

	POSITION DESCRIPTION		PD118
	Waste and Sustainability Officer		
Classification	Professional	Status	Permanent Full-Time
Directorate	Infrastructure & Development Services	Incumbent	Vacant
Department	Recreational Planning & Environment	Reporting to	Manager Recreational Planning & Environment

PURPOSE OF THE POSITION

The *Waste and Sustainability Officer* provides sustainability expertise and works collaboratively with relevant internal stakeholders to embed sustainability into the organisation's strategy, service delivery and culture. The role supports the delivery of Council's Waste and Resource Recovery Strategy and the Integrated Council Environmental Plan.

The role is responsible for identifying and implementing initiatives that contribute to achieving the Council's Net Zero goals and a circular economy, consistent with the broader organisational policies and strategies. The *Waste and Sustainability Officer* ensures waste management services and waste facilities are compliant and delivery value-for-money services to the community. The waste services include kerbside waste, recycling and organics collections, public bins and waste transfer stations.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
Waste and Resource Recovery Strategy	<ul style="list-style-type: none"> ▪ Coordinate the implementation, monitoring and reporting of the Waste and Resource Recovery Strategy. ▪ Develop and implement internal waste/recycling initiatives into Council operations, projects and programs. ▪ Liaise with the Contracts and Administration Officer for new initiatives to be included in the waste twelve-month communications and education plan
Waste Operations	<ul style="list-style-type: none"> ▪ Effectively coordinate waste, recyclables (including organics) and disposal services for council's waste operations, including domestic kerbside, public place and reserve bins and waste transfer stations. ▪ Ensure Council's waste functions are compliant and meet regulatory requirements. ▪ Act as the escalation point for customer enquiries relating to waste services. ▪ Ensure appropriate systems are in place for waste data capture, reporting and management in line with organisational and legislated requirements. ▪ Appointed contracts are effectively managed. This includes the following outcomes: <ul style="list-style-type: none"> – Performance against contract terms and conditions are actively monitored and any non-conformances are appropriately addressed. – Escalating any potentially serious contract matters to the Manager Recreational Planning & Environment. – Develop contract and tender documentation utilising the template suite and other procurement instruments.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
	<ul style="list-style-type: none"> - Liaison with the Contracts and Administration Officer for consideration of any procedural or template gaps. ▪ Contribute to the development of waste service level documentation, as required.
Sustainability Goals, Awareness and Education	<ul style="list-style-type: none"> ▪ Develop, implement and embed internal sustainability initiatives into Council operations, projects and programs. ▪ Assist Council in achieving its environmental sustainability goals consistent with the Integrated Council Environmental Plan. ▪ Provide support to the Manager Recreational Planning & Environment to coordinate the calculation of corporate carbon emissions and identify effective reduction strategies. ▪ Develop education and awareness materials for home energy efficiency and living sustainably. ▪ Participate as a staff representative, as required, in the Council's Sustainability and Environmental Advisory Panel. ▪ Ensure appropriate sustainability data management that can progressively track and report Council's environmental performance. ▪ Deliver, contribute to or attend relevant internal/external environmental and sustainability events, workshops and forums, as required.
Corporate Projects	<ul style="list-style-type: none"> ▪ Actively participating in corporate projects which necessitate professional advice and decision making in respect of Council's waste assets.
Standard Clauses in all employee PDs	
Meetings and Interactions	<ul style="list-style-type: none"> ▪ Attending and actively participating in internal and external meetings and workshops, as required.
Customer Service	<ul style="list-style-type: none"> ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.
Resource Sharing	<ul style="list-style-type: none"> ▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils.
Confidentiality	<ul style="list-style-type: none"> ▪ Integrity and confidentiality of all council related activity and documentation is being maintained.
Records Management	<ul style="list-style-type: none"> ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.
Procurement	<ul style="list-style-type: none"> ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.
Risk Management	<ul style="list-style-type: none"> ▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation.

KEY RESPONSIBILITY	OUTCOMES (MEASURE OF SUCCESS)
	<ul style="list-style-type: none"> ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.
Performance Measures	<ul style="list-style-type: none"> ▪ Departmental Key Performance Indicators (KPI's) developed. ▪ Reports against KPIs are occurring. ▪ Updates and achievements of outcomes completed in Interplan. ▪ Performance monitored against internal and external Council survey results.
Additional Duties	<ul style="list-style-type: none"> ▪ Other duties as directed within the scope of the position.

SPECIAL CONDITIONS
<ul style="list-style-type: none"> ▪ A pre-employment medical including drug and alcohol testing is required. ▪ A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.

WORK HEALTH AND SAFETY ACCOUNTABILITIES
<p>All staff are required to observe the following WHS accountabilities:</p> <ol style="list-style-type: none"> 1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and 2. Ensure full compliance with responsibilities under the <i>WHS Act 2012</i>, the <i>WHS Regulations 2012</i> and other relevant legislation, in particular: <ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others at their work. • Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. • Report safety hazards to minimise and control risk. • Report immediately any incident or injury which arises in the course of your work. • Ensure completion of induction, instruction and training prior to undertaking tasks. • Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person. • Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.

CORPORATE ACCOUNTABILITIES
<p>All staff are required to observe the following corporate accountabilities:</p> <ol style="list-style-type: none"> 1. Compliance with all legislative requirements. 2. Understand and promote Council's Strategic Objectives and Core Values. 3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.

PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Recreational Planning and Environment

Direct Reports Nil

Internal Liaisons: The employee is required to operate as an effective part of the Infrastructure & Development Services Directorate and is expected to ensure professional and effective working relationships with all staff throughout the organisation. In particular, the employee is expected to maintain effective relationships with the Works and Services Depot and Project Engineer.

External Liaisons: The employee interacts with contractors and various representatives of the community and other Councils on behalf of the organisation. The employee will be responsible to directly supervise appointed contractor/s associated with waste operations. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

EXTENT OF AUTHORITY

The employee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the employee will refer the matter to the Manager Recreational Planning and Environment.

PERSONAL ATTRIBUTES

- A genuine desire to deliver effective waste and sustainability services, along with education and awareness activities across the municipality.
- Motivated with the ability for work in a team environment.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Ability to build and maintain cooperative relationships.
- High standard of ethics and integrity which inspires trust and confidence.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Strong collaborative skills which enable effective engagement within a high functioning cohesive team.
- Ability to employ sound judgment and decision making amongst competing demands.

- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Qualifications

- Current unrestricted Tasmanian driver licence.

Knowledge & Experience

- Excellent knowledge of environmental best practice, new innovations and legislative requirements. This includes knowledge of the circular economy, resource recovery, and sustainability broadly.
- Ability to work in a team environment and exercise tact, discretion, integrity and sound judgement.
- Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines.
- Demonstrated ability to analyse and interpret complex technical information and to think and act strategically.
- Excellent written and oral communication, interpersonal and negotiation skills in relation to dealing with a diverse and complex range of internal and external stakeholders.
- Strong project management skills and experience in managing complex projects to achieve the desired outcomes and within tight deadlines.

SELECTION CRITERIA

Essential

1. Formal qualifications and/or demonstrated experience in environmental science, environmental management, sustainability other relevant field.
2. Demonstrated knowledge of environmental sustainability and the circular economy and how it applies to local government.
3. Commitment to personal integrity, continuous improvement and understanding customer expectations in order to supply best value for money services.
4. Demonstrated ability to effectively engage with stakeholders in order to achieve the desired outcomes.
5. Ability to undertake research, utilise analytical skills, coordinate tasks, set priorities and work to timelines in a pressured and changing environment.
6. High level of interpersonal, verbal and written communication.

Desirable

7. Broad knowledge of local government.

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____

Date: _____

General Manager Approval: _____

Date: 31 March 2025

W Adams