

## Technical Officer - Waste Planning and Compliance

### Position Description

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

### Position Purpose

Provide specialist waste management and resource recovery planning, technical, operational and compliance advice to ensure and support continuous improvement, effective, efficient and compliant delivery of Council's waste management services.

### Responsibilities & Outcomes

- Deliver a range of assigned projects, reports, investigations and tasks in waste and resource recovery planning, strategies, operational requirements, tracking, reporting and statutory and regulatory compliance.
- Analyse and review Waste Services plans, including but not limited to filling, stormwater or asset management plans and develop, initiate and monitor capital works projects accordingly.
- Build high level relationships with a range of key stakeholders in the development, planning and delivery of capital works programs for Council's Waste Services.
- Collate, analyse, report and present waste and environmental data to internal and external stakeholders, including senior management and regulatory bodies.
- Provide technical advice and support to internal stakeholders in the development and implementation of Council policies, procedures, guidelines, business cases, grant applications and plans to ensure effective and efficient waste management and resource recovery Council services.
- Provide technical advice and support to ensure Waste Services compliance with statutory and regulatory requirements, including the development of improvement actions to ensure compliance and end to end management and reporting of waste levy data.
- Liaise with waste management project stakeholders including internal and external service providers, contractors, consultants and federal, state and local government agencies and officials on issues pertaining to waste management programs and operations.
- Undertake procurement activities for a range of Waste Services goods and services, including writing specifications, requests for quotation, contractor liaison, contract delivery and invoice generation, remittal and reconciliation.
- Engage with, support and train the weighbridge operators, waste facilities staff and contractors in the consistent implementation of the waste levy and develop and maintain relevant training resources.
- Act as a key point of contact, in the day to day operational management of all matters pertaining to the efficient and compliant delivery of waste management services, including working across Waste Services sites as required to support delivery of assigned projects, investigations and tasks or to conduct operational site compliance audits.
- Identify opportunities for Waste Services delivery improvements, working collaboratively with the broader Waste Services team, relevant contractors and stakeholders.

- Develop and assist with the delivery of a range of assigned technical waste management projects aimed at improving waste disposal methods, achieving best practice environmental outcomes and increase resource recovery of valuable waste products in line with circular economy principles.
- Assist with the delivery of waste and resource recovery community education programs, including sharing of specialist waste management knowledge.

## Our Values

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 team member you will take individual accountability for demonstrating the values expectations and behaviours in this role.



## Decision Making

Budget	Nil
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

## Knowledge & Experience

- Considerable knowledge and experience in preparing briefs, scope of works, specifications and associated documents for waste projects.
- Solid experience in the interpretation and application of legislation, codes of practice, industry standards, and best practices relevant to waste management facilities and operations.
- Extensive experience with large complex data sets including data collation, analysis, modelling, reporting and presentation.
- Strong time management skills and the ability to manage conflicting priorities and meeting deadlines.
- Well-developed understanding and application of project management principles within a team environment.
- High level of communications skills, particularly written, presentation and verbal in order to deliver on the responsibilities relevant to this position.

## Qualifications

- Tertiary qualification in environmental science, environmental accounting, law, or other relevant field.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

*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.*