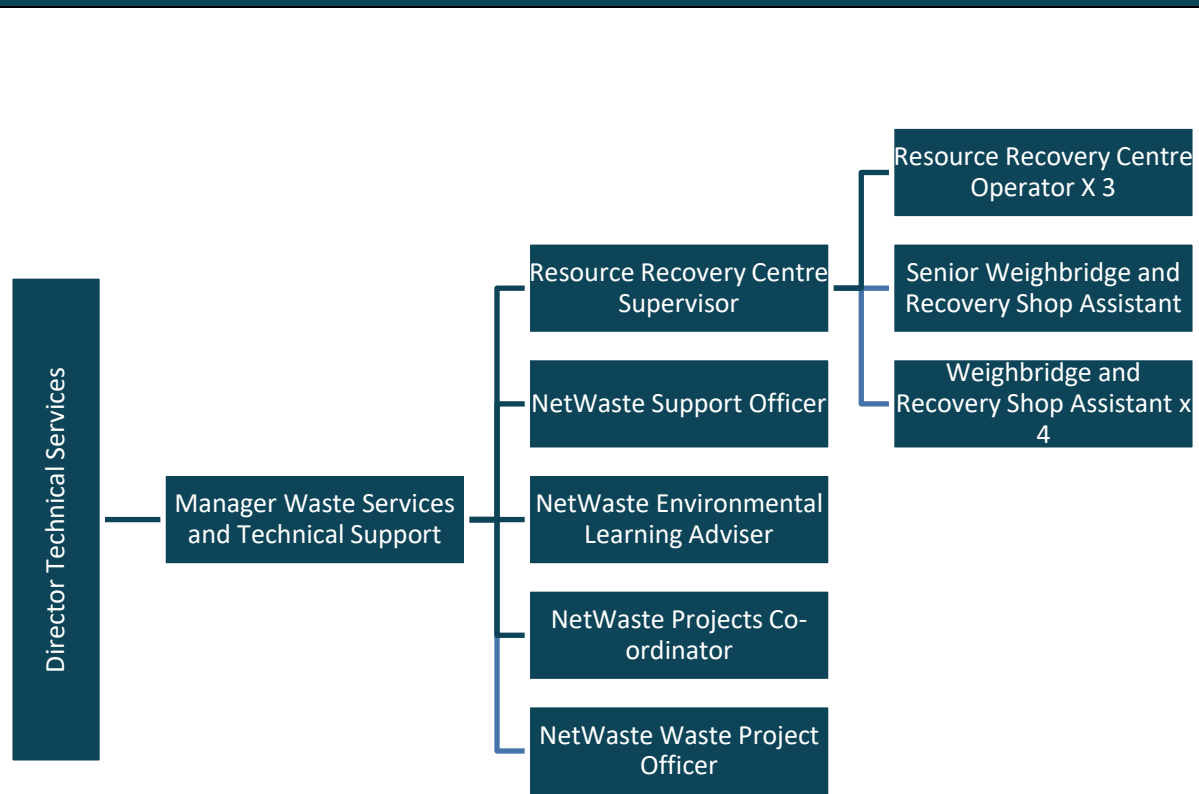


Position Title:	NetWaste - Waste Project Officer
Position Number:	5250
Division:	Technical Services
Section:	Waste Service and Technical Support
Grade:	9
Delegations:	As allocated in the Delegations Register

Primary Purpose

To ensure high level delivery and support of all required waste project and service contract priorities identified in the NetWaste Strategic Waste Plan, and to undertake operational duties and projects as required.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Degree or relevant qualification in Waste / Environmental Management, Project Management, or similar field
- Current class C Drivers Licence

Skills and Experience

- Experience in a similar role including environmental project management and reporting
- Demonstrated project management experience in a complex organisation
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management.
- High level report writing, information gathering, and investigative experience
- Highly-developed computer / database literacy skills in the use of a variety of computer software packages
- Ability to think strategically with a capacity for lateral thinking, creativity and problem solving
- Experience working in or with Local Government representatives would be desirable
- Demonstrated ability to model Council’s key values and desired behaviours

Key Accountabilities/Duties

- Gathering waste data / information and assisting with the implementation of projects identified in the NetWaste Regional Waste Strategy 2022-2027.
- Assist in the waste data collation processes and tabling of waste data on behalf of the NetWaste member Councils, and ongoing management of this information
- Support coordination of the NetWaste Steering Committee, and Forum Meetings on a quarterly basis
- Assist in coordination of regional zone meetings - the zone model groups the 25 NetWaste Councils into 3 separate zones within the NetWaste regional area
- Prepare the NetWaste Community Recycling Centre (CRC) funding program for participating Councils and implement associated promotional activities
- Maintain a close relationship with the NSW EPA as the primary funding body and ensuring the funding obligations are met as detailed in the CRC funding deeds
- Provide project support in meeting the NSW EPA requirements
- Represent NetWaste at regional waste forums and collate information regarding waste reporting and driving improvements through waste data mapping
- Seek and promote sponsorships, partnerships and grant funded project opportunities
- Contribute to the maintenance of the NetWaste website and other promotional media including NetWaste social media pages (Community Recycling Centres / Household Chemical Cleanout).
- Provide support to the NetWaste Project Coordinator and Environmental Learning Advisor
- Comply with Council’s Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
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Personal Attributes	<p>Manage Self - Coaches "Shares It" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships	<p>Customer Focus - Coaches "Shares it" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
	<p>Communicate and Engage - Demonstrates "Achieves it" <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results	<p>Plan and Prioritise - Coaches "Shares it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
	<p>Problem Solving - Demonstrates "Achieves it" <i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> • Gathers and investigates information from a variety of sources • Questions basic inconsistencies or gaps in information and raises to appropriate level • Asks questions to get to the heart of the issue and define the problem clearly • Analyses data and information to draw conclusions based on evidence • Works with others to assess options and identify appropriate solutions

Finance, Procurement and Contracts - Coaches "Shares it"

Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.

- Consider the impact of funding allocations on business models, projects and budgets
- Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition
- Prepares and evaluates business cases with due regard for long term financial sustainability
- Applies high standards of financial probity with public monies and other resources
- Identifies, monitors and mitigates financial risks
- Prepares documents that clearly set out council requirements, deliverables and expectations of suppliers and/or other staff and take appropriate to manage it.
- Delivers open, transparent and effective financial and/or procurement processes
- Manages relationships with relevant stakeholders to ensure expectations are clear and business needs are met

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council’s corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council’s Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements

- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, or Team Leaders, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signed by Employee	
Date Signed	