



## Position Description – Resource Recovery & Waste Contract Supervisor

**This position reports to:** Resource Recovery & Waste Manager

**Career Level:** 16

### Position purpose:

As a member of the Resource Recovery & Waste Team the Resource Recovery & Waste Contract Supervisor will be responsible and accountable for ensuring the contracted services are delivered to the Selwyn community to a high standard, in a safe, compliant, efficient and effective manner, and done so through a lens of continuous improvement and a focus on industry best practice.

### The key areas of responsibility include:

- Engineer's Representative ensuring effective management of the Pines Resource Recovery Park Operations Contract and Kerbside Collections Contract
- The lead for day-to-day issues in relation to the Pines Resource Recovery Park Operations Contract and Kerbside Collections Contract
- Ensuring that Council and customer expectations are met by the timely and satisfactory resolution of Service Requests and other issues, in order to provide excellent customer service
- Managing contract expenditure within budget
- Providing service delivery advice and input, and provide information on relevant issues to internal and external stakeholders
- Liaison between Council and the contracted service provider(s) to ensure a productive relationship is maintained with clear, definable deliverables, and that service standards are met
- Regularly audit the contracted service provider(s) regulatory compliance, environmental, safety and contract performance
- Sign off claims and invoicing within delegated authority
- Successfully deliver Resource Recovery & Waste projects and events as directed by Resource Recovery & Waste Manager
- Provide input and advice for organisational budgeting, planning and reporting including contributing to Council's Annual Plan, Long Term Plan, Waste Assessment, and Waste Minimisation and Management Plan.

**Direct reports:** Nil

**Indirect reports:** Nil

### Deliverables

#### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

#### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies

Be a good human

Be brave – think differently

Better together

Make it happen for Selwyn

Selwyn DISTRICT COUNCIL

- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

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**People & Culture**

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

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**Requirements for all staff**

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

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**Emergency Management requirements for all Council Staff**

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
Required assistance may include:
  - Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
  - Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
  - Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience (7-8 years) working within a Contract Management role, ideally with a Contractor and within a Local Authority</li> <li>• Contract management knowledge and project management skills and experience</li> <li>• A proven track record in the accuracy and timely gathering, inputting, interpretation and presentation of data</li> <li>• Demonstrable experience in handling queries and identifying solutions to issues</li> <li>• Experience in the application of performance KPI's</li> <li>• Excellent relationship and collaboration skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a local/central government environment</li> <li>• Waste and Recovery sector experience</li> <li>• Experience in budget management</li> </ul>

## Key relationships

External	Internal	Committees/groups
Council customers and Selwyn residents Te Taumutu Rūnanga Te Ngāi Tūāhuriri Rūnanga External contractors Territorial and Regional Authorities Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC) Greater Christchurch Partnership Non-government agencies Unions – Public Service Association	Chief Executive Executive Leadership Team Council staff Mayor Elected Councillors Elected Community Board Members	Committees of Council Business organisations and networks Special interest groups and committees

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
<ul style="list-style-type: none"> <li>NCEA Level 5-6</li> <li>NZ Tertiary qualification in relevant field</li> <li>Full current unencumbered driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Engineering, Environmental Management or similar.</li> <li>Project Management training</li> </ul>

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.