



<b>JOB TITLE</b> Waste Management Coordinator	<b>CLASSIFICATION</b> Band 8	<b>REPORTS TO</b> Manager City Operations
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**WHAT WE TRUST YOU TO DELIVER**




- Provide leadership, mentorship, and guidance to the Waste Management team including Waste Collection, Waste disposal, Street Cleaning and Waste admin unit ensuring high levels of service.
- Oversee the effective and efficient utilisation of human resources within the Waste Management team comprising Street Cleaning, Waste Collection, Waste disposal and Transfer Station units.
- Responsible for recruitment, record keeping, budget management and staff training.
- Promote a culture of service excellence by delivering strategic leadership and support to a dynamic team committed to implement advance sustainable environmental waste management practices and outcomes.
- Develop and monitor goals and performance targets for the Waste Management Service teams.
- Develop and implement service monitoring and reporting systems to effectively measure the unit's compliance and performance.
- Manage and report on recycling, waste tipping, disposal, street cleaning and related contract performance, while assessing the impact of these operations on the Council and other agencies, such as Recycling Victoria and the Department of Land, Water, and Environment.
- Waste planning referrals, including the in-depth analysis of any new development within the municipality in accordance with the residential waste management guidelines.
- Policy and procedural updating including but not limited to rates fees and charges policy, waste management guidelines (in line with Recycling Victoria best practice) and Councils' CAMMS performance strategy.
- Monitoring and management of Councils semi-articulate truck fleet to the National Heavy Vehicle Regulator, Mass Management Standard.

**WHAT YOU'LL NEED TO THRIVE**




- Extensive experience in a Waste Management supervisory role and a current driver's licence. A qualification in Project Management, Management / Operations or similar discipline is highly desirable
- Experience in managing contracts and service delivery operations
- Commitment to a safe work environment with experience in ensuring adherence to Manual Handling Techniques and Occupational Health and Safety
- Proven methods for creating a cohesive and positive team environment and effectively liaising with internal and external stakeholders.
- Strong customer service skills with the ability to effectively assess customer needs and resolve disputes
- Management skills to achieve objectives despite conflicting pressures
- Demonstrated ability to develop strategic objectives within a City Operations environment
- Initiative and flexibility in predicting, managing and preventing operational problems
- Detailed knowledge of budgeting techniques with demonstrated ability to develop and adhere to budgets
- Tertiary qualifications in business management or related discipline and/or extensive practical experience in a related field.
- Commitment to a positive working environment and cultural uplift.

**WHAT WE'LL DO TO SUPPORT YOU**




- Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- Commit to your long term growth and career development.
- Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

**WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE**



**VISION** Council will be an inclusive, healthy, creative, sustainable and smart community  
**VALUES** Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

**OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE**



<b>CAPABILITY</b>	Project Management	Change	Communication	Good Governance	Achievement
<b>LEVEL</b>	3	3	3	3	3
<b>CAPABILITY</b>	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
<b>LEVEL</b>	3	3	3	3	3