

Position Description

Waste & Circular Economy Coordinator

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council has established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

This position leads the planning, procurement and delivery of Council's waste and resource recovery program, which includes kerbside waste, recycling and organics collections, waste transfer stations and the ongoing monitoring and EPA compliance of closed landfill sites. The role also seeks to protect the environment and the health of the community by developing, promoting, and implementing new and innovative waste reduction, reuse and recycling programs.

A key responsibility of the role is researching, analysing and recommending strategies for waste management and investment for Council, and improving environmental outcomes.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 7
Award:	Alpine Shire Council Enterprise Agreement
Reports to:	Manager Assets and Waste
Supervises:	Waste Operations Officer

KEY DUTIES AND RESPONSIBILITIES

The Waste and Circular Economy Coordinator will drive best practice waste management processes across Council, manage the operations of Transfer Stations, kerbside collection contracts, closed landfill sites and regulated waste compliance obligations.

Accountability and Extent of Authority

- Accountable to the management of Council's waste and resource recovery program and any operational areas relevant to the role
- Must have an understanding of and be able to interpret relevant acts and regulations (e.g. Environment Protection Act 1970, Recycling Victoria policies and initiatives, etc.)
- Accountable for ensuring the delivery of quality customer service at transfer station and any other customer-facing aspects of the role.
- Development of key regulatory reporting and associated regulatory actions
- Development and oversight of key contracts and agreements

- Extent of authority is restricted to decisions other than those requiring direct Council resolution under statutory provisions and requirements, delegations and directions by the Manager Assets and Waste.
- Accountable for:
 - managing resources;
 - managing the waste reserve budget;
 - managing the kerbside and transfer station waste and recycling collection contracts;
 - providing advice to customers/business units;
 - providing advice and input into the development of policies relating to waste and circular economy; and
 - ensuring the achievement of key responsibility areas above.
- Accountable for delivery of services and designated projects within budget and in accordance with agreed and/or legislated timeframes.
- Freedom to act is governed by clear objectives, relevant policies, standards and procedures, and in consultation with the Manager Assets and Waste.

Waste, waste recovery and circular economy

Council operates waste management collections and programs across Alpine Shire. The role will:

- Deliver projects as required to meet strategic objectives, including but not limited to the roll out of the Recycling Victoria service standards.
- Drive the transition from a traditional linear economy (take, make, dispose) to a more sustainable, circular model (reduce, reuse, recycle).
- Ensure strategic planning, stakeholder engagement, and hands-on implementation to support and enhance the organization's circular economy initiatives.
- Manage the operations of Council's three transfer stations including the Myrtleford Transfer Station reuse shop.
- Manage the delivery of Council's landfill monitoring program to ensure compliance with relevant EPA regulations and provision of relevant monitoring data to inform and guide successful delivery of landfill capping works.
- Manage the kerbside collections contract for waste, FOGO and recycling services and Dinner Plain waste and recycling services contracts.
- Liaise with the Australian Food and Grocery Council and Halve Waste regarding Council's participation in the soft plastics recycling pilot.
- Manage service delivery, development and auditing of Council's waste contracts.
- Implement processes associated with Council's events waste management policies.
- Undertake regulatory waste functions and reporting as required.
- Manage Council's Waste Reserve to ensure all services and Waste Capital Works Projects are captured to provide accurate waste management and kerbside charges.

- Provide support to the Assets and Engineering Department undertaking capping, rehabilitation and other infrastructure work at Council's closed landfills and transfer stations.
- Represent Council as a member on the North East Local Government Waste and Recycling Forum.
- Maintain and develop contracts policy, procedure, tools, templates and reporting as relevant to area of oversight.
- A thorough understanding of waste management, resource recovery and its application to local government.
- High level management skills.
- Sound analytical and research skills to assist in policy development, and review and assessment of issues and reporting.
- Excellent project management skills.
- Specialist knowledge relating to environmentally sustainable waste management practices.
- Excellent written and verbal communication skills.
- A good understanding of commercial business practices and financial assessment skills.
- Excellent contract preparation, assessment and administration skills.
- Technical skills in engineering or environmental science would be an advantage.
- Providing professional support and advice to the Manager Assets and Waste, as required.

Education Programs

Work with Council's Sustainability Team to raise awareness, and to empower the community and visitors to reduce waste and litter through existing and new programs such as:

- Liaise with Halve Waste to enable Council's continued participation in its waste and recycling education programs.
- Plan education and communication programs to be delivered to residents, businesses, community organisations and schools about Council's waste and environmental management services and strategies.
- Enhance resident and tourist awareness in relation to public place bins, recycling separation, littering and waste minimisation.
- Facilitate waste minimisation promotion and education specific to Dinner Plain alpine village.
- Liaise with community groups, schools etc regarding involvement in initiatives such as National Recycling Week and Clean Up Australia Day.
- Liaise with the Sustainability Team to manage and publicise Council's mobile dishwashing facility.
- Liaise with local businesses and community groups and advocate to the region's Container Deposit Scheme operator, Visy, to enable more collection points with the municipality.

Budgeting

- Manage Council's waste reserve budget.
- Provide input into the development of the business unit budget.
- Monitor expenditure and ensure projects and services relating to key responsibilities are within the budget set by Council.
- Provide input into the budget reviews as requested by the Manager Assets and Waste.

Legislation

- Environmental Effects Act 1978
- Environment Protection Act 1970
- Environment Protection and Biodiversity Conservation Act 1999 (Commonwealth)
- Equal Opportunity Act 2010
- Local Government Act 2020
- Occupational Health and Safety Act 2004

This is not an exhaustive list and individual roles may have responsibilities under other forms of legislation.

Customer Service

- Promptly, efficiently and courteously deal with customer enquiries.
- Provide accurate and concise advice/information.
- Promote resource recovery services to residents and interest groups.
- Monitor the suitability and effectiveness of existing resource recovery services and facilities.

Continuous Improvement

- Continually review and improve practices and processes associated with the planning, procurement and delivery of Council's waste and resource recovery program.
- Investigate, evaluate and report on new technology and equipment to improve the efficiency and productivity of the strategic waste and resource recovery program.

Other Duties

- Comply with all Council policies and procedures.
- Participate in cross-functional working and project groups, as requested.
- Identify and report on work procedures and systems weaknesses, and their methods of control.
- From time to time, and as required by the Manager Assets and Waste, undertake other duties in addition to those above, which fall within the employee's capabilities, experience, skills, competence or training.

- In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Employees Code of Conduct and other corporate policies.

Judgement and Decision Making

- Ability to solve complex problems in relation to key responsibilities by the effective application of innovative or established techniques and procedures in a demanding operating environment.
- Ability to develop policy and strategic position from a range of options for presentation to senior management and Council.
- An analytical approach to work is required.
- Capacity to identify synergies across projects and initiatives which can provide improved economic, environmental and social outcomes.
- Recognise sensitive and/or potential serious customer service issues and deal with these in an appropriate manner.

Management Skills

- Ability to provide timely advice and recommendations to senior management and Council.
- Responsible for monitoring of business unit budget ensuring accurate coding of income and expenditure and providing input into quarterly reporting process.
- Demonstrated skills in managing diverse workloads, and meeting work and budget targets within tight deadlines, despite conflicting pressures.
- Implement equal employment opportunities, human resource and health, safety and risk policies and procedures.
- Promote a collaborative approach.

Leadership & People Management

- Lead, motivate, train, develop and appraise the Waste and Circular Economy Team to achieve Council Plan objectives, budget requirements and service delivery standards.
- Provide clear direction to staff through the preparation of unit, and individual performance plans and indicators.
- Manage staff performance.
- Provide staff regular feedback on their performance.

Interpersonal Skills

- Excellent written and verbal communication skills and ability to write reports and prepare external correspondence.
- Ability to exercise tact and diplomacy.
- Ability to maintain confidentiality of information and advice.

- Ability to lead, work dynamically and positively contribute to a team.
- Ability to advise and communicate effectively to members of the public, tribunals and organisations in the achievement of set goals or objectives or in matters of policy, law or procedures.
- Display and promote a positive image of Council at all times through attitude, performance of tasks and interaction with internal and external customers.
- Ability to seek guidance and advice when required.

EXPERTISE

Qualifications and Experience

Qualifications

- Appropriate degree or diploma with a minimum of 5 years' relevant experience. A degree in environmental science, engineering or a related field, combined with experience in waste services or management, is preferable.
- Valid driver's license.

Experience

- Significant experience in the waste industry, resource recovery and circular economy.
- Experience in waste services, contract management and asset management.
- Proven experience strategic thinking and analytical attributes with the proven ability to identify and drive strategic direction, formulate strategies and plans to address waste services.
- Specialist knowledge of applicable legislation and regulations applicable to waste management.
- Experience in providing advice concerning the impact of legislation and other external issues that may impact on the services and assets managed by Council.
- Solid understanding of the requirements necessary to ensure a safe workplace is maintained and that policies and procedures are documented and followed.
- Experience at establishing and maintaining relationships with key stakeholders, including the Victorian government and Council staff.
- Relevant experience in local and/or Victorian government.

Specialist Knowledge and Skills

- Clear understanding of budgeting and financial management.
- Detailed knowledge of relevant legislation and regulations.
- Strong practical and technical skills in the application and development of systems in key responsibility areas.
- Capacity to effectively convey technical and policy information, both orally and in writing to the public, staff, auditors and other agencies.

- Proven high performance and professional knowledge in managing key responsibility areas, including project management skills.
- Ability to represent Council in public forums including public speaking.

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Utilise all appropriate Personal Protective Equipment, where required.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor.
- Support the return to work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- You will, on occasion, be required to carry out site inspections and outdoor activities and will, therefore, be exposed to those conditions normally encountered in an outdoor environment.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- You must have the stamina to work long hours, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts
- The work environment may include uneven surfaces and up and down stairs