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Position Description

Position Title	Waste and Environment Officer
Position Code	ENV030
Department	Planning and Growth
Division	Waste and Environment
Reports To	Manager Waste and Environment
Direct Reports:	Nil
Position Classification	Administration / Technical / Trades Band 2, Level 1-2
Position Status	Full time
Allowances	Nil

SPECIAL CONDITIONS

Nil

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to assist Council to meet its waste and sustainability objectives in line with the *Local Government Act* and other relevant legislation.

Our ideal candidate will have previous experience working in the waste industry, contractor management along with knowledge and understanding of the provision of waste services and knowledge of the NSW Waste Regulations.

You will have demonstrated interpersonal skills, including the ability to interact with customers, contractors and the general public, including written and verbal communication. You will be a strong team player and physically be able to undertake the inherent requirements of the position.

This position will also assist in the development of programs and initiatives to minimise Council's energy use, carbon emissions and waste generation as well as provide advice and input into Council's climate change/NetZero adaptation.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Assist in the delivery of operations and maintenance of the Forbes Recycling and Waste Depot (FRWD), CRC Centre and rural landfill Depots</i>	30%
<i>Administration, reporting, auditing, development of policies, procedures, educational programs and plans</i>	40%
<i>Assist in the Council's Environmental, sustainability and NetZero objectives to meet our Waste and Environmental Management initiatives</i>	25%
<i>Professional Development, networking with external stakeholders</i>	5%

POSITION RESPONSIBILITIES

- Oversee the operations of the Forbes Recycling and Waste Depot (FRWD), CRC Centre and Rural Landfills including contractor management, compliance with licensing and contract conditions;
- Assist in the forward planning of landfill cell construction, front of house/transfer station, rehabilitation projects and the review of recycling and organics processing;
- Oversee domestic and commercial waste contracts to ensure service requirements are delivered to the highest standard;
- To monitor and review all relevant legislation, standards, codes of practise that relate to the activities of their section to ensure that Council processes and documents adhere to these requirements;
- Leading continuous improvement in waste and recycling services by identifying opportunities to reduce contamination, increase recycling and reuse, diverting waste from landfill and enabling circular economy outcomes;
- Development and implementation of waste management strategies, policies and business plans;
- Delivery of effective community education in waste avoidance and increased resource recovery;
- Liaise with key waste management staff (including Netwaste) in neighbouring LGAs to achieve regional collaboration on delivery of waste management services;
- Monitoring expenditure and identifying opportunities for cost savings through innovation;
- Assist in the coordination of grant funding applications relating to waste and sustainability;
- Assist in the development, implementation and delivery of Council's programs and initiatives to minimise Council's energy use, emissions and waste generation including meeting NetZero targets.





Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person.
 - Wear protective clothing or equipment in the manner intended (if required).
 - Take reasonable care for the health and safety of all persons who are at their place of work.
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties.
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy.
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Ability to investigate, prepare strategies, policies and reports (using evidence-based decision making) on waste management and resource recovery and make recommendations to management and Council.
- Liaise internally to build relationships, achieve cooperation, work inclusively, gain and share knowledge and experience and discuss and resolve issues.
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;
- Comply with all Council's policies and procedures and Code of Conduct;
- Complete other duties as directed by the nominated Supervisor;
- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager Waste and Environment	Supervisor – Advice, guidance and support
Director Planning and Growth	Advice, guidance and support
Biosecurity Team	Advice, guidance and support
Planning and Growth Team	Colleagues, advice, guidance and support
Council Staff	Colleagues, advice, guidance and support
External	
Business Community, Working Groups, Community Members	Guidance, advice and support as required
Authorities and Government Departments	Reporting, legislative changes, compliance with relevant legislation
Councillors within the scope of Council's Code of Conduct 'Model'.	Through consultation with the Director Planning and Growth

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate

PERSON SPECIFICATION

If you don't think you meet all our key selection criteria or unfamiliar with the responsibilities, but this role excites you, we want to hear from you anyway! You may just be the right fit for our team.

Essential

- Demonstrated experience in Waste or Environmental Management;
- Demonstrated ability to competently interpret legislation, guidelines, procedures or policy;
- Demonstrated expertise and experience working alongside and/or leading multi-disciplinary teams including contractors;
- Class C (Standard) Drivers Licence

Experience

- Tertiary qualifications (Certification, Diploma and above) in Environmental Health, Environmental Science, Natural Resource Management, Waste Management or relevant degree (desirable);
- Major projects experience including inception to delivery with demonstrable outcomes and direct community engagement;
- Demonstrated experience with accountability in the successful delivery of communication as well as experience relating to people at all levels;
- Operation of heavy plant and machinery (desirable);
- Demonstrated well developed conflict management skills.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation
- Financial delegation as per Council's delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Laptop or Tablet
- Phone
- Vehicle (home to work)

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No