

Coordinator Waste Planning and Compliance

Position Description

Directorate	Project and Asset Services	Department	Waste Services
Reports To	Manager Waste Services	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level	Schedule 1, Level 8.5 + 10%

Position Purpose

The position will lead waste strategy implementation, planning, compliance, education and reporting services and is responsible for technical and scientific management, operational support, planning, compliance and reporting aspects of Council's Waste Services.

Key Responsibilities and Outcomes

As a Coordinator Waste Planning and Compliance and member of Waste Services you will:

Operational

- Provide high level professional and technical advice and support to senior level executives and stakeholders.
- Collaborate in the development and coordinate the delivery of Waste Management strategies and associated plans.
- Drive Council's target to reduce domestic solid waste disposed to landfill in line with the CMB Waste Reduction and Recycling Plan, the CMB Waste Education and Community Engagement Plan and related plans and strategies.
- Ensure compliance with Council's Corporate policies and procedures and regulatory requirements for waste services, including environmental licenses and relevant standards.
- Manage multidisciplinary teams and provide technical advice and guidance to drive high individual and team performance outputs.
- Lead the Technical and Compliance Team, Environmental Team, Education and Behaviour Change Team, Administration Team and University Students to deliver quality waste services for Council.
- Demonstrate and promote a high level of prioritization and time management skills, to ensure effective and efficient delivery of assigned tasks.
- Manage a range of waste compliance and audit activities across Waste Management operations and assets by utilising a range of associated business systems.
- Build high level, effective and positive relationships with internal and external stakeholders to achieve quality service delivery outcomes whilst supporting resource recovery within a constantly changing environment.
- Develop relevant business cases in support of improved waste management and resource recovery, as well as driving, planning and implementing waste and resource recovery projects.
- Ensure best practice industry advancements are explored to the benefit of Council's waste and resource recovery objectives.
- Make decisions on project priorities and resource allocation to ensure corporate targets and program outcomes are achieved.
- Assist the Manager Waste Services to ensure waste services budgets are managed in line with the agreed deliverables.
- Assist the Manager Waste Services to improve the efficiency of waste operations across Council facilities by using contemporary business methodologies and practices.

Our Values

At City of Moreton Bay, we are on a journey to creating a great culture. Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a Leader of People, you will take accountability for demonstrating the values expectations and behaviours and enable your team members to do the same

SERVICE

TEAMWORK

INTEGRITY

RESPECT

SUSTAINABILITY

Decision Making

<i>Budget</i>	\$50,000
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- High level of experience, knowledge and principles of planning and delivery of waste management services.
- High level of experience in the end to end planning and delivery of a range of waste strategy practices.
- Demonstrated high level of standard in a range of governance and risk management practices.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace.
- Lead self and others through change in a large complex organisation.
- Demonstrated experience and capability in managing and driving high team performance.
- Demonstrated experience and capability in prioritization and time management within a fast-paced environment.
- Applied knowledge of sound financial practices within a legislative environment.

Qualifications

- Relevant Tertiary Qualification and significant experience in contemporary waste management.
- Current C class driver's licence.
- Current Construction Induction Card or willing to obtain.

Note: 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.