

Position Description

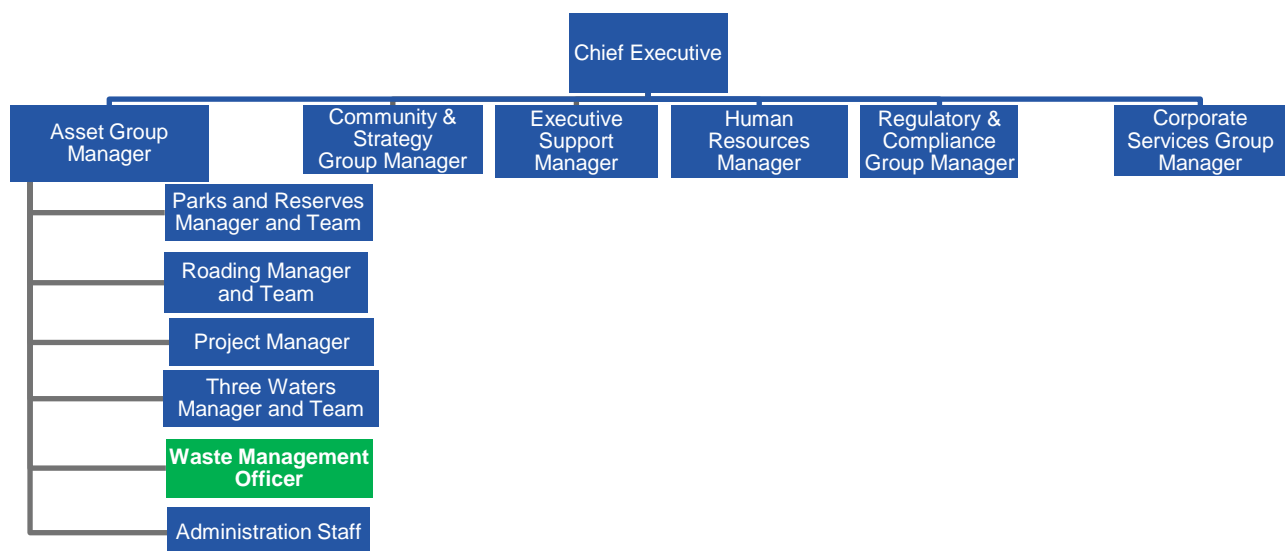
Position Details

Position title	Waste Management Officer
Position category	14
Group	Asset
Date Reviewed	22 May 2024

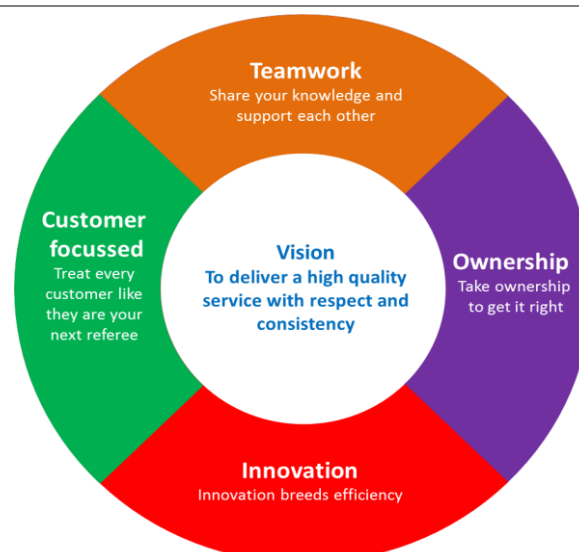
Purpose

The Waste Management Officer is responsible for the management of Councils 15 year refuse and recycling collection contract and to promote waste minimisation within the Waimate District.

Structure



Staff Vision and Values



Key Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none">• Asset Group Manager• Three Waters Manager• Asset Team• Compliance Officer• Rates Officer• Communications Officer• Waimate District Council staff	<ul style="list-style-type: none">• Envirowaste Services Ltd• Other Contractors• Other Local Authorities• Canterbury Joint Waste Committee• Ministry for the Environment• Environment Canterbury

Key Responsibilities

Contract Management

- Oversee and monitor the 15-year refuse and recycling collection contract to ensure that services are delivered to the specified standards for key performance indicators, cost, and safety, including compliance with the Health and Safety at Work Act.
- Regularly meet and liaise with the contractor.
- In conjunction with the contractor, provide and promote education on Council's refuse and recycling collection and disposal in accordance with good environmental practices.
- Respond to customer complaints and queries as necessary.
- Attend meetings with external agencies as required.
- Implement projects from Council plans as required.

Reporting

- Prepare reports on solid waste initiatives and volumes to transfer stations, and the Resource Recovery Park to inform the Asset Group Manager, and when required, Council and its Committees.
- Manage the monitoring and reporting of closed Council landfill sites within the district.
- Provide reports on performance measures, compliance, consents, Waste Levy, capital works and progress on projects, to Council, Environment Canterbury, and Ministry for the Environment.

Plans and Documents

- Engage contractors to perform a Solid Waste Analysis Protocol (SWAP audit) and report.
- Assess waste activities and update the Waste Assessment Report and ensure cyclic deadlines are met.
- Review and update the Waste Management and Minimisation Plan (WMMP) to ensure continuous improvement, and that legislative requirements and cyclic deadlines are met.
- Review, plan, budget and update the Solid Waste Asset Management Plan to ensure continuous improvement, and that legislative requirements and cyclic deadlines are met.
- Create, produce and implement a Cleanfill Management Plan.

Financial Management

- Prepare the annual Waste budget and operate within the approved budget and as per the financial authority in the Delegations Policy.

Health and Safety

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents, and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

Civil Defence/Emergency Response Duties

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

Expected Behaviours

Core Behaviours	
Accountability	<ul style="list-style-type: none">• Accepts responsibility for own actions and decisions• Delivers on commitments• Admits mistakes and uses them as learning opportunities
Adaptability	<ul style="list-style-type: none">• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements
Business ethics	<ul style="list-style-type: none">• Demonstrates integrity, honesty and commitment• Models a high level of professionalism and exercises discretion• Maintains confidentiality• Is prudent in financial dealings
Communication	<ul style="list-style-type: none">• Communicates messages in a clear, concise and consistent manner• Ability to communicate effectively with a wide variety of people

Core Behaviours	
	<ul style="list-style-type: none"> • Uses the most effective method and style of communication for the audience and situation • Utilises effective listening skills and questioning techniques
Customer service	<ul style="list-style-type: none"> • Recognises the diversity of customers, and adapts approach and style to meet their needs • Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers • Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required • Always complies with Council's confidentiality policy when dealing with customer information
Self-management	<ul style="list-style-type: none"> • Proactively plans work and manages competing priorities to ensure deadlines are met • Plans and utilises resources in the most effective and efficient way • Makes appropriate decisions, taking into consideration impacts and risks • Listens to and considers different viewpoints, remaining calm when challenged • Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility • Continually looks for opportunities to gain new knowledge and skills
Teamwork	<ul style="list-style-type: none"> • Is an active and contributing team player • Values diversity and supports different ways of working • Proactively shares information, ideas and experiences • Empowers others to succeed and to seek excellence • Credits others for their contributions and accomplishments

Role Specific Skills	
Decision-making	<ul style="list-style-type: none"> • Identifies and uses various sources of information to make an informed decision • Considers risk factors in decision-making • Uses own judgement and experience to solve problems • Makes decisions on a timely basis
Information technology	<ul style="list-style-type: none"> • Has an appropriate level of skill in computer software relevant to the requirements of the role • Is confident to try new software • Looks for ways to improve efficiency through the use of technology
Innovation	<ul style="list-style-type: none"> • Continually reflects on how things could be done better • Adopts a positive and flexible attitude to improvement, change and challenges
Intellectual capability	<ul style="list-style-type: none"> • Shows evidence of analytical thinking

Role Specific Skills	
	<ul style="list-style-type: none"> • Rapidly and accurately identifies key issues or actions • Goes beyond the information immediately available • Understands the possible ramifications of their work and issues
Political acumen	<ul style="list-style-type: none"> • Offers unbiased professional advice • Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework
Relationship building	<ul style="list-style-type: none"> • Builds and maintains professional and productive relationships • Understands stakeholders' views and why they are held • Demonstrates sensitivity to other groups and values diversity

Knowledge, Qualifications and Experience

Essential

- Previous experience within the Waste Management Industry and/or contract management
- Good understanding of the relevant legislation
- Excellent communication skills
- Previous experience in report writing
- Advanced computer skills

Desirable

- Working knowledge of NZS 3917:2013
- Previous Local Government experience
- BE(Hons) in Environmental Engineering or related discipline

Approval

**Waste
Management
Officer**

Name

Signature

Date

**Asset Group
Manager**

Name

Signature

Date