimisation Strategies and Plans</p>	<p>Develop, implement, monitor and evaluate Council's waste and litter minimisation strategies and plans</p> <p>Keep up to date with relevant changes in the industry</p> <p>Report on Council's waste and litter KPI's and targets</p> <p>Prepare Council reports on waste and litter minimisation, education and briefings on new initiatives</p>	<p>Updated and informed waste and litter minimisation strategy and plan</p> <p>Meeting targets and comparing against industry standards</p> <p>Well informed Council on new initiatives</p>

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## SELECTION CRITERIA

1. Strong communication skills, including public speaking, writing of reports and submissions and the ability to negotiate whilst communicating with a range of stakeholders.
2. Demonstrated experience in capital or operational improvement projects and project management; including performance and financial reporting procedures.
3. Sound knowledge of the waste and recycling industry including waste avoidance and recovery, particularly as it relates to and impacts upon, the activities and responsibilities of local government.
5. Thorough knowledge of government waste management strategies relevant to local government.
6. Demonstrated collaboration and time management skills with a proven ability to work independently or as part of a team.
7. Demonstrated problem solving skills and ability to adapt to new and emerging challenges.
8. Current Victorian Driver's License.

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## HSW AND RISK MANAGEMENT

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own HSW and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all hazards, incidents, injuries, near misses and potential risks as soon as practicable to their supervisor
- Actively participate and contribute to preventative HSW strategies, audits, team meetings and training

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## EMPLOYMENT REQUIREMENTS

To work with the City of Boroondara you may need to provide a current National Police Records Check and, to support a child safe organisation a current Employee Working with Children Check.

All employees must adhere to Occupational Health and Safety, Equal Opportunity,

Child Safety, Council service charter and other relevant legislative requirements, our policies and procedures and our Codes of Conduct.

All staff are responsible for making and keeping complete full and accurate records in the Corporate System Objective that adequately document Council business activities and support any decisions made. This further extends to making information available to other staff through Objective improving the overall service provided by Council.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

This position requires the ability to exercise judgement, initiative and discretion within the standards and procedures encompassing the nature of the work assigned.

To provide assistance and support to the leaders and staff of the Environmental Sustainability and Open Spaces team as well as the wider organisation as required. Liaise with internal and external stakeholders in regard to complex waste issues. To be accountable for the quality of own work and apply effective time management to the delivery of work priorities as required.

The freedom to act is governed by clear objectives and/or budgets, with accountability to the Coordinator Environmental Sustainability, for alignment to and achievement of business requirements. This position may have input into policy development, provide feedback and submit waste initiatives to state government.

## **JUDGEMENT AND DECISION MAKING**

This position requires the ability to exercise judgement and to make decisions within their level of knowledge and experience. Complex matters should be discussed with relevant team leader/s and manager/s, with guidance and advice as required. Identify relevant issues, opportunities and challenges and make recommendations to relevant team leader/s and manager/s. Guidance and advice is usually available.

## **SPECIALIST SKILLS AND KNOWLEDGE**

- Demonstrated knowledge of waste strategies, circular economy principles, practices, information management requirements and procedures
- Demonstrated skills in strategy and project management
- Demonstrated ability with systems development lifecycle and documentation
- Demonstrated ability to research, analyse, report and make recommendations in relation to diverse and complex waste strategies
- Demonstrated ability to collaborate with internal and external stakeholders to deliver required changes

## **MANAGEMENT SKILLS**

- Skills in managing time, setting priorities, planning and organising one's own work
- Ability to supervise, others if required
- Understanding of, and ability to implement Risk Management principles if required
- Ability to train and develop others
- Ability to achieve objectives within a timetable

## **INTERPERSONAL SKILLS**

This position requires the ability to gain co-operation and assistance of others in the promotion of strategies and projects related to waste and environmental sustainability and the effective resolution of identified issues/problems. Strong written communication skills in the preparation of relevant business documentation including, but not limited to, policies, strategies, plans, reports and briefs. Strong verbal communication skills for positive participation in both formal and informal engagement processes with staff, customers and stakeholders. Development and presentation of business cases. Flexible, adaptable, results-driven and customer-focused in prioritising and delivering business requirements. The ability to liaise with counterparts in other organisations to discuss specialist matters and within the organisation to resolve intra-organisational problems.

## **QUALIFICATIONS AND EXPERIENCE**

- Graduate or post graduate qualifications in waste management or equivalent
- Demonstrated experience in the local government waste industry
- Demonstrated experience in complex stakeholder management
- High levels of computer literacy including the Microsoft Office suite, GIS, asset systems, and enterprise systems using in the Local Government sector