

POSITION DESCRIPTION

POSITION TITLE:	Coordinator Resource Recovery Centres and Landfills
POSITION NO:	103267
DIVISION:	Infrastructure and Assets
DEPARTMENT:	Waste and Sustainability
SECTION:	Resource Recovery Centres and Landfills
STATUS:	Full-time, permanent
CLASSIFICATION:	Band 8
OCCUPANT:	Vacant
LOCATION:	Sunbury and Campbellfield Resource Recovery Centres
DATE:	October 2024

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

As Coordinator Resource Recovery Centres and Landfills, you will play a pivotal role in ensuring the safe, effective, and efficient delivery of these services to the Hume community.

Primarily, you will manage and lead the Resource Recovery Centres and Landfills Unit to ensure that the functions and activities are performed 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 leaderships skills, alongside your ability to develop and implement programs, strategies and policies, capability to effectively manage competing priorities, and commitment to exceeding customer expectations, will be crucial to your success in this role.

KEY RESPONSIBILITIES AND DUTIES:

1. PEOPLE LEADERSHIP AND MANAGEMENT:

- Provide effective leadership and management of the Resource Recovery Centres and Landfills unit, to engage and motivate employees to demonstrate organisational values aligned behaviour, and to optimally achieve service standards.
- Develop leadership skills within the unit, maximising the contribution of senior staff, supervisors, team leaders and employees.
- Coordinate, lead and maximise the performance of the Resource Recovery Centres and Landfills unit by participating in the induction, recruitment, performance management and training (internal and external) of employees, including effectively and proactively performing as a member of Waste and Sustainability leadership group.
- Encourage a safety-centric culture across the Resource Recovery Centres and Landfills unit, ensuring employees are aware of and comply with all relevant Occupational Health and Safety legislation, policies and procedures.
- Ensure active and ongoing performance and development plans are in place, and regularly monitored and updated, for all staff within the Resource Recovery Centres and Landfills business unit.
- Regularly provide performance feedback to staff and ensure they are provided with support and training, as required, to develop the experience and skills that will enable the best outcomes for Council and the community.
- Undertake activities to monitor performance and ensure staff compliance with Council's values, policies and procedures, taking action to address concerns.
- Actively participate and contribute as part of the Waste and Sustainability department leadership team.

2. LANDFILLS AND RESOURCE RECOVERY CENTRES SERVICE DELIVERY:

- Coordinate, develop and oversee the services delivered by the Resource Recovery Centres and Landfills unit, including closed landfill environmental monitoring and compliance, and Resource Recovery Centre operations including customer service, resource recovery, material handling and transport, recycled goods store (tip shop) operations.
- Coordinate the unit's senior staff, including the Operations Supervisor and Team Leaders, to maintain a high level of customer service, and to resolve service delivery issues pertaining to Resource Recovery Centre and Landfills services.
- Ensure Resource Recovery Centre and Landfill services are delivered to a high standard, adhering to service level agreements, safety and industry standards, and in alignment with all relevant policy, legislation and regulatory requirements.
- Identify, assess, and mitigate risks associated with the delivery of Resource Recovery Centre and Landfill services.
- Develop, review and implement controlled documents related to Resource Recovery Centres and Landfills, including procedures, work method statements and risk assessments, adhering to any consultation requirements.
- Promote continuous improvement by proactively monitoring current trends and changes in the waste industry, in addition to changes in legislation, standards, policies and codes of practice implementing relevant changes within the Resource Recovery Centres and Landfills unit.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 2 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

- Develop and implement service monitoring and reporting systems to effectively measure the unit's compliance and performance.
- Utilise data and observations to continuously improve safety, processes, customer experience, resource management and performance.
- Provide expert advice to support the procurement of goods and services, including vehicles and equipment, with a view of delivering the best value options for Council.
- 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.

3. STRATEGY DEVELOPMENT AND IMPLEMENTATION:

- Coordinate, plan, develop, and implement relevant actions from Council's strategic documents, including the Waste and Resource Recovery Strategy 2022-2030, ensuring the timely achievement of actions and requirements.
- Actively contribute to the development of the department Business Plan, ensuring the timely and effective delivery of actions related to the activities of the Resource Recovery Centres and Landfills unit.
- Undertake public consultation, as required, in relation to proposed strategies, policies, works and services within the Resource Recovery Centres and Landfills unit.
- Be apprised of best practice and changes within the industry. Explore opportunities to enhance service delivery and/or to adopt new methodologies that may improve resource recovery, customer experience or service performance.
- Develop and maintain relationships, building strategic partnerships with the community, other local governments, State government, and industry to enhance services through information sharing, initiatives and projects.
- Identify, develop and deliver research, consultation, and projects that align with Council's strategic priorities in relation to Resource Recovery Centres and Landfills unit services.
- Investigate, evaluate, and implement waste disposal and resource recovery opportunities to maximise diversion of material from landfill.
- Review, advise, report, and implement Council's current and long-term strategies on Resource Recovery Centres and Landfills.
- Support the development of the Resource Recovery Centre Masterplans.
- Support, oversee and deliver projects at Council's landfills to meet environmental requirements.
- Devise and deliver projects to enhance the service provision at Council's Resource Recovery Centres.

4. CUSTOMER SERVICE AND COMMUNICATIONS:

- Ensure the Resource Recovery Centres and Landfills unit is customer focused, responding to all internal and external enquiries and issues in a timely, accurate and professional manner, in line with Council's policies and procedures.
- Develop, implement and monitor service quality and delivery benchmarks to meet Council and community expectations.
- Develop and maintain Service Levels Agreements with internal and external customers.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 3 of 9	Approved By: Manager People & Culture	Approval Date: October 2024
	Author: Manager People & Culture	Review Date: October 2025

- Build strong partnerships with internal and external customers to understand their needs and expectations.
- Measure and improve customer satisfaction through feedback mechanisms.
- Seek opportunities to streamline processes and systems to provide high quality community and stakeholder outcomes.
- Assist the Manager Waste and Sustainability with responses to Councillor enquiries, requests and escalated matters, preparing responses upon request.
- Assess, resolve, and provide response to customer complaints in accordance with the Complaints Policy.
- Develop strong working relationships across the department and organisation, leveraging relationships to solve issues and challenges.
- Professionally represent Hume City Council at external meetings and providing accurate information, comments and advice.
- Ensure the provision of clear, accurate and timely information across Council's communication channels, relevant to services delivered by the Resource Recovery Centres and Landfills unit.

5. FINANCIAL MANAGEMENT AND PROCUREMENT:

- Develop and manage the Resource Recovery Centres and Landfills unit's budget, including fees and charges, ensuring optimal resource utilisation and financial sustainability.
- Monitor the financial performance of the Resource Recovery Centres and Landfills unit, including the provision of forecasts, projections, and the development of financial reports.
- Ensure the application of Council's procurement and financial policies and guidelines across the Resource Recovery Centres and Landfills unit. Obtaining goods and services, in an ethical, optimal and appropriate manner.
- Coordinate and oversee the day-to-day operations of contracted services within the Resource Recovery Centres and Landfills unit.
- Participate in the development and review of tender and contract specifications relevant to Resource Recovery Centres and Landfills service delivery.
- Participate in post-contract reviews to identify areas of the contract that worked well and areas that could be improved upon in future procurement activities.
- Conduct cost-benefit analyses and identify opportunities to improve efficiency and reduce costs.
- Explore external funding opportunities and prepare submissions for funding from Government authorities and others, in accordance with Hume City Council procedures.

6. POLICY, PLANNING AND REPORTING:

- Ensure the Resource Recovery Centres and Landfills unit operates within an appropriate policy framework, consistent with corporate policies and practices, supporting the delivery of services and programs.
- Ensure all required compliance reporting, including landfill Annual Reports and responses to Environmental Action Notices and Site Management Orders are completed to the required standard and submitted on-time.
- Identify the need for policy development and undertake the development and review of policies for approval through the appropriate level in Council.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 4 of 9	Approved By: Manager People & Culture	Approval Date: October 2024
	Author: Manager People & Culture	Review Date: October 2025

- Provide high-quality, professional written and verbal reports, presentations, and advice to the Manager Waste and Sustainability, other departments, the Executive Leadership Team, Council, and other agencies.
- Regularly report to the Manager Waste and Sustainability on Resource Recovery Centres and Landfills unit performance and issues, proposing and discussing solutions as needed.
- Oversee the development of both customer and technical levels of service documents and ensure alignment with the service levels defined in business and service plans.
- Ensure decisions are made in accordance with sound professional practice and within delegated authority.
- Collaborate across the Waste and Sustainability leadership group to improve the quality of service through the sharing of ideas, initiatives and improvements, planning of communications, projects and resourcing.

ORGANISATIONAL RELATIONSHIPS:	
Reports to:	Manager Waste and Sustainability
Supervises:	Operations Supervisor – Resource Recovery Centres Senior Landfill Remediation Engineer
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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 5 of 9	Approved By: Manager People & Culture	Approval Date: October 2024
	Author: Manager People & Culture	Review Date: October 2025

OUR VALUES

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

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

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.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 6 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

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.

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.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 7 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

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

PSYCHOMETRIC ASSESSMENT

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

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.
- Accountable for the safe, efficient and effective delivery of the services undertaken by the Landfills and Resource Recovery Centres unit.
- Accountable for developing, implementing and monitoring service quality and delivery benchmarks to meet Council and community expectations.
- Measure and improve customer satisfaction through feedback mechanisms.
- Streamline processes and systems to provide high quality community and stakeholder outcomes.
- Freedom to act subject to goals, policies and legislation, noting decision making will have a substantial impact to Council processes and impact to the Hume community.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 8 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

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, Councillors and suppliers.
- Assist the Manager Waste and Sustainability with responses to Councillor enquiries, requests and escalated matters, preparing responses upon request.
- Assess, resolve, and provide response to customer complaints in accordance with the Complaints Policy.
- Develop and review policies in relation to Landfills and Resource Recovery Centres.
- Make recommendations to Executive and Council on Landfills and Resource Recovery Centres related matters noting recommendations and advice has a significant impact to the Hume community.
- Resolve problems that are often complex and non-standard, using methods derived from a range of options, processes and experience
- An understanding of the legal implications of decisions, especially in relation to public liability and occupational health safety.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Experience and working knowledge across a number of functional areas in the waste industry.
- Able to effectively contribute to broader growth strategies that leverage the capability delivered by this service.
- Strong results as a legacy in delivering on contract growth, improvements and cost management.
- Experience, knowledge and understanding of a range of services disciplines, activities and delivery within a Local Government environment.
- Highly developed planning skills, including the ability to develop design and implement standards and policy across a range of activities.
- Sound financial management skills and experience.
- Comprehensive understanding of current trends and emerging issues in relation to Council Services.
- Knowledge and understanding of the Local Government Act and other Statutes and subordinate legislation as they relate to Council Service delivery.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 9 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Efficient time management skills in order to plan and organise one’s own work so as to achieve specific and set objectives in the most efficient way within resources available and within a set timetable, despite changing and conflicting priorities.
- Understand and implement personnel policies including equal employment opportunity, OH&S, recruitment and selection, performance management and training and development.
- Manage a budget.
- Manage contractors, consultants and suppliers.
- Contribute to long term resourcing and staffing strategies.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Lead, mentor and develop the Landfills and Resource Recovery Centres team.
- Well-developed customer service and communication skills, including the ability to communicate clearly with people from a variety of backgrounds.
- Build strong partnerships with internal and external customers to understand their needs and expectations.
- Demonstrated high-level of interpersonal, communications, consultation, and negotiation skills, including the ability to successfully persuade, convince and negotiate to resolve conflicts.
- Provide high-quality, professional written and verbal reports, presentations, and advice to the Manager Waste and Sustainability, other departments, the Executive Leadership Team, Council, and other agencies.
- Strong report writing and presentation skills and experience.

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.
- Demonstrated supervisory and leadership skills and ability to manage and lead a diverse team of multi-disciplinary staff, preferably in an operational context within a Local Government environment.
- Demonstrated experience complying with and working to Occupational Health and Safety regulations, policies and procedures.
- Sound knowledge of relevant contemporary resource recovery and waste management practice and legislation, including ensuring environmental compliance.
- Proven analytical and decision-making ability with the capacity to develop strategies, policies, plans, systems and projects to achieve long and short-term Council strategies, objectives and goals.
- Current driver’s licence (experience driving light vehicles off-road/at landfills preferred).

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 10 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive bending/twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive kneeling/squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Using hand tools – vibration/powered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operating precision machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Close inspection work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wearing safety shoes/boots (steel cap) / gum boots	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working on a keyboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving cars and/or trucks	<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 type="checkbox"/>
Other special features (e.g. nature of chemicals, travelling requirements etc):				

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.

Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 11 of 9	Approved By: Manager People & Culture	Approval Date: October 2024
	Author: Manager People & Culture	Review Date: October 2025

AGREEMENT:

<p>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.</p>	
<p>Name (Please print):</p>	
<p>Signature:</p>	<p>Date:</p>

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. Relevant tertiary qualifications in engineering, environmental science, management, or a closely related field, or extensive relevant experience.
2. Demonstrated supervisory and leadership skills, with a proven ability to manage and lead a diverse team of multi-disciplinary staff, preferably in waste or another operational context within a Local Government environment.
3. Highly developed and effective verbal and written communication skills, with proven experience in preparing procedures, policies, presentations, briefings and reports, producing material that meets audience needs.
4. Demonstrated experience in meeting deadlines and working in a dynamic, fast-paced environment, with a proven ability to be adaptive and responsive to changes in strategic direction and priorities.
5. Proven analytical and decision-making ability with the capacity to develop strategies, policies, plans, systems and projects to achieve long and short-term Council objectives and goals.

<p>Position Description - For current version refer to HQ. Printed copy for immediate use only. Page 12 of 9</p>	<p>Approved By: Manager People & Culture</p>	<p>Approval Date: October 2024</p>
	<p>Author: Manager People & Culture</p>	<p>Review Date: October 2025</p>