

<b>POSITION TITLE:</b>	Waste Project Officer	<b>CLASSIFICATION:</b>	Band 6
<b>REPORTS TO:</b>	Waste Strategy and Engagement Coordinator	<b>DIRECTORATE</b>	Environment and Infrastructure
<b>DEPARTMENT:</b>	City Environment	<b>TEAM:</b>	Waste Strategy and Engagement

## 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 Waste Project Officer will support the delivery of Council's Waste and Circular Economy Action Plan by developing and delivering programs, projects and initiatives that minimises waste to landfill, increase resource recovery and improve waste practices.

The Waste Project Officer will contribute to the sustainable waste management and protection of Stonnington's natural environments through tangible actions and impact.

RESPONSIBILITIES	KEY OUTCOMES
Program development	<ul style="list-style-type: none"> <li>Lead the development and delivery of well researched initiatives that maximises resource recovery and divert waste from landfill in accordance with Stonnington's Council Plan and Towards a Circular Economy: our future waste strategy 2022-2025</li> <li>Coordinate programs and projects that improve the community's waste avoidance, waste minimisation and prevent litter and illegal dumping.</li> <li>Support improvements to the Waste Transfer Station by continuously seeking to delivery best practice and liaising with contractors to provide recycling solutions.</li> <li>Support Council by assisting with additional projects and duties as directed, to implement the Victorian Government's circular economy, and waste and recycling reforms.</li> </ul>
Best practice waste management	<ul style="list-style-type: none"> <li>Collaborate with the Waste Management Team to continuously review and lead operational service improvements.</li> <li>Review waste management plans inline with Council's Waste Management Guidelines.</li> <li>Support multi-unit dwellings with and without a Council service to avoid waste and divert waste from landfill.</li> <li>Assist internal staff and the community to find solutions to hard-to-recycle items.</li> <li>Maintain Council's waste databases, ensuring that data is collected and recorded accurately.</li> </ul>
Contract management	<ul style="list-style-type: none"> <li>Oversee Council's Recycling Hub contract to ensure that non-kerbside recyclables are collected and recycled in accordance with EPA and OHS requirements.</li> <li>Manage Council's hard waste collection service and contract.</li> <li>Work with suppliers to collect accurate waste data to maintain Council's waste services databases.</li> <li>Lead and manage the procurement of goods and services that drive a circular economy and deliver resource recovery.</li> </ul>

## Stakeholder engagement

- Provide a responsive and high-quality customer service to internal and external stakeholders.
- Engage and support internal teams and communities to avoid, reduce, reuse and recycle through the effective delivery of events, projects, programs and other key initiatives.
- Build strong partnerships with contractors, internal teams and community stakeholders.

## KEY WORKING RELATIONSHIPS



Direct reports: None

Internal: Waste Management, Customer Service, Communications and Libraries.

External: Contractors, Consultants, Community, State Government and other Local Governments.

## REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

Accountability and  
extent of authority

- Ability to efficiently manage resources within clearly defined objectives and budgets, ensuring optimal utilization and positive impact on the quality and cost-effectiveness of programs and projects, including planning, allocating, and monitoring resources to meet organizational goals and standards.
- Capacity to contribute to policy development through investigations, data analysis, and clear presentation of findings, ensuring outputs meet organizational standards and objectives by identifying key issues, gathering relevant data, analysing trends, and presenting insights coherently

Judgement and  
decision making

- Ability to assess well-defined objectives and selecting the most appropriate methods, technologies, or processes from a range of alternatives by leveraging extensive professional knowledge and experience, evaluating different options based on feasibility, efficiency, and effectiveness to make informed decisions that align with organizational goals.
- Ability to make impactful decisions that significantly influence organizational outcomes by aligning actions with strategic objectives and applying advanced problem-solving skills while ensuring accountability for decisions made to maintain transparency and effectiveness

Specialised knowledge  
and skills

- Ability to develop, prepare and draft contract documentation, specifications and manage the distribution of tender documents
- Research, analytical and investigative skills and the ability to articulate your findings
- Excellent customer service skills
- Strong Microsoft Office skills especially in Word and Excel and with knowledge of relevant specialist systems
- Demonstrated knowledge of waste policy and programs at local, state and federal government levels, combined with waste and recycling experience in a local government context.

## Management Skills

- Skills in managing time, setting priorities, and planning and organising work efficiently.
- Understanding of personnel practices such as equal employment opportunity, occupational health and safety, and employee development with the ability to implement these practices effectively.
- Ability to manage resources and achieve objectives within set timelines and available resources.

## Interpersonal skills

- Skilled in building cooperation and gaining support from clients, the public, and other Employees to efficiently manage activities and supervise team members.

	<ul style="list-style-type: none"> <li>• Able to collaborate with external stakeholders and internal teams to address specialist issues by effectively communicating, building strong relationships, coordinating efforts across functions, and resolving cross-functional challenges efficiently.</li> </ul>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• A degree in Environment, Sustainability or related discipline, though lesser formal qualifications may be acceptable with equivalent work experience.</li> <li>• Demonstrated work experience in planning and implementing waste management initiatives, projects and programs in a local government setting that showcases applicable skills and knowledge.</li> <li>• Successful track record of research, analytical and investigative skills to solving complex challenges in a timely manner.</li> <li>• Experience in assessing waste management plans.</li> <li>• Experience working as part of cross organisational teams and collaborating on complex projects.</li> <li>• Excellent interpersonal and communication skills to establish and maintain effective relationships.</li> <li>• Experience in leading and facilitating process improvement projects ensuring all stakeholders are consulted and involved.</li> <li>• <b>Licensing and Background Checks:</b> Current Victorian driver's licence, ability to complete a satisfactory police check, and a current Working with Children Check (WWC).</li> </ul>

## 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: