

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>		Waste Minimisation Officer			
<b>POSITION NO:</b>		100366	<b>CLASSIFICATION:</b>		Band 6
<b>DIVISION:</b>		City Works & Assets			
<b>BRANCH:</b>		City Works			
<b>UNIT:</b>		Waste Minimisation and Urban Agriculture Coordinator			
<b>REPORTS TO:</b>		Waste Minimisation and Agriculture			
<b>POLICE CHECK REQUIRED:</b>	Yes	<b>WORKING WITH CHILDREN CHECK REQUIRED:</b>	No	<b>PRE-EMPLOYMENT MEDICAL REQUIRED:</b>	No

*Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.*

*This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.*

*We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.*

## POSITION OBJECTIVES

The Waste Minimisation Officer is dedicated to the development and delivery of waste minimisation programs across the City of Yarra.

The key objectives are to:

- Design, deliver and or promote community waste minimisation and resource recovery behaviour change programs throughout the Municipality.
- Work in partnership with the community and stakeholders in area of waste minimisation, and actively participate in regional projects.
- Investigate, prepare, and support applications for relevant grant programs to secure funds to enable delivery of waste minimisation and resource recovery actions.

## ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The City Works branch forms part of the City Works & Assets Division. As a member of the branch, the incumbent is required to pursue branch, divisional and corporate goals through effective team work within the branch, with colleagues in other branches and divisions, and through developing sound working relationships with a range of internal and external stakeholders.

The Waste Minimisation Officer will be responsible for ensuring successful integration and delivery of relevant actions within the Waste Minimisation and Resource Recovery Strategy that are aligned to achieving the following targets:

- Household targets (reducing single dwelling household organic garbage to landfill, increasing single dwelling household recycling contamination, and reducing multi-unit dwelling household recycling contamination);
- Commercial targets (increased recycling yield from commercial properties, and reduce recycling contamination); and
- Council staffed facilities (reducing garbage to landfill from Council staffed facilities).

## ORGANISATIONAL RELATIONSHIP

<b>Position reports to:</b>	Coordinator Waste Minimisation and Urban Agriculture
<b>Position supervises</b>	Consultants, temporary project officers
<b>Internal Relationships:</b>	Liaise with a variety of staff across all levels within the organisation as required, including managers, and coordinators, project managers, and other officers.
<b>External Relationships:</b>	The incumbent is required to negotiate and maintain a professional relationship with State Government Departments, Regional Waste and Resource Recovery Groups, colleagues in other councils, community groups, residents, and ratepayers.

## KEY RESPONSIBILITY AREAS AND DUTIES

- Design, deliver and or promote community waste minimisation and resource recovery behaviour change programs across the community. These include:
  - Develop and deliver effective and innovative ways of communicating messages about waste minimisation, resource recovery and recycling to the Yarra Community.
  - Develop a trial education/engagement campaign about waste reduction and avoidance
  - Develop a trial an education/engagement program about the 4Rs (Refuse, Reduce, Recycle, Recover)
  - Review the at call Hard Waste service and communication provided to residents in the view to meet service level agreements, reuse, repair, increase resource recovery and reduce dumping

- Design and implement education/enforcement program to identify continuous overflowing garbage & recycling bins
- Review the Recycling Centre at Clifton Hill Depot to ensure the optimum infrastructure, equipment and education to encourage reuse, repair and maximum resource recovery.
- Encourage/partner with local community to develop initiatives about avoiding and reusing materials through Council's community grants
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- In partnership with the community develop a Proudly Plastic Free Campaign to encourage food outlets to reduce the use of disposable plastics
- In the absence of any legislative change to ban or reduce the use of single use plastics, explore opportunities to take local action.
- Monitor and evaluation performance of above programs.
- Investigate and prepare applications for relevant grant programs with the aim to secure funds to enable effective delivery of waste minimisation and resource recovery actions
- Develop and maintain productive relationships and represent Yarra with all levels of government, key industry stakeholders, community groups, and with Council staff across the organisation.
- Prepare reports for Council and Executive as directed.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The authority and freedom to act in the position is subject to the objectives, goals and budgetary constraints for the Branch as determined by Council and the Executive Management Team, the requirements of the Local Government Act and other relevant statutory regulations, and professional technical standards.

The Waste Minimisation Officer is required to:

- work with and report to the Waste Minimisation and Urban Agriculture Coordinator to ensure achievement of branch goals and objectives;
- provide expert and timely advice for discussions with management, that relates to waste minimisation and resource recovery for the municipality and within the organisation; and
- creatively review the design and delivery of waste minimisation and resource recovery programs to increase effectiveness and value for effort.

## **Safety & Risk**

Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.

Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment

## ***Sustainability***

Embrace the following Sustaining Yarra principles through day to day work:

- Protecting the Future
- Protecting the Environment
- Economic Viability
- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

## ***Yarra Values***

Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:

- Respect
- Teamwork
- Innovation
- Sustainability
- Accountability
- Integrity

## **JUDGEMENT AND DECISION MAKING**

Under limited supervision, the Waste Minimisation Officer is expected to draw upon professional experience and expertise and to exercise judgement and adaptability, to evaluate and decide upon appropriate methods, procedures and techniques to solve service planning problems, both technical and administrative. The Waste Minimisation Officer is required to exercise professional judgement, adaptability, problem solving and conceptual skills with limited guidance. Matters of policy changes or of a sensitive nature should be brought to the attention of Waste Minimisation and Urban Agriculture Coordinator.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Significant knowledge and experience in developing and implementing community waste minimisation and/or resource recovery actions.
- Experience in promoting community waste minimisation information to increase awareness and action.
- Experience in delivering community events.
- Knowledge and understanding of the local government sector and the role it plays in providing waste minimisation and resource recovery programs across the community.
- Well developed and sound project management skills with a proven track record of gaining buy-in from community;
- Understanding of the integrated nature of waste sector and its relevance to the context of local government services, particularly in relationship to waste minimisation and resource recovery; and
- Sound understanding of current trends and emerging issues in relation to waste minimisation and resource recovery.

## **MANAGEMENT SKILLS**

- Demonstrated high-level project management skills, with the ability to manage own time and prioritise work towards a set timetable and budget, within an environment of change and conflicting demands.
- Ability to solve problems and show initiative in resourcing, supporting and proactively responding to organisational and community concerns.
- Ability to work closely and productively with key stakeholders.
- High level written communication skills including formal report writing.

## **INTERPERSONAL SKILLS**

- High level oral communication and engagement skills, including the understanding of working with different community sectors.
- Ability to work autonomously yet collaboratively, display initiative, and solve problems through negotiation and team work in a multidisciplinary team;
- Ability to gain the co-operation and assistance from a range of people in developing and delivering environmental sustainability action programs, including council staff, community members, and stakeholders.

## **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications in environment/sustainability, waste management community development or similar.
- Demonstrated experience in developing and delivering behaviour change projects, ideally for waste minimisation/resource recovery outcomes.
- Experience in managing projects to agreed timelines and budgets.
- Demonstrated experience in engaging staff to work towards more sustainable outcomes.
- Understanding of community consultation principles.

## **KEY SELECTION CRITERIA**

1. Sound planning skills, including the ability to develop and deliver waste minimisation and resource recovery projects.
2. Knowledge and experience in supporting waste minimisation improvements within a complex organisation.
3. Demonstrated project management skills and ability to undertake complex projects with many stakeholders.
4. Well-developed written and oral communication skills, and ability to articulate a complex message to inform and educate different audiences.
5. Understanding of current trends and emerging issues, particularly in relation to community engagement, waste minimisation, and local government.
6. Ability to collate and analyse a wide range of demographic and other information to ensure an evidence base approach to decision making and program delivery.