

POSITION DESCRIPTION

POSITION TITLE:	Closed Landfills Field Officer
DIVISION:	Infrastructure and Assets
DEPARTMENT:	Waste and Sustainability
SECTION:	Resource Recovery Centres and Closed Landfills
CLASSIFICATION:	Band 5

POSITION OBJECTIVES:

Hume City Council is one of Australia's fastest growing and culturally diverse communities. With a total area spanning 504 square kilometres, its forecast that by 2041 approximately 389,000 people will call Hume home.

Part of the Waste and Sustainability department, the Resource Recovery Centres and Closed Landfills unit manages the environmental compliance, remediation and rehabilitation of Council's closed landfills, in addition to managing the operations of Council's two Resource Recovery Centres.

As the Closed Landfills Field Officer, you will play a pivotal role in ensuring the safe, efficient, and effective management of closed landfills for the Hume community.

Primarily, you will monitor Council's closed landfill sites, ensuring they are managed in accordance with Hume City Council's policies and procedures, and best-practice principles, in addition to State and Federal government legislation, permits, licences, policies, regulations and directions

Your knowledge and skills in the monitoring and the management requirements of closed landfills, alongside your strong administration and communication skills, will be crucial to your success in this role.

KEY RESPONSIBILITIES AND DUTIES:

Service Delivery – Closed Landfills Management:

- Assist the Senior Landfill Remediation Engineer to ensure Council's Closed Landfills are monitored and managed in alignment with all relevant policy, legislation and regulatory requirements.
- Deliver Council's Closed Landfill monitoring program to ensure compliance with relevant EPA regulations and auditor recommendations.
- Undertake regular inspections at closed landfills sites in accordance with requirements, taking action to resolve issues and maintaining required records.
- Audit and monitor the closed landfill management activities (including external parties), ensuring services are delivered on-time, to a high standard, adhere to agreements, safety and industry standards, and are undertaken in alignment with all relevant policy, legislation and regulatory requirements.
- Ensure decisions are made in accordance with sound professional practice and within delegated authority.
- Support the Senior Landfill Remediation Engineer to obtain external advice and guidance from consultants, auditors, and lawyers to minimise risk and to ensure Council meets all its environmental management obligations in the management of closed landfills.
- Identify, assess, and mitigate risks associated with the management of Closed Landfills.
- Develop and implement safe work procedures and practices, in accordance with Council's employee policies, relevant legislative requirements, and guidelines.
- Undertake investigations into reported incidents, hazards, and near misses, providing recommendations and implementing improvements and changes.
- Support the implementation of allocated actions and the achievement of targets from Council's strategic documents, including the Waste and Resource Recovery Strategy 2022-2030.
- Ensure the timely and effective delivery of allocated actions from the department Business Plan.
- Remain engaged in, and informed of, changes within the broader landfills, waste, resource recovery and local government sectors, suggesting and implementing changes to internal ways of working.

Support Project Delivery:

- Support project delivery at Council's closed landfills to meet environmental management requirements.
- Assist with the preparation of business cases and medium to long-term forward plans for projects associated with managing Council's closed landfills, including, landfill gas and leachate management, maintenance of capping, and final cap design and construction at Riddell Road landfill.
- Support the Senior Landfill Remediation Engineer to undertake public and/or stakeholder consultation, as required, in relation to proposed projects, works and services within the Closed Landfills group.
- Prepare project briefs for issue to external consultants for Council's projects
- Support the delivery of Council projects through the implementation of recognised project management methodologies and in accordance with Council's Project Management Framework.
- Complete and maintain records relating to the progress of the projects.

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Stakeholder Management and Communication:

- Professionally represent Hume City Council at internal and external meetings, ensuring the provision of accurate information, comments and advice.
- Attend required meetings and engagements with Victorian Government departments, including but not limited to EPA Victoria, Sustainability Victoria and Recycling Victoria, representing the interests of Council and the community when attending. Report back internally and to Council (as required) on topics discussed.
- Support the Senior Landfill Remediation Engineer to provide specialist advice in response to enquiries from other sections of Council on activities at closed landfill sites, interpreting applicable legislation and technical information as required.
- Ensure the provision of clear, accurate and timely information across Council's communication channels, relevant to services delivered by the Resource Recovery Centres and Closed Landfills business unit.
- Develop strong working relationships across the department and organisation leveraging relationships to solve issues and challenges.
- Collaborate across the broader Waste and Sustainability department to improve the quality of service through the sharing of challenges, ideas, initiatives and improvements, and through the planning of communications, projects and resourcing.

Administration and Reporting:

- Provide professional written and verbal reports, presentations, and advice to the Senior Landfill Remediation Engineer and Coordinator Landfills and Resource Recovery Centres.
- Conduct routine closed landfill monitoring, recording accurate written information and detailed observations and photographs in various formats.
- Regularly report to the
- Prepare the submission of information used for corporate and external reporting.
- Regularly report to the Senior Landfill Remediation Engineer on monitoring activities and closed landfill management, performance and issues, proposing and discussing solutions as needed.
- Seek opportunities to streamline processes and systems to provide high quality community and stakeholder outcomes.
- Ensure the Closed Landfills group is customer focussed, responding to all internal and external enquiries and issues in a timely, accurate and professional manner, in line with Council's policies and procedures.
- Assist the Senior Landfill Remediation Engineer with responses to Councillor enquiries, requests and other escalated matters, preparing responses upon request.
- Support the Senior Landfill Remediation Engineer with draft responses to customer complaints in accordance with the Complaints Policy.
- Assist with the development of both customer and technical levels of service documents and ensure alignment with the service levels defined in business and service plans.

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ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Senior Landfill Remediation Engineer
Supervises:	Contractors Consultants
Internal Contacts:	Waste and Sustainability department employees Infrastructure and Assets employees Hume City Council employees
External Contacts:	Hume residents and the general public Contractors Suppliers Officers from other local governments Environmental Consultants and Auditors EPA Victoria Officers from other State Government departments

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day
We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together
At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up
We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume
We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the Risk Management Policy, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK:

The incumbent must have and maintain a current Police Check

WORKING WITH CHILDREN CHECK:

The incumbent must have and maintain a current Working with Children Check ☒ YES ☐ NO

PRE-EMPLOYMENT MEDICAL CHECK

- The incumbent must undergo a Pre-Employment Medical Check ☒ YES ☐ NO
(including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.)
- The incumbent must undergo a Pre-Employment Audio Test ☐ YES ☒ NO

PSYCHOMETRIC ASSESSMENT

The incumbent must undergo a series of psychometric assessments ☐ YES ☒ NO
(Psychometric testing can take various forms, such as numerical, mechanical, logical, verbal, or skills tests) to ensure suitability for the position

OTHER DUTIES

Responsibilities and duties included in this position description are subject to the *Multi-skilling* provisions of the *Hume City Council Enterprise Agreement* as varied from time to time.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Displaying and promoting Our Hume Values & Guiding Behaviours.
- Maintaining knowledge of and working within Organisation Policies and Procedures including WHS, EO and Code of Conduct.
- This position exercises initiative and/or judgement within clearly established procedures and guidelines.
- Responsible for undertaking the required regular inspections at Council's closed landfill sites, maintaining records of these inspections, and making any subsequent reports.
- Responsible for ensuring regular monitoring activities are undertaken at Council's closed landfill sites in accordance with the required schedules to meet regulatory and legislative requirements.
- Responsible for undertaking and maintaining the required records and meeting the associated reporting requirements.
- Incumbent has the authority to provide credible general advice and guidance to stakeholders in accordance with established procedures, practices and relevant policies.

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Ability to appropriately make decisions and effectively communicate those, including explaining reasons for decisions, to different audiences, such as employees, senior management, external bodies, and consultants.

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- Make decisions and problem solve using professional, experience-based judgement, in accordance with legislation, industry standards, policies, procedures, practices, and corporate objectives.
- Evaluating, justifying, and deciding on appropriate methods, procedures and practices for achieving objectives and in reviewing and recommending improvements to these methods, procedures and practices.
- A general understanding of the legal implications of decisions, especially in relation to environmental management, public liability and occupational health and safety.
- Ability to set priorities to achieve the goals and objectives of the business unit.
- Ability to maintain confidentiality of information and advice.
- Guidance and advice will generally be available, but the incumbent requires the ability to make short term decisions when supervision is not available.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Experience and knowledge of closed landfill management and EPA Victoria requirements.
- Demonstrated project management skills, safely managing capital and implementation projects from concept to project closure within approved budgets, specifications, program, stakeholder and EPA requirements.
- Comprehensive understanding of landfill operations, landfill monitoring and compliance, and landfill gas and leachate management systems.
- Experience in assisting with the development and implementation of policies, procedures and systems relating to closed landfill management.
- Understanding of current trends and emerging issues in relation to waste, landfill management, and Council services.
- Good understanding of Occupational Health and Safety and experience in applying these day-to-day activities and in monitoring supplier/contractor performance.
- A sound understanding of NATA approved laboratory and water sampling techniques.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to work with limited supervision.
- Ability to plan, set priorities, and manage time, to ensure services are delivered to the agreed standards.
- Ability to efficiently implement daily, weekly and longer-term work plans.
- Good communication skills and qualities and be adept at conflict resolution.
- Ability to encourage people (including self) to effectively deliver services.
- Ability to supervise resources to ensure service continuity.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Highly developed written and oral communication skills, including provision of high-quality, professional written and verbal reports and presentations including for the provision to external parties and agencies (including EPA Victoria).

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- A demonstrated high level of attention to detail and accuracy.
- Well-developed customer service and communication skills, including the ability to communicate clearly in various mediums, with people from a variety of backgrounds.
- Be able to develop and maintain effective working relationships with a wide range of stakeholders, including the general public, external suppliers, and agencies.
- Be able to discuss and resolve problems amicably.
- Exhibit self-awareness and willingness to seek guidance and advice when required.
- Be willing to learn and undertake training relevant to the position.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in engineering, environmental science/management or a related discipline with relevant experience working in the field.
- Experience in the successful delivery of landfill management and remediation projects including planning, coordination, management and delivery within agreed timeframes, budgets and industry standards.
- Experience in undertaking regular monitoring and/or inspections, documenting and recording observations (including through the use of electronic devices), and escalating relevant matters for resolution.
- Highly developed written and oral communication skills, including provision of high-quality, professional written and verbal reports and presentations including for the provision to external parties and agencies (including EPA Victoria).
- Demonstrated experience complying with and working to Occupational Health and Safety regulations, policies and procedures.
- Current driver's licence (experience driving light vehicles off-road/at landfills preferred).

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
– below 10kgs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manual handling frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive manual work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with arms above head	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting above shoulder height	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing hearing protection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing eye protection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wearing other relevant PPE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in dusty conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in wet/slippy conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with chemicals/solvents/detergents	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Washing hands with soap (hygiene)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working in chillers (+4 degrees C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing clerical duties	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks (including 4x4/off-road)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

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AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description. I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

Name (Please print):

Signature:

Date:

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

1. Tertiary qualifications in engineering, environmental science/management or a related discipline with relevant experience working in the field.
2. Experience in undertaking regular monitoring and/or inspections, documenting and recording observations (including using electronic devices).
3. Highly developed written and oral communication skills, including provision of high-quality, professional written and verbal reports and presentations including for the provision to external parties and agencies (including EPA Victoria).
4. Ability to work independently with limited supervision.
5. Current driver's licence is essential (with experience driving light vehicles off-road/at landfills preferred).