


POSITION DESCRIPTION

	Position Title:	Waste & Resource Management Coordinator
	Location /Branch/ Department:	Sustainable Communities Planning Unit / Cultural & Community Services
	Position Classification:	Band: 3 Level: 3 Grade: 1

POSITION PURPOSE/OBJECTIVE

1. To co-ordinate and support the development, implementation and review of sustainable waste and resource management policy and strategy.
2. To develop, implement and review engagement, education, capacity building and compliance strategies to increase waste avoidance, and recycling, and reduce waste to landfill

RELATIONSHIPS

Reports to:	Program Leader, Waste & Sustainability
Staff Responsibility:	nil
Key Internal Relationships:	<p>Waste & Resources Project Officer Staff in the Waste Resource Management Branch</p> <p>Other sections of Council relevant to the development of sustainable waste and resource management policy, strategy, and service delivery, such as Strategy & Corporate Services.</p>
Key External Relationships:	<p>Industry; Community – ratepayers and residents; Waste service providers; State and Commonwealth government agencies such as the NSW Environment Protection Authority; Peak representative bodies of industry and/or community involved in waste management; and Consultants providing professional services.</p>

SPECIFIC RESPONSIBILITIES

1. Co-ordinate and support the development, implementation and review of sustainable waste and resource management policy and strategy to increase waste avoidance, and recycling and reduce waste to landfill.

2. Engage and supervise contractors and consultants to support the above, including preparation of briefs, tendering and selection processes, contract supervision and delivery.
3. Develop, implement and review engagement, education, capacity building and compliance strategies to increase waste avoidance, recycling and reduce waste to landfill.
4. Coordinate casual education officers to support the above, including providing logistical support as required.
5. Prepare reports, business papers, briefings, correspondence and memos relevant to the function of the Waste and Sustainability program area.
6. Review and update website content and develop improvements.
7. Keep abreast of legislative and other changes affecting the operations and responsibilities of the Waste & Sustainability Section.
8. Provide regular reports on waste performance measures and outcomes, including preparation of annual reports to State Government.
9. Prepare and monitor budgets for projects, services and individual contracts.
10. Liaise with relevant Council staff, State Government agencies, regional Local Government bodies and authorities and Community groups as required.
11. Provide specialist/technical advice and services to the Program Leader and other Groups in Council.
12. Assist in seeking external funding including grants for projects relevant to sustainable waste & resource management.
13. Represent the Section/Directorate/Council at internal and external meetings and functions as required, including out of normal working hours.
14. Respond to and resolve Customer Requests and enquiries as required.

Workplace Health & Safety

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where

applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

The position will be responsible for maintaining productive links both internally and externally. Communication will be across a broad spectrum of stakeholders providing technical advice, from the public / community, through professional staff / peers to the Director - Cultural & Community Services. Communication will include negotiation with this range of stakeholders to seek agreement for problem resolution.

Where the advice and liaising extends to policy areas, project development and service performance, written reports will also be involved. Reports to Council and external agencies will need to be prepared under limited guidance.

JUDGEMENT & PROBLEM SOLVING

Independently research, analyse and recommend options to resolve issues and problems using professional judgment, including incorporating feedback from community consultation. Areas covered relate to strategic and technical aspects of resource / waste management in operational, service, community engagement, compliance and asset ownership / liability areas. The judgement and problem solving must also deal with the legislative, licensing and political environment involved in waste and resource utilisation.

AUTHORITY

Provides a professional advisory role to the Director, Cultural & Community Services, Waste & Sustainability Program Leader, other staff in Council and the public/ community. In some circumstances, this advice may commit Council or have an impact upon external parties dealing with Council. The position will manage several projects or on-going reporting areas within the section/ Branch.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

1. Tertiary qualification relevant to the function of the position, together with significant industry experience.

2. Demonstrated experience in developing sustainable waste and resource management policy and strategy.
3. Demonstrated experience in community and industry engagement, and strategic communication to achieve sustainable waste and resource management outcomes.
4. Demonstrated contract and project management skills and experience including the preparation of project budgets, contracts and specifications for works, projects and consultancies.
5. Extensive knowledge and understanding of relevant waste management and environmental legislations
6. Demonstrated superior interpersonal, negotiation and communication skills.
7. Demonstrated team skills and experience, including experience in coordinating a multi- disciplinary team to achieve outcomes.
8. Well developed computer skills including word processing, data analysis, project management and spreadsheets.
9. Commitment to and extensive knowledge of, Occupational Health & Safety (OH&S) and Equal Employment (EEO) principles and practices.
10. Class C drivers licence.

DESIRABLE

1. Demonstrated commitment to professional development, including post graduate qualifications in waste management, community engagement or similar discipline.
2. Knowledge of the Blue Mountains including its physical and biological environments, environmental sensitivity and vulnerability.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	Waste & Resource Management Coordinator		
Responsible Manager/ Supervisor:	Program Leader, Waste & Sustainability		
Signature:		Date:	6/6/19

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	0	Pushing loads > 5kgs	1	Frequent bending/ stooping	0	Sitting for extended periods	3
Light Manual Tasks	1	Pulling loads >5kgs	1	Repetitive Lifting	0	Standing for extended periods	1
Trunk Twisting	1	Extend arms for reaching	1	Elevating arms above shoulder height	1	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	1	Walking for extended periods	1
Balancing	1	Crawling	0	Hearing above background noise	1	Depth Perception	1
Colour Vision	2	Fine Manipulation	0	Shoveling/Digging	0		

WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	1	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1
Operating Machinery	0	Working Near Machinery	1	Working at Heights	0	Noisy Work Areas	1
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	1	Working Alone	1
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	1
CHEMICALS				BIOLOGICAL			
Dusts	1	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	0	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	1	Possible exposure to Tetanus	1
Gases/ Vapours	1	Odours	1	BIOMECHANICAL			
				Repetitiveness	1	Fatigue	1

ASBESTOS							
Asbestos Awareness		√	None of the below				√
Class B Asbestos Removal			Asbestos Removal and Supervision			Asbestos Assessor	

USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes	1	Dust Mask/ Respirator	1	Protective Eyewear	1	Ear plugs/Muffs	1	Hard Hat	1
Provide a brief description of the job requirements:									

Office based administrative/professional tasks
Outside / external project supervision and coordination