

Council is seeking applications for a Waste Services Project Officer to assist with the delivery of the Council's waste services function.

About the role

The Waste Services Project Officer will be assisting in planning, implementing, and tracking capital waste projects. These duties will include developing project briefs; procuring goods and services; tender assessment; and contract management. We're looking for someone with excellent time management and prioritisation skills. The successful applicant will need to be able to interpret and apply legislation, policies and exercise confidentiality to works. The Officer will also require excellent communication skills when engaging, consulting and negotiating with stakeholders.

Why work for us?

- 9-day fortnight (72.5hr fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 5 (\$96,406pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **24/84 – Waste Services Project Officer** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/84, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 11 December 2024 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Coordinator Waste Services – Rachel Martin on (07) 4783 9800.

It is essential to respond to each criterion explaining how you have demonstrated each skill or quality with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Qualifications in Environmental Management, Project Management or a related field.
2. Understanding of the waste management industry including collection, transfer station and landfill technical operations, and associated environmental issues and risks associated with these activities. Previous work experience in the waste industry would be highly regarded.
3. Well-developed skills in both written and verbal communication with a particular emphasis in the areas of report writing, consultation, advocacy, and teamwork.
4. Understanding of local and state government current legislation and regulations applicable to the waste industry.
5. Demonstrated experience in procuring goods and services and contract administration.
6. Current C Class Driver's License.

Desirable

1. Demonstrated ability to use computer systems and software including Mandalay, Microsoft Office 365.

Position Number	30203
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 5
Reports To	Coordinator Waste Services
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

This position is responsible for the successful delivery of a range of Council's waste services functions in accordance with established waste legislation and procedures and provides high level administrative support to the Coordinator Waste Services. This Officer has a vital role in delivering outcomes from Council's Operational Plan and Corporate Plan.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Administration of the Waste Management Services Contract.
- Supervise and provide technical advice and guidance to the Waste Transfer Station Attendants and Landfill Operators in accordance with the Environmental Authority, relevant waste legislation and current best practice recycling.
- Understand, interpret, administer and comply with relevant legislation (including Environmental Authority compliance) and Council policies applicable to the functions within a waste services unit.
- Assist the Coordinator Waste Services to supervise, organise, motivate, develop and support the waste department team to achieve section and organisational goals.
- Plan, implement, and track capital waste projects including development of project briefs; procuring goods and services; tender assessment; and contract management.
- Assist with the operation and delivery of Council's main waste services including: - landfill and transfer station operation, and the provision of necessary consumables and resources.
- Assist with the development of, and future implementation of a long-term strategic plan for the treatment of existing closed landfills.
- Undertake and coordinate environmental monitoring programs, including field collection, collation, basic analysis and reporting of monitoring data such as surface water, ground water, and gas.

- Undertake the initiation, development and implementation of special projects to achieve Corporate and Operational Plan objectives.
- Assist with aspects of the Capital Works Program including: - development of project briefs; procuring goods and services; tender assessment; and contract management.
- Administer the waste management software system (Mandalay) and provide technical advice, guidance and training to users.
- Prepare reports and statistical data on the waste services function for the information of Council and relevant Government Departments including the State Waste levy data and reporting.
- Write, maintain and implement waste services related instructions, procedures and action plans and contribute to setting and review of policies, objectives and targets.
- Develop and acquire waste management promotion materials and educational resources.
- Assist with the preparation of media releases and public notices.
- Present training and advice to staff and the public, including community organisations, industry representatives and students on waste management matters.
- Investigate and resolve waste management customer requests and complaints and if required, issue notices in accordance with Council policies, local laws or applicable State Government legislation.
- Attend to correspondence and writing of technical letters, memos and reports for internal and external customers.
- Investigation and resolution of illegal dumping customer requests, as required.
- Maintain Waste Department web pages coordinating regular content reviews.
- Administrative duties such as database updates, coordinating rosters for casual staff, purchasing consumables, managing waste tracking documentation, monthly waste invoicing, waste data reporting, collating monthly reports for waste facilities, weekly takings, recording minutes of team meetings and periodic hazard inspections and action plans.
- Assist with after-hours service in limited urgent matters affecting operations continuity.
- Undertake any other duties as are reasonably within the limits of the employee's skills, competencies and training or as assigned by Coordinator Waste Services.

Position Requirements

Knowledge

- Sound knowledge of legislation that is applicable to waste management including:
 - Waste Reduction and Recycling Act and Regulation.
 - Environmental Protection Act and associated legislation.
 - Local authority laws and policies relating to waste management.
- Working knowledge of the State Waste levy requirements.
- Working knowledge of Council's organisational structure and the functions and interrelationships of other Departments.
- Working knowledge of waste management and minimisation practices, especially recycling activities.
- Sound knowledge of waste management software (Mandalay).
- Sound knowledge of the waste acceptance criteria of the Council's waste facilities.
- Working knowledge of illegal dumping legislation and resolution practices.
- Sound knowledge of administrative and financial practices and procedures relevant to work area.

- Understanding of the Burdekin Shire Council actions resulting from the North Queensland Waste Management Strategy.
- Understanding of customer focus in Council's operations.
- Working knowledge of all relevant strategic documents, including Corporate Plan and Operational Plan.
- Working knowledge of environmental management and monitoring processes and practices.

Skills

- Excellent time management, organisational and prioritisation skills.
- Sound literacy and numeracy skills.
- Well-developed skills in letter and report writing.
- Excellent customer service and interpersonal communication skills.
- Sound analytical/investigative skills.
- Sound analytical and research skills.
- Proficiency in the use of Council's computerised workstations, PC's, associated ancillary equipment and the necessary operating software.
- Intermediate skills in the use of a variety of technical equipment associated with Waste and Environmental Management duties. Well-developed conflict resolution skills and negotiation skills.
- Active learning and listening skills.
- Sound comprehension and problem solving.
- Sound project management skills.
- Well-developed skills in the use of waste management and weighbridge software.
- Sound level skills with the use of computer systems, Microsoft Office Word, Excel and PowerPoint applications.
- Sound specification writing and bid evaluation skills.

Abilities

- Interpret and apply policies and procedures.
- Engage, consult, and negotiate with all relevant stakeholders to discuss and resolve matters.
- Apply relevant legislation, codes of practice and standards to ensure ongoing compliance with legislative requirements.
- Solve procedural problems in the work area using knowledge, judgement and work organisational skills acquired through qualifications and work experience.

Other Requirements

- Immunisation record for Hepatitis A and Hepatitis B.
- Personal characteristics of honesty, integrity, commitment, enthusiasm, reliability, and adaptability.
- Apply confidentiality to work documents and situations.
- Wear personal protective clothing and equipment on worksites.
- Required to work in or near an operating Waste Management Facility and be exposed to dust, odours, noise and uneven terrain.

Experience and Qualifications

- Qualifications in Environmental Management, Project Management or a related field.
- Class C Queensland Driver's Licence.

- Authorised Persons and Local Government Worker Course.
- Asbestos Awareness Training.
- drumMuster Inspector Training Course.
- Department of Transport and Main Roads Working in Proximity to Traffic – Awareness Part 1.
- First Aid Certificate.
- Experience in delivering projects, with experience delivering capital improvement projects
- Experience in environmental management and monitoring, waste management and recycling.
- Demonstrated knowledge of waste operations (including the Workplace Health and Safety practices)

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction.
- Supervises other employees.

Extent of Authority

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems generally found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customer's expectations and base the service on this knowledge.

- When appropriate, treat major customers like business partners in designing Council's services.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Provide complex information in plain language.
- Speak in a manner that suits the audience.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.
- Monitor implementation of strategies for improving quality and take necessary corrective action.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.
- Monitor implementation of strategies for reducing adverse impacts on the environment and take necessary corrective action.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.
- Analyse and improve efficiency in the workplace.

General

7. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
8. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
9. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
10. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
11. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
12. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
13. All employees are to actively participate in the Employee Performance Development Program.
14. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
15. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
16. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.