

Position Details		
Position Title: Waste and Sustainability Manager	Classification: Band 2 Level 2 Grade 16	Position Number: BHCC-WST-01
Group/Area: Infrastructure – Waste Operations	Reports to: Director Infrastructure & Environment	Hours per week: 38
Our Organisation: Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Objective: The position is responsible for the financial management of the Waste team and its accountability to spot check waste, manage costs at the weighbridge and overall operation of the landfill. The role will provide formal input into the development and implementation of policies, procedures and processes as well as ensure that Council's regulatory responsibilities are delivered to the satisfaction of EPA. Research, develop and interpret appropriate responses to waste management issues, sustainability initiatives and provide specialist advice to senior staff, government departments, stakeholders and the public. Coordinate and support the development, implementation and review of sustainable waste and resource management and climate related (energy and water) initiatives for Council.		
Special requirements: • Travel will be required across multiple sites and location within Broken Hill City Council • This position may include working outside normal business hours		
Key Stakeholders: • General Manager • Director Infrastructure & Environment • Project Engineers • Strategic Asset Management Coordinator • Waste Management Coordinator • Other council departments • Ratepayers and other service users • Community Groups and Individuals • Lessees, tenants, members of the public, contractors, service providers • Local Government, State Government and/or Federal Government agencies		

Reporting Lines:

- This position reports to the Director Infrastructure and Environment
- This position has a number of direct reports as defined within the organisation structure

Accountabilities**You will use your professional skills and experience to fulfil the following key responsibilities:**

- Contribute to the development of long-term strategic plans, operational plans and asset plans as well as undertaking strategic planning and development of Council's waste operations and facilities.
- In conjunction with the Director Infrastructure and Environment, evaluate the site and service requirements of the landfill to develop an effective and efficient operational plan.
- Lead the Waste Management team in delivering high quality waste services including but not limited to waste collections and landfill operations to deliver agreed outcomes within budget.
- Ensure fees are being charged and appropriate steps are taken to ensure consistent checking of waste and implementing of fees and charges.
- Manage and review Council's waste related policies and strategic direction for Council's waste services.
- Prepare, monitor and manage budgets for the Landfill, kerbside collections and associated waste projects.
- Manage compliance with EPA licence conditions, EPA guidelines and legislation (including preparation and submission of quarterly levy statements and the Annual Performance Statement).
- Drive change management initiatives to introduce and sustain new processes that contribute to the growth and durability of the operations of the Waste Services business unit.
- Specific to landfill management, you will:
 - Continuously monitor and review operations/work practices to improve productivity and efficiency.
 - Assess and provide advice to Council management on the planned purchase of replacement equipment.
 - Ensure Council's WHS requirements for landfill and recycling are implemented, monitored and reviewed.
 - Contribute to ongoing planning, commencement and overseeing of new waste and/or recycling facilities.
- Ensure weighbridge systems are fully operational, updated, maintained and serviced to meet industry and regulatory standards and requirements.
- Supervise, support and coordinate employees, contractors, sub-contractors and consultants engaged in waste and recycling activities.
- Remain up to date with and inform Council of legislative changes that may impact on Council's waste management and contractual responsibilities.
- Provide advice and recommendations to the Landfill Waste Coordinator for all aspects of waste services delivery and performance.
- Develop and review policies, procedures and guidelines relating to the waste function of Council.
- Oversee effective safety and accident prevention programs to ensure all reasonable action is taken to prevent accidents and injuries, ensuring a safe and productive work environment for all employees.

- Provide accurate and timely technical advice and direction on waste services matters to the Chief Assets and Projects Officer.
- Work to enhance both short and long-term environmental outcomes.
- Develop and implement capital initiatives for Waste.
- Identify and recommend initiatives and cost savings for Waste.
- Manage the implementation of waste related educational programs, including waste minimisation, contamination of kerbside organics and recycling, as well as providing direct education to the community as needed. Keeping updated information on Council's forums and website.
- Complete all administrative duties in relation to the services, including but not limited to:
 - Reports comparing actual performance against key performance indicators
 - Waste agreements
 - Report on works associated with Operational Plan
- Make recommendations in relation to and participate in training and recruitment, and ensure employees are maintaining the qualifications for their roles.
- Ensure all systems, policies and procedures are up to date, implemented and communicated to staff.
- Undertake other duties as directed within the employee's skills, competency, training and/or experience as required.
- Coordinate and support the development, implementation and review of sustainable waste and resource management.

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes.
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions.
- Recognise that customer's perceptions are their reality. Create processes to catalogue your customers reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers' perceptions.
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments.
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner.
- Ensuring that communication with customers is open, timely and transparent.
- Always act courteously and professional towards customers.
- Manage difficult situations and conflicts – calmly and professionally.

You will embrace your leadership position by:

- Embracing and promoting the values of the organisation.
- Promoting 'whole of organisation' and contributing to Councils overall strategic direction.
- Providing clear direction to staff and acting as an effective communication link between management and staff.
- Setting an example for all employees regardless of reporting lines.
- Committing to self-awareness and improving leadership effectiveness.
- Recruiting and selecting staff in the team.
- Providing guidance, direction, coaching and motivation to staff in your team; taking responsibility for staff performance.

- Monitor and assess employee skill and performance on a regular basis; including taking remedial actions as required in line with the organisation's performance management framework.
- Actively provide performance feedback to employees to ensure staff are aware of the expected outcomes and performance of the given project or service.
- Utilising effective communication and delegation such that employees have appropriate autonomy, accountability and recognition for achieving expected outcomes.
- Assisting employees to become more goal oriented, innovative and able to use initiative to solve problems.
- Understanding corporate risks that apply to your activities.

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department and ensuring these are considered in decision-making.
- Support business excellence and continuous improvement practices.

You will assist Council in achieving a financially sustainable future by:

- Contributing to a whole of Council approach to resource usage and allocation.
- Maintaining a 'value for money' attitude, through efficient and effective use of resources.
- Performing an active role within the Waste and Sustainability team to achieve the objectives of that function.
- Embracing innovative thinking and whole-of-Council planning to optimise the use of Council's funds.
- Driving improvements that increase organisational effectiveness and improve Council outcomes.
- Making recommendations for innovative improvements in your work area that enhance outcomes for the community and reduce corporate services costs.
- Engage in regular communication and co-operation with fellow team members.
- Understanding that all staff at Council are one team working towards a shared purpose and applying a 'whole of organisation' approach to every aspect of your work.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

In accordance with the Broken Hill City Council Award, Broken Hill City Council is committed to improving the skill levels of its employees and removing any impediments to multi-skilling. This position has therefore been designed to ensure the incumbent of the position (the employee) has a broad and diverse range of accountabilities and duties to perform.

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training. Such education and training shall enable employees to acquire the range of skills they are required to apply in their positions.

Selection Criteria

Essential

- Tertiary qualifications in Engineering and/or Environmental Science and/or extensive and diverse experience in landfill management operations and compliance or sustainability.
- Extensive knowledge of the legal, regulatory and political environment of Local Government and Waste Services.
- Demonstrated competence in the management of waste disposal facilities and associated infrastructure.
- Demonstrated experience in the leadership and management of staff with the ability to motivate staff and promote teamwork.
- Highly developed communication (oral and written) and interpersonal skills including conflict resolution and negotiation skills.
- Highly developed time management, planning and administrative skills with the ability to meet deadlines.
- Highly developed computer literacy skills including Microsoft Office, database management and extraction of reports.
- Previous experience in developing and managing departmental and/or activity budgets.
- Demonstrated knowledge and understanding of Equal Employment Opportunity and Work Health and Safety requirements relevant to the role and ability to apply them to work practices.
- Demonstrated commitment to a customer service culture and delivery of quality service, contribute to service improvements and adapt to change.
- Current Drivers Licence.
- WHS Construction Induction Certificate (White Card) or ability to obtain.

Desirable

- Substantial experience in waste and/or contract management within an environmentally sensitive landscape.
- Certificate IV Asset Maintenance (Waste Management) or Certificate IV Frontline Management or equivalent.

Acceptance of Position Description

Approved: General Manager	Signature: 	Date: 20 / 03 / 23
<i>I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.</i>		
Accepted: Employee Name	Signature:	Date: