

► POSITION DESCRIPTION

POSITION TITLE:	Manager Environment and Waste
DEPARTMENT:	Infrastructure & Development Services
UNIT:	Environment and Waste
TENURE:	Permanent Full Time
CLASSIFICATION:	Senior Executive Officer
LOCATION:	Daylesford Depot and various other locations within the municipality
DATE APPROVED:	January 2019

Hepburn Shire Council Organisational Values

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long-term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

POSITION OBJECTIVES

To lead and manage Council's environmental and waste management services through the development and implementation of innovative strategies, initiatives and projects.

To lead the continuous improvement and enhancement of Council practices in:

- Waste services,
- Facilities and Property Management,
- Sustainability,
- Biodiversity and
- Contractor Management for relevant services.

KEY RESPONSIBILITY AND DUTIES

Staff

- Provide proactive leadership, support and guidance to employees within the Department.
- Ensure efficient and effective structures and processes are in place to ensure staff have a clear understanding of their roles, responsibilities and accountability.
- Undertake regular performance appraisals of direct reports to ensure their performance development, ongoing training and personal development meet operational needs.
- Provide effective communication in all government, business and community forums, to all contractors and external stakeholders of the Council, ensuring positive working relationships are maintained to deliver Council objectives.

Waste Management

- Manage the coordination of Council's waste and recycling collection services and the Daylesford Consolidation Facility.
- Oversee the operation of Council's Transfer Stations.
- Review current waste services for new initiatives to improve waste services and reduce waste to landfill.

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- Identify and implement best practice initiatives to minimise waste to landfill and provide financial and environmental benefits for our community.
- Ensure projects and initiatives meet identified priorities and objectives of overall business strategy plans.
- Represent Council on various regional working groups.

Facilities

- Oversee the management and maintenance of all properties owned or managed by Council.
- Manage the development and maintenance of comprehensive building management plans.
- Provide specialist technical advice on facility matters to support strategy, policy and Council Plan initiatives.
- Develop long term waste programs and asset renewal programs.

Sustainability

- Oversee the development, implementation and evaluation of Council's environmental policies, strategies, plans including overall business management.
- Lead the way in best practice environmental sustainability initiatives through the delivery of innovative strategies, policies and plans.
- Proactively consider and respond to environmentally sustainable initiatives as identified in Council plan and annual budgets as well by internal and external stakeholders.
- Provide specialist advice on environmental and sustainability matters across Council to its staff, executive team, Councillors and community as required to assist and improve delivery of council services.

Biodiversity

- Oversee the development, implementation and evaluation of Council's Biodiversity strategy and action plans.

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- Drive awareness and provide specialist knowledge and advice to Council on contemporary biodiversity matters to improve the delivery of Council's biodiversity services.
- Monitor Council partnerships with land care groups, state government and water authorities and other key stakeholders to ensure timely provision of information to meet project and broader biodiversity objectives.

Contractor Management

- Monitor progress of contracted works and daily activities of contractors in the performance of contracts for relevant services including compliance with occupational health & safety requirements.
- Engage with external contractors to develop productive working relationships for required Council services.
- Oversee the efficient completion of contract administration.

OCCUPATIONAL HEALTH & SAFETY

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.
- Ensure appropriate actions are taken to implement the OHS policies, OHS procedures and legislative requirements within area of responsibility.
- Monitor OHS performance within area of responsibility.
- Visibly show commitment to OHS through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Investigate all accidents/incidents and prepare reports, within area of responsibility.
- Review of any OHS related documents.

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- Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have an OHS component.
- Initiate actions to improve OHS .
- Regularly review the OHS performance of Supervisors.
- Facilitate rehabilitation of injured workers in conjunction with HR Services.
- Ensure all employees are inducted in Risk and OH&S and receive regular training as required.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Minimize damage or loss of property in your control and report any damage, loss or exposures observed.

Emergency Management

- Assist with response / recovery arrangements in accordance with Council's Municipal Emergency Management Plan and Municipal Recovery Plan.
- Fulfil the role of Deputy Municipal Emergency Resource Officer (MERO) including acting as MERO on a roster basis.

Other Duties

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

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ORGANISATIONAL RELATIONSHIP

Reports to:	Director Infrastructure & Development Services
Supervises:	Coordinator Facilities Sustainability Officer Coordinator Waste Biodiversity Officer
Internal liaisons:	Chief Executive Officer Director Infrastructure & Development Services Executive Team Councillors Council staff as required
External liaisons:	General public Contractors Service suppliers Service authorities Other municipalities Statutory/Regulatory Authorities (EPA) Utilities Professional bodies

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the management and effective delivery of objectives within the area of responsibility.
- The freedom to act is subject to Council policies, objectives and budgets with respect to the achievement of goals and objectives.
- Decisions and actions are limited to the extent of funding available within each identified budget and the parameters of project briefs developed to implement specific projects.
- Pursuing and securing appropriate funding sources for the function, Council and wider community.
- Accountable for implementing and promoting Council's policies and ensuring members of the team follow appropriate work place practices.
- Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.
- Accountable for implementing and promoting Council's Human Resources and Occupational Health and Safety policies and ensuring members of the team follow appropriate work place practices.

JUDGEMENT AND DECISION MAKING

- To be primarily accountable directly to the Director Infrastructure & Development Services.
- Ability to use technical knowledge and expertise to solve complex issues within specialised area(s).
- Ability to apply high level problem solving, effective strategic planning and the identification and development of policy options.
- Capability to adopt a strategic thinking style in addition to demonstrating sound and effective judgement in making decisions that may have economic, political and social consequences.

SPECIALIST KNOWLEDGE AND SKILLS

- Well-developed knowledge of waste collection and disposal, property management and construction techniques.

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- Interpersonal skills that enable the incumbent to manage stakeholder relationships throughout project duration.
- Thorough understanding and knowledge to develop and implement environmentally sustainable practices to improve Council's environmental impact.
- Capability to work independently within a Council policy framework to meet Council objectives.

MANAGEMENT SKILLS

- Ability to achieve successful outcomes based on managing conflicting priorities, forward planning, resources allocation, time management and work organisation.
- Demonstrated ability to develop and execute effective unit project management plans that reflect the time, cost and quality objectives of the team business plan.
- Demonstrated ability to motivate, organise and co-ordinate experienced and specialised staff, including external contractors, consultants and/or a project group to achieve objectives within timelines.
- Ability to adapt to changing circumstances and continue to lead through utilisation of change management principles.
- Understanding of and ability to implement human resources practices including Equal Opportunity, Occupational Health & Safety and Training and Development Programs.
- Competent skills in Microsoft Office suite programs.

Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
- Counselling and Discipline
- OH&S
- Purchasing and Procurement
- Protected Disclosures

INTERPERSONAL SKILLS

- High degree of written communication skills to facilitate delivery of timely accurate and concise briefings, Council reports and other correspondence.
- Appropriate oral communication and presentation skills to facilitate community, staff and Council negotiations/discussions as required.
- Public relations and conflict avoidance/resolution skills at a level to engender confidence, cooperation and assistance from community members and other customers.
- Demonstrated ability to analyse changing situations and develop appropriate responses.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Environmental, Science or Engineering discipline.
- Demonstrated experience managing and leading a team of specialists to achieve objectives.
- Demonstrated ability to manage competing priorities and cope with changing situations in a professional manner.
- High level of written and verbal communication skills including technical report preparation and ability to communicate clearly with Council management team.
- Proven ability to work independently with minimal supervision or direction.
- A current Victorian car licence is essential.

VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

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KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

- A tertiary qualification in Environmental, Science or Engineering discipline.
- Thorough knowledge and experience in project management including budget management, coordination of resources and contingency planning.
- Demonstrated ability to identify areas for improvement and actively implement changes in accordance with Council policies procedures and guidelines and legislative requirements.
- Demonstrated experience managing and leading a team of specialists to achieve environmentally sustainable objectives.
- Demonstrated experience reviewing and implementing new initiatives to improve waste services and reduce waste to landfill.
- Ability to adapt to changing circumstances and continue to lead through utilisation of change management principles.
- Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun.

The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

CEO: Evan King Signed _____ Date __/__/__	Director Infrastructure & Development Services: Bruce Lucas Signed _____ Date __/__/__
Manager People & Culture: Vivienne Green Signed _____ Date __/__/__	Employee Name _____ Signed _____ Date __/__/__

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CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Hepburn Shire Council Enterprise Agreement (#8) 2017 (Agreement ID AG2017/1883)
- National Training Wage Award 2000

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia www.fwa.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination and police check (where appropriate).

Appointment to positions within Hepburn Shire Council is on the basis of merit.

KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

WHERE TO SEND APPLICATIONS:

Applications can be sent to employmentapplications@hepburn.vic.gov.au or uploaded through SEEK where a role has been advertised.

Applications will be kept strictly confidential and should be addressed to -

Hepburn Shire Council –
Attention CEO Mr Evan King
(write name of position applying for)
P.O. Box 21
Daylesford VIC 3460