



KATHERINE TOWN COUNCIL

POSITION DESCRIPTION

TITLE: WASTE MANAGEMENT CO-ORDINATOR

CLASSIFICATION: CONTRACT

DEPARTMENT: WORKS

1. PURPOSE

The Waste Management Co-ordinator is responsible to the Director of Works & Services for delivering and implementing waste reduction programs and to assist stakeholders in developing the necessary understanding, as well as the capacity and commitment to change practices and to undertake activities to reduce environmental and human risk associated with waste management.

The Waste Management Co-ordinator is responsible for ensuring the availability of tools, knowledge and ideas for educational and promotional activities in relation to safe waste management practices for all participating stakeholders.

2. KEY RESPONSIBILITIES

- Ensure information relating to waste management reduction, recycling and waste avoidance is disseminated to stakeholders.
- Ensure compliance with relevant legislation, environmental standards and waste management best practice.
- Ensure applications for landfill licences (including asbestos management and disposal licence) for nominated communities are developed and submitted.
- Educate stakeholders on mandatory standard methodology for landfill layout, fencing, pit design, recycle areas, entry/exit roads and pit/waste management.
- Develop, in partnership with stakeholders, best practice for the removal and treatment of waste and recyclables (including cash-for-containers).
- Liaise with service providers, regulatory bodies and recognised training organisations to assist communities to develop waste management plans and to identify skill gaps.
- Provide formal and informal training to employees and community members.
- Promote the benefits of properly collected waste/refuse and correctly maintained waste management facilities to all stakeholders.
- Report and present on the status of the stakeholders waste management facilities at bi-monthly meetings of the Big Rivers Regional Waste Management Working Group (BRMMWG).

- Analyse, implement, administer and report on Council's waste management operations.
- Assist in the implementation of the Katherine Town Council Local Counter Disaster Sub-Plan in the event of a disaster.
- Other duties as required by the Director of Works & Services.

3. ORGANISATIONAL RELATIONSHIPS

- Reports to the Director of Works & Services.
- Works under limited direction.
- Communicate with Local Government Association of the NT, Roper Gulf Regional Council, Victoria Daly Regional Council, West Daly Regional Council, NT Environment Protection Agency, NT Worksafe, Department of Local Government and the Department of Health.
- Communication with external stakeholders, customers, rate payers, local business operators and other Katherine Town Council Departments and employees.

4. AUTHORITY AND ACCOUNTABILITY

- The position is directly accountable to the Director of Works & Services.
- The Waste Management Co-ordinator will undertake activities, which may require the officer to exercise judgement and/or contribute critical knowledge, and skills where procedures are not clearly defined.
- The quality, effectiveness, cost and timeliness of services and programs.
- Establishing, implementing, reviewing and improving policy and procedures, which have organisational outcomes.
- Ensure that the Council's procedures for ongoing consultation between management and employees are maintained.
- Ensure the provision of information, instruction, training and supervision of all Council staff and community members in the correct use of equipment, substances and safe systems of work.
- Limited requirement to work outside of normal operating hours.
- The requirement for travel to remote communities.
- This position allows scope for exercising initiative in the application of established work procedures.

5. REQUIREMENTS OF THE POSITION (Selection Criteria)

a. Skills

- High level managerial skills to work independently, exercise initiative and meet deadlines.
- Excellent communication skills, both verbal and written.
- The ability to interpret legislative requirements and develop appropriate strategies and operational responses.
- High level of understanding in meeting regulatory requirements with particular emphasis on public health and waste management.

b. Knowledge

- Proven experience in waste management practices, general administration, human resource management and customer service.
- Negotiating with external agencies and customer groups and delivering results in a complex environment.
- The role of Local Government in waste management and administrative services and best practise in waste management.
- Administrative processes and information technology applications relevant to the areas of responsibility.
- Managing human and other resources to achieve desired outcomes in a cost-effective, efficient and timely manner.
- Occupational health, safety and welfare and equity and diversity policies and practises.

c. Experience / Qualifications

- Desirable qualification up to Bachelor Degree level in environmental science and sustainability and/or conservation or land management.
- Desirable qualification in 4 x 4 Operation.
- Hold a current First Aid Certification.
- A current Northern Territory driver's C class licence.

d. Training

- Willingness to undertake accredited training.

6. WORKPLACE HEALTH AND SAFETY AND WELFARE

Effective implementation of a workplace health and safety program requires the active involvement of all employees. They have an obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to protect the health and safety of people at the workplace, including the general public.

Employees are responsible and accountable for:

- Complying with workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

7. PERFORMANCE STANDARDS

The performance of the Waste Management Co-ordinator will be measured by:

- The extent to which the position objectives are achieved.
- The quality of reports and advice provided to the Director of Works & Services.
- The quality of reports and advice provided to BRWMWG.
- The reputation held within the community for providing an effective service.
- Customer and stakeholder feedback.

PREPARED BY	Community Services Executive Manager
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SUPERVISOR	Director of Works & Services
APPROVED BY	BRWMWG