

Burdekin Shire Council is currently seeking applications for a Project Officer Waste Services. This is a project position for a period of up to three years. Although the position is offered on a full time basis, Council will consider applications submitted on a part time basis.

## The Position

This position is responsible for assisting with the delivery of the Council's waste services function. This Officer has a vital role in delivering outcomes in Council's Operational Plan, Corporate Plan and the Action Plan contained within the North Queensland Waste Reduction and Recycling Plan 2014-24.

## The Person

The successful applicant will possess the following attributes at a minimum:

- Strong skills in conflict resolution and customer service.
- Demonstrated ability in a variety of waste and environmental management functions including environmental monitoring and protection, waste management and recycling.
- Demonstrated high level of communication skills both written and oral.
- Knowledge of relevant legislation enforced by Council's Waste Services team.
- Knowledge of Council's main waste facilities and services delivered.
- Demonstrated experience in the use of computer systems especially Microsoft products such as Word, Excel and database systems.
- Demonstrated experience in the preparation and delivery of educational and promotional programs.
- Possess a current 'C' Class Drivers Licence for a manual car.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 4 (\$74,126pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website [www.burdekin.qld.gov.au](http://www.burdekin.qld.gov.au).

Applications for **18/06 – Project Officer Waste Services** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- By email to – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- By mail to – Confidential Application No. 18/06  
PO Box 974  
AYR QLD 4807

Applications close on Tuesday, 20 February 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Lachlan Kerr, Waste Services Coordinator on (07) 4783 9800.

<b>Position Number</b>	30203
<b>Certified Agreement</b>	Burdekin Shire Council Enterprise Bargaining Agreement
<b>Award</b>	Queensland Local Government Officers Award – State Queensland Local Government Industry (Stream A) Award – State 2017
<b>Award Section</b>	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
<b>Award Level</b>	Level 4
<b>Reports To</b>	Coordinator Waste Services
<b>Place of Employment</b>	Based at Council Chambers, 145 Young Street, Ayr

### Position Objective

This position is responsible for assisting with the delivery of the Council’s waste services function. This Officer has a vital role in delivering outcomes in Council’s Operational Plan, Corporate Plan and the Action Plan contained within the North Queensland Waste Reduction and Recycling Plan 2014-24.

### 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:

#### Waste Management

- Assist with the operation and delivery of Councils main waste services:
  - Kerbside collection and disposal of refuse, recyclables and green waste
  - Resource recovery and recycling
  - Transfer station operation
  - Landfill operation
- Assist with the management and operation of Council’s Transfer Stations and Landfill including the development and implementation of relevant management plans and procedures
- Undertake site inspection and audit of Council’s waste facilities to demonstrate compliance with relevant environmental authorities.
- Assist with the initiation, development and implementation of special projects (Kirknie and Giru Consultancy) in order to achieve Corporate and Operational Plan objectives.
- Develop a sound knowledge of Council’s waste services policies and procedures.
- Assist with the development, implementation and review of Council’s waste services policies and procedures.

- Assist with the co-ordination, planning and implementation of programs for waste minimisation, recycling, associated education and sustainable use of resources by Council.
- Assist with the planning, development, rehabilitation and aftercare of Council's landfill in accordance with licence conditions and the Environmental Protection Act, including all statutory reporting requirements.
- Assist with the development of project briefs, compilation of appropriate contract documentation including detailed specifications, plans and estimates for waste related projects and works.
- Assist with the engagement and management of external contractors and consultants.
- Prepare reports and statistical data on the waste services function for the information of Council and relevant Government Departments.
- Assist with administrative duties such as; database updates, coordinating rosters for casual staff, purchasing consumables, managing waste tracking documentation, monthly waste invoicing, quotations and ordering services, website updates, waste data reporting, collate monthly reports for waste facilities, weekly cash handling and monthly hazard inspections and action plans

#### North Queensland Waste Reduction and Recycling Plan

- Develop an understanding of the North Queensland Waste Reduction and Recycling Plan 2014-24.
- Assist with the implementation of objectives and actions associated with the North Queensland Waste Reduction and Recycling Plan 2014-24.

#### Education/Promotion

- Assist with the production of 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.

#### General

- Investigation and resolution of customer requests received in accordance with Council policy.
- Attend to correspondence and writing of technical letters and reports.
- Conduct water sampling of groundwater and surface water.
- Undertake enforcement action under relevant legislation as required including issuing of notices.
- Assist and give technical advice to other Council officers and external clients.
- Establish productive working relationships with internal and external stakeholders, professional groups, government departments and authorities whose activities have significance for Council's operations in the area of waste management.
- Participate in disaster management planning and responses to disasters affecting the Shire or local area.
- Performance of any other reasonable duties as required by the Supervisor and the Manager Governance and Local Laws.

## 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
- Sound financial knowledge in the preparation of budget information and reconciliation of expenditure.
- Knowledge of administrative and financial practices and procedures relevant to work area.
- Working knowledge of waste management and minimisation practices.
- Understanding of the Burdekin Shire Council Action Plan obligations under the North Queensland Waste Reduction and Recycling Plan 2014-2024.
- Sound knowledge of all relevant strategic documents, including Corporate Plan and Operational Plan.
- Working knowledge of Council's organisational structure and the functions and interrelationships of other Departments
- Knowledge of environmental management and monitoring processes and practises.
- Sound knowledge of the waste acceptance criteria of the Council's waste facilities.
- Understanding of customer focus in Council's operations.

### Skills

- Well-developed customer service skills.
- Strong conflict resolution skills and negotiation skills.
- High level of oral and written communication skills.
- High level of interpersonal skills.
- Active learning and listening skills.
- Sound comprehension and problem solving.
- Project management skills.
- Teamwork.
- Well-developed time management, organisational and prioritisation skills.
- Strong analytical/investigative skills.
- Intermediate level skills with the use of computer systems, Microsoft Office Word and Excel applications.
- Sound specification writing and bid evaluation skills.

### Abilities

- Ability to work in a team to achieve predetermined goals.
- Ability to work with minimal supervision.
- Interpret and apply policies and procedures.
- Ability to engage, consult and negotiate with all relevant stakeholders to discuss and resolve matters.
- Ability to apply relevant legislation, codes of practice and standards to ensure ongoing compliance with legislative requirements.
- Ability to 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

- Current “C” Class Queensland Driver’s Licence for a manual transmission vehicle.
- A tertiary qualification in engineering, science or other relevant discipline or equivalent level of expertise and experience to undertake the range of activities required, attained through previous appointments.
- Experience in environmental monitoring.
- Experience in environmental management, waste management and recycling.

#### 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 subordinate employees or works in a specialised field.

#### Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

#### 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.

#### 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.
- 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.

#### 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.

#### 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.

#### General

1. 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.

2. 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. 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).
5. 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.
6. 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.
7. All employees are to actively participate in the Employee Performance Development Program.
8. 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.
9. 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.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

### Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including 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. Strong skills in conflict resolution and customer service.
2. Demonstrated ability in a variety of waste and environmental management functions including environmental monitoring and protection, waste management and recycling.
3. Demonstrated high level of communication skills both written and oral.
4. Knowledge of relevant legislation enforced by Council's Waste Services team.
5. Knowledge of Council's main waste facilities and services delivered.
6. Demonstrated experience in the use of computer systems especially Microsoft products such as Word, Excel and database systems.
7. Demonstrated experience in the preparation and delivery of educational and promotional programs.
8. Possess a current 'C' Class Drivers Licence for a manual car.

#### Desirable

1. Experience in project management and contract management.
2. A tertiary qualification in engineering, science or other relevant discipline.