

Position Description



POSITION TITLE:	Project Lead – Kerbside Reform	CLASSIFICATION:	Band 7
REPORTS TO:	Coordinator Waste Strategy & Engagement	CONTRACT:	Two Year Fixed Term
DEPARTMENT:	City Environment		

OUR STRATEGIC CONTEXT



PURPOSE	Our organisation is accountable, sustainable and delivering effective services to our community.
VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES

The Project Lead – Kerbside Reforms will plan and coordinate the implementation of Council’s kerbside FOGO and glass reform program, embedding the legislated services in Stonnington’s kerbside contracts and in-house waste collection services, within the required timeframes.

With a project management focus, this position will lead the planning, procuring, implementing, monitoring and risk management of project delivery associated with, but not limited to, the Victorian Government kerbside waste reform requirements. This includes managing the logistics, including aspects such as leading procurement and contract management, liaison with internal and external stakeholders, grant management, customer service and community education campaigns.

RESPONSIBILITIES	KEY OUTCOMES
Project Management	<ul style="list-style-type: none"> Design, establish and manage project delivery and evaluation program as related to requirements in accordance with applicable project timelines. Implement, manage and report against the project budget, including identifying ongoing future service budgets associated with project implementation. Establish and manage contractors and consultants to achieve positive project outcomes and objectives. Lead risk management practices to identify, assess, influence, prevent, treat and monitor risks relevant to the project and broader organisation. Establish and participate in internal and external working groups to develop processes and resourcing associated with project delivery including but not limited to communications, customer service and finance. Establish data gathering procedures and monitoring project KPIs to ensure project progress and continuous improvement. Oversee monitoring, service auditing and evaluation to identify outcomes and refinements for future operations to improve performance and/or costs. The Project Lead will also deliver and assist with additional projects and duties as directed, in relation to Stonnington’s pathway to ensuring compliance with the <i>Circular Economy (Waste Reduction and Recycling) Act 2021</i>, as well as projects relating to Stonnington’s Council Plan, and Towards a Circular Economy: our future waste strategy 2022-2025.

Stakeholder and Community Engagement	<ul style="list-style-type: none"> Build community capacity, including community education/ behaviour change and working with local businesses, to facilitate the transition towards a standardised four stream service Identify and collaborate with key stakeholders, including other councils, to develop and deliver projects to facilitate delivery of best practice project implementation.
Legislative and policy context	<ul style="list-style-type: none"> Ensure project requirements are in line with all applicable legislative and policy requirements. Demonstrate understanding of the waste and resource recovery industry and challenges and its impacts on Council services. Demonstrate understanding of the Commonwealth, State and Council policy context.
Strategic Partnerships and Advocacy	<ul style="list-style-type: none"> Establish and maintain strong partnerships with key stakeholders to enable project delivery. Foster internal working relationships to meet shared objectives. Advocate for policy and framework with government, agencies and other councils on behalf of Council. Demonstrate excellent interpersonal skills with a proven ability to build collaborative and productive relationships with internal and external stakeholders.

KEY WORKING RELATIONSHIPS



Direct reports: Nil

Internal: City Environment and City Operations Departments, Customer Service, Communications, Finance, Rates and Revenue, IT.

External: Department of Energy, Environment and Climate Action, Recycling Victoria, other Local Government Authorities, contractors, industry representatives, consultants, community and representatives of community groups

REQUIRED SKILLS AND COMPETENCIES

Accountability and extent of authority	<ul style="list-style-type: none"> Deliver and assist with projects in relation to Stonnington's pathway to ensuring compliance with the Victorian Government's kerbside reform agenda. Demonstrated ability to program, implement and deliver projects within an expected timeframe and budget. Experience in delivery of waste related projects ideal but not essential. Champion customer centric behaviours and staff and community engagement that supports collaboration and positive outcomes Represent Council as directed in community and special interest or organisational forums relating to waste and resource recovery Incorporate Council's environmental sustainability objectives and targets into projects and programs Demonstrate effective leadership on OHS matters Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.
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Judgement and decision making	<ul style="list-style-type: none"> High level of self-motivation, initiative, problem solving and analytical skills. Exercise day to day problem solving skills particularly in relation to resources, time management and project delivery. Ensure issues and concerns are flagged with management in a timely manner. Proficient in assessing well-defined objectives and selecting appropriate methods or processes, while addressing complex issues through innovative solutions and ensuring decisions align with strategic objectives, maintaining accountability and transparency.
Specialist knowledge and skills	<ul style="list-style-type: none"> Demonstrated program/project management skills including development, implementation, risk management and resource management to ensure delivery of outcomes within agreed time and budget allocations. Demonstrated experience with use and implementation of project management tools, systems and databases. Demonstrated experience managing contracts including supervision of contractors to ensure that works and services are delivered in a timely and safe manner, resolving conflicts and maintaining productive relationships with the contractors. Understanding of, and ability to, interpret and apply legislation and regulations within the waste context, including but not limited to, the Local Government Act, Circular Economy (Waste Reduction and Recycling) Act 2021, RV waste reform standardisations. Experience in local government desirable but not essential. Demonstrated knowledge of kerbside waste services
Interpersonal skills	<ul style="list-style-type: none"> Excellent written and verbal communication skills, including an ability to write concise reports and present information to a range of audiences. Strong level of interpersonal skills for liaising and building effective relationships with staff including executive leadership, members of the community and contractors
Qualifications and experience	<ul style="list-style-type: none"> Tertiary qualifications in project/program management, sustainability, environmental management/science/planning, waste management, circular economy or other related discipline and/or extensive practical and relevant experience Local Government or waste sector experience is desirable Must possess a current Police Check or be willing to obtain

WHAT WE ARE ALL RESPONSIBLE FOR



Workplace Health, Safety and Wellbeing:

We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.

Diversity, Equity and Inclusion:

We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.

Code of Conduct:

We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.

Service Promises:

We Empathise | We are Responsive | We are Transparent | We are Consistent | We Follow Through

Safeguarding Children and Young People:

We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.

Sustainability:

We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.

Review date: