

# Job Description

We are Campbelltown, where opportunity comes to life

<b>Position Title:</b>	Manager Waste & Cleansing
<b>Position No:</b>	
<b>Division:</b>	City Services
<b>Section:</b>	Central Presentation & Preparedness
<b>Job Grade:</b>	M1
<b>Reports to:</b>	Executive Manager Central Presentation & Preparedness

## JOB SPECIFICATION

### Position Overview

1. Lead and manage the cleaning, resource recovery and city cleansing teams to ensure the needs of the community are being met effectively
2. Evaluate current and future organisational needs and develop innovative and best practice waste and cleansing policies and plans that enable Council to deliver an efficient and effective waste service that supports the circular economy and reduces waste to landfill and encourage reuse, recycling and recovery.
3. Manage and oversee Council's key cleaning and waste contracts, including but not limited to contracted waste management.
4. Drive and lead the development of an innovative and best practice resource recovery strategy and service delivery to reflect Council's strategic directions and plans and provide strategic and expert advice to the Executive Manager Central Presentation & Preparedness business unit and to other business units across the organisation
5. Prepare all corporate planning and budgeting matters for the Waste and Cleansing portfolio .
- 6.

### Key Duties & Responsibilities

- Ensure Council's closed landfill complies with the Environmental Protection License as required by the NSW Environment Protection Authority;
- Lead and develop a cohesive and high achieving team of people, by promoting and delivering excellent customer service standards both for our community and within Council in accordance with Council business objectives and policies and Councils values.
- Lead and provide strategic direction to the waste and cleansing team to deliver high quality advice and services that are aligned to business requirements, values and optimise employee achievements, and that deliver optimal results and performance.
- Build strategic and collaborative relationships with internal and external stakeholders to support waste and cleansing service delivery that is responsive to industry and sector challenges and issues, supports financial security for Council (ensuring services are cost effective and sustainable) and leverages opportunities to deliver best practices.
- Lead, direct and manage multiple complex and specialised projects that are consistent successful business improvements, new or revised Council services, or new strategic directions within time and budgetary requirements, which contribute to the achievement of Council objectives.
- Ensure the Resource Recovery, Cleaning and City Cleansing teams are aligned and working towards a common goal with operational efficiencies being met to provide a more wholistic service to our community

- Advise Council on matters of strategic significance regarding city cleansing, waste and resource recovery and contribute to strategic and long-term planning by setting clear direction across the team to achieve Council's strategic objectives and delivery plans.
- Develop, implement, lead and evaluate a strategic business plan that is aligned with Council's strategic objectives, industry and sector key challenges and issues and supports securing services delivered by the waste & cleansing team that are financially and operationally sustainable.
- Represent Council on external working parties, advisory groups, and prepare submissions to government agencies on proposed waste-related legislation, strategies, governance, funding or policies. NSW Agencies include IPART, Audit Office, EPA, Treasury, Office of Local Government, Local Government Association and Environmental Trust.
- Ensure the contractual obligations of Council's key waste management and cleaning contracts are being met
- Delivery of excellent customer service across Council's cleaning and resource recovery portfolio and ensure that the business unit provides the highest possible standard of service to both internal and external customers.
- Ensure Community education and waste management programs are meeting the requirements of our community strategic plan.
- Ensure the development and delivery of an effective waste education strategy and program; contamination management strategy and program and effective illegal dumping strategy.
- Review waste-related policies, strategies and business plans and draft recommended changes as appropriate.
- Financial responsibility includes developing, reviewing and monitoring budgets across the Waste & Cleaning portfolio, including seeking grant opportunities and coordinating grant expenditure in line with delegations
- Ensure timely completion of statutory reporting to external organisations such as Office of Local Government, NSW EPA and NSW Environmental Trust.
- Prepare and present formal reports to Council Executive and Council Committees as required.
- Provide leadership, motivation, support and guidance to the team to ensure the effective and timely delivery of waste-related policies, strategies and business plan objectives.
- Establish and maintain an effective network of waste management officers and industry contacts that adds value to Council's resource recovery and waste management portfolio.
- Ensure WHS practices, including chemical and environmental awareness, are used daily for methods of cleaning, waste disposal and waste collection.
- Ensure Council's cleaning service level agreement for both internal and external stakeholders is being met across all Council facilities
- Continually investigate circular economy opportunities to increase revenue and best sustainability outcomes
- Implement initiatives to drive a high performing and safe working environments.

## Performance Standards

- To "live" the organisational values of respect, integrity, teamwork, trust and optimism, thereby positively contributing to the direction and culture of Council.
- Completion of performance reviews and training plans in accordance with Organisational Standards.
- All staff have a duty to ensure that they comply with the requirements of all relevant standards, codes of practice and legislation including the *Local Government Act 1993* and the *State Records Act 1998*.
- All staff are required to perform their duties in accordance with Council's Policies, Authorised Statements, Procedures, Job Description, Risk Identifications, Work Method Statements (WMS), Safe Operating Procedures (SOP) and site specific documents.
- The responsibility of staff is to ensure that they take reasonable care of their own health and safety.
- To work in line with Council's strategies and plans including the Community Strategic Plan, Delivery Program and Operational Plan.



## PERSON SPECIFICATION

### Essential Criteria

- Relevant tertiary qualifications and/or extensive job-related experience in the management of resource recovery, waste and/or cleansing portfolios.
- Demonstrated in depth knowledge of the resource recovery, waste and/or cleansing industries and government policy on waste and resource recovery.
- Demonstrated in depth knowledge of the Protection of the Environment Operations Act, Waste Avoidance and Resource Recovery Act 2001, and the Local Government Act
- Extensive experience in procuring and administering complex contracts in relation to collection and processing/disposal of multiple waste streams and cleaning.
- Demonstrated management experience in providing leadership and strategic direction to a multi-disciplinary team to support the delivery of services, initiatives and programs to support the strategic objectives and plans.
- Significant experience with commercial and operational aspects of resource recovery and waste management, in particular service infrastructure relevant to the sector.
- Experience and/or knowledge of the collection of FOGO and implementation in a domestic capacity
- Knowledge of managing cleaning contracts in a commercial environment
- Ability to problem solve and think strategically.
- Provide exceptional customer service and have considerable experience in successful customer complaint resolution.
- Hold a current Class C driver's licence.
- Strong technical, operational and commercial knowledge and experience in the resource recovery and/or cleansing areas.
- Strong technical knowledge and experience in the WHS area in an operational environment.
- Proven experience working in a high safety environment where compliance is a necessity.
- High level interpersonal and communication (verbal and written) skills.
- High level networking and relationship building skills.
- Demonstrated experience in working with the Executive, managers, employees and other high-level stakeholders to initiate and manage complex projects and contracts and the ability resolve high priority and complex resource recovery, waste & cleansing matters.
- Computer literacy, excellent report writing skills and strong organisational and time management skills.

### Desirable Criteria

- Local government experience in the management of domestic waste and resource recovery and cleaning services
- Knowledge of key priorities, opportunities and challenges for Campbelltown in securing effective and efficient resource recovery, waste and cleansing services.
- Significant supervisory experience in a waste environment at an operational, service delivery level

### Behavioural Competencies & Personal Attributes

- Leadership
- Customer service
- Team work
- Initiative
- Professional/technical expertise
- Political astuteness
- Strategic thinking
- Emotional intelligence
- Building relationships
- Conflict management
- Sound judgement

- Adaptable and flexible
- Commitment to continuous improvement

<b>Further Responsibilities</b>	
Equal Employment Opportunity Principles	A knowledge and application of Council's Equal Employment Opportunity principles is required. Promotion of Council's EEO and Harassment Prevention principles is required.
Delegations	As per delegations and policy register in <a href="#">PULSE</a> .
Work Health and Safety	<a href="#">Category 6</a>
Pre-employment Health Assessment Category	Low Risk
Review Process	Job and Person Specifications are reviewed annually in conjunction with Council's Performance Development System.
Authorisation	Executive Manger Central Presentation & Preparedness

### **Acknowledgement of Country**

Campbelltown City Council resides within Dharawal country. We honour and respect our Aboriginal and Torres Strait Islander Traditional Custodians, Elders and communities and the spirit that binds us in our dreams and aspirations on Dharawal country.