Leeton Shire Council Staff Mission and Values:

✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.

✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

   **Trust     Respect     Integrity     Collaboration     Communication     Innovation**

✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Waste and Recycling Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Environment and Engineering</td>
</tr>
<tr>
<td>Location</td>
<td>Council Offices</td>
</tr>
<tr>
<td>Salary Grading</td>
<td>Grade 13</td>
</tr>
<tr>
<td>Employment Status</td>
<td>Ongoing</td>
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<tr>
<td>Hours of Work</td>
<td>70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month.</td>
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<tr>
<td>Supervisor</td>
<td>Manager Water and Waste</td>
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<td>Staff Reporting to Position</td>
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<td></td>
<td>Landfill Supervisor</td>
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<td></td>
<td>Landfill Attendants x2</td>
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<tr>
<td>Key Internal Relationships</td>
<td></td>
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<tr>
<td></td>
<td>Manager Water and Waste</td>
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<td></td>
<td>Water and Wastewater Engineer</td>
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<td></td>
<td>Manager Planning, Building and Health</td>
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<td></td>
<td>Manager Open Space and Recreation</td>
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<td></td>
<td>Manager Engineering and Technical Support Services</td>
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<td>Key External Stakeholders</td>
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<tr>
<td></td>
<td>Community</td>
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<td></td>
<td>Business</td>
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<td></td>
<td>Government departments including EPA</td>
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**PRIMARY PURPOSE OF POSITION**

✓ Provide operational management of waste services, including oversight of the landfill, various waste contracts and championing waste minimisation.

✓ Actively contribute to Leeton Shire Council achieving significant sustainability outcomes that reflect priorities in the Community Strategic Plan including resource recovery.

✓ Ensure compliance with all legislative and regulatory requirements for operating a landfill and recycling facility.
This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in the document. All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

**POSITION ACCOUNTABILITIES AND RESPONSIBILITIES**

**Finance:**
- Regularly review and track budget expenditure.
- Develop cost, quantity and time estimates for activities.
- Timely and accurate statutory, internal and external reporting of budget allocations.
- Approve operational budget spend in accordance with agreed limits.
- Assist in the preparation and administration of the annual budgets and grant funding.
- Allocate funding in accordance with the Operational Plan.

**Strategy:**
- Contribute to continuous improvements involving internal systems of work.
- Establish direction and priorities for the team in line with the Operational Plan.
- Identify industry best practice and evaluate appropriateness for implementation.

**Customer/Stakeholder:**
- Ensure accurate records are maintained in Council’s corporate systems for all customer queries and complaints.
- Lead, investigate and respond to customer enquiries in a timely manner.
- Monitor customer complaints and ensure issues are resolved in a timely manner.
- Participate in customer and stakeholder forums and meetings.
- Plan and organise school and community interest group tours/talks.
- Conduct user survey as required to measure and monitor customer satisfaction.

**People Management:**
- Supervise and coordinate the activities of the team.
- Monitor and quality check work outputs for the team.
- Provide feedback/contribute to probation reviews.
- Clearly communicate LSC vision and values to all members of the team.
- Identify training needs and ensure all staff are appropriately qualified to the required standard.
- Carry out or participate in recruitment and selection for all relevant roles.

**Operations:**
- Oversee the operations of the Leeton landfill, Whitton Transfer Station and other remote area waste facilities within the Shire in accordance with Council’s policies and procedures.
- Oversee the tendering, monitoring and administration of all solid waste related contracts.
- Develop and ensure the implementation of Council’s waste management strategies and guidelines.
- Develop and lead a range of educational and promotional sustainability initiatives such as recycling and waste minimisation, water conservation, energy efficiency and environmental wellbeing.
Participate in and liaise with the specialist groups such as but not limited to; Waste Management Association of Australia and RAMROC (Riverina and Murray Regional Organisation of Councils).

Develop and maintain strong and effective relationships with local businesses and industry.

Provide quality reports that meet statutory obligations.

Identify and implement improvements and enhancements to operations and risk management.

Set up auditing and reporting controls to manage quality and effective functions.

Ensure preparation of reports for projects and activities for the Senior Management Team and Council.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- Attend all WHS training

A full list of Leeton Shire Council’s WHS responsibilities and accountabilities are available within the ‘Conditions of Employment Essential Information’ document.

SELECTION CRITERIA

Key Selection Criteria:

2. Demonstrated experience in partnership with community and stakeholders to educate and promote environmental sustainability.
3. Demonstrable experience in implementing Waste Management strategies, policies and guidelines as required to strive towards achieving best current and future practice in waste management.
4. A high level of resourcefulness, including problem solving ability through innovation and resilience in the face of change.
5. High level skills in inspection, sampling, survey, collection of data and implementation of various correction measures
6. Strong experience in contract administration, preparation of quotations and tenders, management plans and programs for waste, recycling and resource recovery.
7. Excellent written and verbal communication; the ability to represent Council formally at meetings, events, functions and also prepare reports, grant applications, acquittals, sponsorship proposals, newsletters and other correspondence.
8. Excellent organisational and time management skills, including the ability to set realistic goals and develop plans to achieve them.

**Mandatory Requirements:**

- A degree or an appropriate tertiary qualification in Applied Science (Environmental Health), Waste Management, Environmental Management or other relevant area;
- Minimum of 3 years relevant work experience;
- Willingness to work extra or outside normal business hours when required;
- Possess and maintain a current Class C driving licence;

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I ....................................................... hereby accept the terms and conditions set out in this position description for Waste & Recycling Coordinator.

Dated this              day of              2018.

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Signature

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Jackie KRUGER
General Manager