

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES  
ENJOY A VIBRANT LIFESTYLE**

### Senior Waste Officer - Contracts

<b>Division</b>	Projects and Asset Services	<b>Department</b>	Waste Services
<b>Reports To</b>	Coordinator Waste Contracts	<b>Direct Reports</b>	No

### Position Purpose

Provide front end procurement delivery for a range of waste services contracts, in order to meet the needs of the broader Moreton Bay Regional residents, ratepayers and stakeholders.

### Key Responsibilities and Outcomes

#### Operational

- Undertake the front-end contract management activities as defined in Council's procurement lifecycle processes and practices specific to the Waste Services Department. Including contract creation, execution and mobilisation, for operational readiness whilst ensuring compliance with relevant legislation.
- Undertake the delivery of a range of procurement activities, including procurement and contract establishment.
- Deliver the tender evaluation processes in order to meet Council report and notification requirements.
- Prepare reports, briefing notes, submissions and other waste management documentation for the department and as required to support relevant decision makers.
- Identify internal contract specification issues/matters in order to effectively manage Council's financial and operational risk.
- Undertake a range of assigned contract management and administration projects, including record keeping, contractor liaison and auditing and contract payments.
- Build high level relationships with a range of internal and external stakeholders.
- Support the wider outputs of the Waste Services Department to ensure optimal service delivery outcomes.

#### Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.

### Decision Making

**Budget** - \$NIL

**Delegations** - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

### Knowledge & Experience



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- Strong knowledge and demonstrated experience in waste and recycling contracts administration with a high level of understanding of contract law and establishment principles.
- Strong ability to apply knowledge of legislation, codes, industry standards, and best practices relevant to waste service contracts.
- Highly developed interpersonal skills, with a strong focus on the provision of quality customer service.
- Solid level of experience in a range of communication channels, including written, presentation and verbal skills.
- Sound knowledge in contract management principles.

### Qualifications

- Current C class drivers licence.
- Tertiary qualification in contract management/business discipline appropriate to the position or practical experience in relation to the deliverables of the position.

*This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*