

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Team Leader Organics
POSITION NUMBER:	2979
DIVISION:	City Infrastructure
DEPARTMENT:	Waste Services
CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator Waste Management
DIRECTLY MANAGES:	Garden Organics Support & Business Development Officer, Organics Operations Data and Quality Assurance Officer
INTERNAL LIAISONS:	Waste Services, City Infrastructure departments, customer service, finance, OH&S & HR.
EXTERNAL LIAISONS:	Ratepayers, businesses and industry, contractors, facility operators and landlords, regulatory agencies, local, state and federal government departments and agencies
DATE:	November 2024

POSITION OBJECTIVES:

This position will lead the operations of Council's Organics Processing Facility (the Facility). It will ensure that the municipality's organic wastes are recovered and recycled in an efficient and viable manner in compliance with Council policy and procedures, EPA licence requirements and all related legislative requirements. The position has a key influence in the City's contribution to the circular economy in both product development and marketing.

POSITION RESPONSIBILITIES:

Key Responsibilities:

Service Delivery

1. Provide leadership in all aspects of the organics composting operations to ensure it operates efficiently, cost effectively and safely. Ensure the services provided by Council staff or under the relevant contracts are provided in accordance with operational and contractual requirements. This includes work health and safety, budgets, reporting, timeframes, EPA licence and regulatory requirements, production of compliant end-products which support the circular economy.
2. Work in consultation with the Business Operations Organics Services Officer, Waste Management Coordinator, regulatory and other authorities, the site landlord and other interested and involved parties to identify opportunities for compost use and assist in building a sustainable end product market. This will also include investigation into potential additional materials for processing at the facility.
3. Supervise contractors and contracted staff as well as Council staff in the day-to-day delivery of organics composting services, in relation to process, practice, compliance and reporting requirements and customer service.

4. Work in conjunction with the Organics Operations Data and Quality Assurance Officer to ensure products are produced to Australian Standards and quality assurance processes and record management are maintained.
5. Ensure adherence to targets and performance indicators and adherence to internal and external reporting requirements.
6. Develop and oversee implementation of solutions to complex issues relating to the operation of the Facility and the composting business.
7. Develop budgets and costing models. Monitor these budgets and models, analyse and report results and variances and oversee corrective action as required. Ensure adherence to Council's financial procedures.
8. Adhere to all Council's policies and procedures relevant to this position.
9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Leadership

10. Role model and actively promote Council values in all aspects of duty.
11. Provide leadership and support to direct reports, contractors and Council staff utilised in the operation of the Facility.
12. Develop and implement business planning and strategic planning objectives for the organics composting business. Establish frameworks for development and growth of the business and review and monitor progress.
13. Assist the Coordinator Waste Management and the Manager Waste Services with developing service improvements, business planning and strategic planning for the development of waste services generally.
14. Collaborate with the Team Leader, Contract Management in the development of contract specifications and lead tendering processes. Also assist with monitoring and improving the green organics collection process with particular emphasis on issues such as contamination and issues associated with the delivery of green organics to the Facility.
15. Closely collaborate with the Team Leader, Service Delivery and Business Operations Green Waste Services Officer regarding green organics delivered to the Facility.
16. Develop and maintain positive and effective relationships with ratepayers, commercial business, contractors and other stakeholders.
17. Work in collaboration with other senior members of the Team to contribute to the identification and implementation of strategic directions and achievement of goals and actions identified in the Waste Services Business Plan.
18. Provide leadership in all aspects of the green organics composting operations to ensure it operates efficiently, cost effectively and safely. Ensure the services provided by Council staff or under the relevant contracts are provided in accordance with operational and contract requirements, including in relation to health and safety, cost, reporting, timeframes, EPA licence and regulatory requirements and to produce compliant end products.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

KEY SELECTION CRITERIA:

1. Relevant tertiary qualifications and proven experience in the successful operation of a large scale composting facility or similar (e.g. landfill) OR extensive proven experience in the successful operation of a large scale composting facility or similar. Experience must include management of plant and equipment and supervision of staff and contractors;
2. Demonstrated people management and leadership skills;
3. Proven experience in the operation of a large scale composting facility or similar with a demonstrated ability to ensure it operates efficiently, sustainably and in compliance with all relevant legislative and licencing requirements;
4. Demonstrated knowledge of the application of relevant legislation, policy, guidelines and standards related to waste management services and in particular to green organics composting;
5. Commitment to innovation, quality and continuous improvement principles;
6. Highly developed analytical and investigative skills to enable the development of solutions to problems and opportunities;
7. Demonstrated experience in contributing to policy development and designing and implementing systems, procedures and guidelines;
8. Experience in financial and resource management and budget performance;
9. Demonstrated high-level written and oral communication skills, including the ability to gain cooperation and work effectively and collaboratively with stakeholders;
10. Commitment to adhering to the Council Code of Conduct, values and all applicable policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is accountable for:

- Preparation and implementation of policy, procedures, plans and guidelines relating to organics processing;
- Implementing policy and developing procedures, systems, service development and guidelines;
- Service development and the co-ordination of service delivery;
- Allocation of resources to meet changing service delivery needs;
- Displaying and promoting Council Values;
- Maintaining knowledge of, and working within, Council Policies and Procedures;
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Determine appropriate responses to safety and compliance issues;
- Apply problem solving skills and independent judgement based on conceptual understanding of theory and precedent;
- Develop, improve or adapt the implementation of policies, procedures and methodologies for new situations and determine when it is appropriate;
- Guidance may be available internally or externally.

SPECIALIST SKILLS AND KNOWLEDGE:

- A conceptual understanding of the issues relevant to waste management, including public policy approaches and Council's broad goals and aspirations in relation to sustainability and resource management;
- Working knowledge of, and ability to comply with, the regulatory framework applying to waste management generally and specifically a thorough knowledge of that applying to green organics processing or similar, including EPA operating licence, legislation, codes and standards;
- Demonstrated recent experience in operating a large scale licenced composting facility or similar;
- Demonstrated experience in developing and implementing policy, strategies and procedures relevant to waste management services and specifically green organics processing or similar;
- An understanding of Council's strategic planning objectives, policies and procedures;
- Computer literacy and experience with relevant software.

MANAGEMENT SKILLS:

- Proven ability to lead operational teams that include contractors and organisational employees;
- Sound leadership skills and understanding of HR policies and procedures and the implementation of these;
- Project management skills and the ability to coordinate the work of teams;
- Skills in managing time and setting priorities to meet objectives on time and on budget within a complex work environment with conflicting pressures;
- Ability to exercise initiative in identifying and responding to emerging issues and changing priorities.

INTERPERSONAL SKILLS:

- High level communication skills to enable leadership of work teams including both contractors and employees;
- High level liaison and collaboration skills, to support, influence and gain cooperation and maintain effective partnerships and networks;
- Ability to deal with complex and difficult situations and resolve specialist problems;
- Highly developed written and oral communication skills;
- Demonstrated ability to lead a team and motivate and develop employees and contractors.

QUALIFICATIONS AND EXPERIENCE:

- Relevant degree or diploma and relevant experience OR extensive relevant experience;
- Proven experience in the operation of a large scale composting facility or similar with a demonstrated ability to ensure it operates efficiently, sustainably and in compliance with all relevant legislative and licencing requirements;
- Experience in developing and implementing plans, procedures, guidelines, systems and solutions;
- Maintenance of all relevant training, certificates and licenses to meet regulatory compliance;
- A current Victorian driver's licence.

ADDITIONAL INFORMATION:

- This position will occasionally require travel to different locations across the municipality;
- The formal start will be the City's Organics Processing Facility at 445 Carrs Road, Anakie (access off Staceys Road);
- A vehicle is offered for business use.