

# JOB DESCRIPTION

Position:	Waste Minimisation Officer	Department:	Assets
Reports to:	Services Manager	Date:	October 2024
<p><b>Purpose of position</b></p> <ul style="list-style-type: none"> <li>To deliver waste management and minimisation functions in accordance with our strategic documents and legislative requirements.</li> <li>To prepare and maintain the Waste Management and Minimisation Plan (WMMP) and Solid Waste Asset Management Plan (SWAMP) in accordance with legislation.</li> </ul>			
<p><b>Key Accountability Areas</b></p> <ol style="list-style-type: none"> <li>Deliver waste management and minimisation functions</li> <li>Prepare and maintain solid waste plans</li> <li>Monthly Reporting</li> <li>Health and Safety</li> <li>Civil Defence</li> <li>Other Duties as directed</li> </ol>			
<p><b>Accountabilities</b></p>			
<p><b>1. Deliver Waste Management and Minimisation Functions</b></p> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Support the Services Manager in all solid waste matters, including monthly claims process.</li> <li>Prepare and present reports on waste matters and new waste initiatives to Elected Members in workshops and meetings;</li> <li>Regular liaison and meetings with the Regional and District Waste Minimisation Officers, and our Waste Management Contractors and the Regional Solid Waste Committee.</li> <li>Assist the Education officer to undertake truck audits and develop educational material for the community for local and regional waste minimisation.</li> <li>Develop and implement communication plans for solid waste activity related events.</li> <li>Regular liaison with Council's Communications Officer to make available timely waste minimisation information to the public.</li> <li>Address all customer requests and respond where required within the specified timeframe.</li> </ul> <p><b>Performance Indicators</b></p> <ul style="list-style-type: none"> <li>Services Manager well supported in solid waste matters and monthly claims process.</li> <li>Timely reporting to Council and Elected Members on waste matters and initiatives.</li> <li>Effective liaison with stakeholders and staff.</li> <li>Useful assistance provided to the Education Officer.</li> <li>Communication plans developed and implemented for all solid waste activity events.</li> <li>Customer Requests are addressed in a timely manner</li> </ul>			
<p><b>2. Prepare and maintain solid waste plans, policies, bylaws and databases.</b></p> <p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>Maintain, review and implement all solid waste management plans, policies and bylaws, including, but not limited to, the Waste Management and Minimisation Plan (WMMP), the Solid Waste Asset Management Plan (SWAMP), the Solid Waste Management and Minimisation Bylaw; Kerbside Collection Policy; Waste Levy Contestable Fund Policy, etc.</li> <li>Develop, co-ordinate and implement initiatives and activities within these plans, including regular input into all regional waste minimisation matters.</li> <li>Provide accurate and timely solid waste inputs into the Long Term Plan (LTP).</li> <li>Develop and maintain solid waste activity databases as required.</li> </ul>			

- Provide effective administrative support to the Manager for all solid waste matters.
- Record all solid waste meeting minutes and manage related documentation in Council's document database.

#### **Performance Indicators**

- The WMMP and SWAMP is current and up to date.
- The WMMP actions and related initiatives are well-coordinated and successfully delivered and effective representation on regional matters.
- LTP reflects accurate solid waste information.
- Solid waste activity databases are maintained.
- Effective administrative support provided;
- Minutes are accurately recorded and easily retrieved;

### **3. Monthly Reporting**

#### **Key Outcomes**

- Ensure up-to-date and current information is recorded in monthly reports.
- Complete monthly reports accurately and within specified timeframes.

#### **Performance Indicators**

- Monthly reports are completed within specified timeframes with current and accurate information.

### **4. Health & Safety**

*Health and Safety is the responsibility of everyone in the workplace. Council operates under the belief that all incidents/near misses are preventable. Staff are required to comply with all health and safety requirements, and ensure it is maintained through safe work procedures.*

#### **Key Outcomes**

- Identify workplace hazards and risks ensuring they are managed in accordance with Stratford District Council and statutory requirements, including recording on Hazard/Risk register with regular reviews and these are reported to the Health and Safety committee
- Participate and follow all health and safety procedures and initiatives.
- Adhere at all times to the Stratford District Council Health and Safety policies and procedures to ensure staff and customer safety.
- Issues are reported to management.

#### **Performance Indicators**

- Appropriate procedures are followed.
- Accidents and incidents are recorded in a timely manner in accordance with Stratford District Council requirements.
- Accidents and incidents are minimised and total numbers are within target as stated in the Long Term Plan.
- Accident/Incident register is kept up to date and is regularly reviewed.

### **5. Civil Defence**

#### **Key Outcomes**

- Assist in providing Civil Defence functions and/or maintain the provision of essential services in emergency management events, including effective community engagement.

#### **Performance Indicators**

- Assigned Civil Defence duties are completed.
- Participation in organisation Civil Defence drills.

### **6. Other Duties**

#### **Key Outcomes**

- Record management responsibilities as outlined in Council's Information Management Policy;
- Record and update solid waste processes as necessary;
- Quarterly Inspection of Waste Management Contractors and facility.

### Performance Indicators

- Record management responsibilities are undertaken;
- Processes are recorded and updated in a timely manner.
- Quarterly Inspections are completed on time.

Together with such other duties as may from time to time be reasonably assigned and communicated to the **employee** by the **employer**.

### Discretionary Decision Making

As per Council's Delegation's Policy.

### Principal Relationships

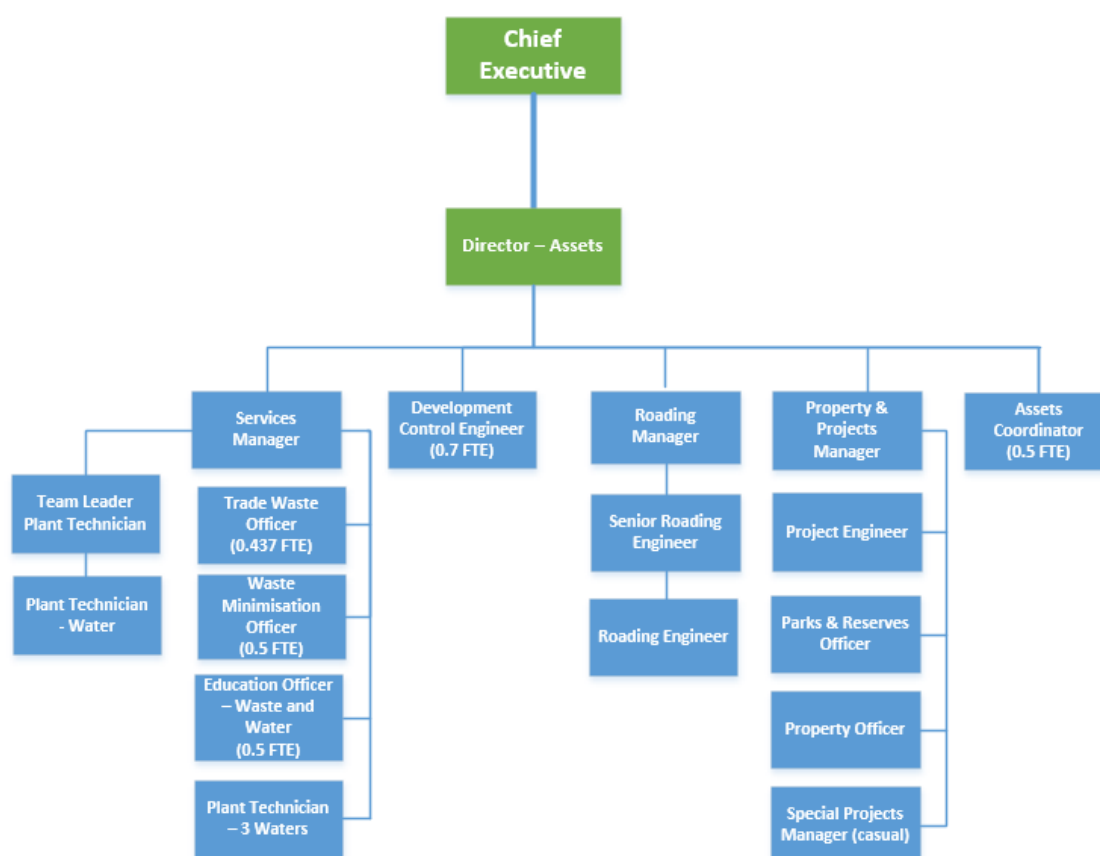
#### Internal

All Staff  
District Mayor  
Elected Members

#### External

The Public  
Council's Contractors  
Local and Regional Councils  
Central Government  
Taranaki District Health Board

### Structure Chart



## Ideal Person Specification

### Education/Qualifications

- Essential - Tertiary qualification in a relevant field
- Desirable – Relevant Tertiary qualification in the field of Asset Management / Contract Management / Policy Development / Policy Planning / Engineering.

### Job Knowledge

- Some waste minimisation / asset management / policy/strategy development experience.
- Minimum 2 years Local Government experience in related matters desirable.
- Ability to work unsupervised.
- Data analysis skills to manipulate and present data.
- High level of accuracy with figures.
- Proficiency in the use of MS packages.

### Key Competencies

- Management skills – proven ability in project and time management.
- Teamwork - demonstrates an ability to work well in a team.
- Organisational skills – A self-starter who is methodical and well organised, able to manage multiple activities at once to accomplish a goal and marshal resources to get things done.
- Communication - communicates clearly and concisely when seeking or providing information and can deal with people in all types of situations.
- Customer Focus - at all times applies excellent customer service principles in dealing with internal and external customers and staff.
- Integrity and Trust – maintains confidentiality.