

Position Title	Coordinator Landfill Operations
Department	City Assets
Unit	Roads Operations
Team	Landfill Operations
Supervises	Team Leader, Environmental Officer
Reports To	Manager Roads Operations
Grade	J
Date Prepared	26/05/2023
Date Last Updated	26/05/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To coordinate best practice, efficient and cost effective operations at both closed and operational landfills and for an engineering waste recycling facility, in accordance with Environmental Protection Licences (EPL) and Councils Strategic Plans






Accountabilities

- Oversee day to day landfill and recycling operations, including managing staff and contractors and working with engineers for future cell construction
- Operate and manage leachate extraction and treatment plants at operational and closed landfill sites
- Manage and review of all required reporting, monitoring programs and site surveys
- Develop, implement, manage, maintain and review Management Systems, Work Health Safety and Closure Plans and procedures
- Comply with all responsibilities and authorities as defined in the Environmental Management Plan as amended from time to time
- Implement innovative measures to improve operations
- Supervise capital works and organise minor works at sites
- Ensure compliance with all relevant legislation, licences, guidelines, policies and plans
- Preparation, evaluation, implementation and management of quotations, tenders and contracts as required for the future management of all sites
- Assist in future planning of all sites including rehabilitation
- Prepare and manage relevant annual budgets
- Develop, implement and review staff and team plans and lead and manage staff towards positive workplace culture in accordance with Council's visions and values
- Manage effective working relationships with NSW Environment Protection Authority (EPA), other relevant government and industry bodies, internal Council Units and sub-contractors
- Liaise with WHS Business Partner and management to actively educate and promote the Safety Management System
- Provide support to the Manager Roads Operations and Director City Assets as required
- Other relevant duties as directed by Manager Roads Operations

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – People Leader Profile 1

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
People Leadership		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Knows the individual strengths, weaknesses, goals and concerns of members of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous

		<ul style="list-style-type: none"> • Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact • Explores creative alternatives to improve management systems, processes and • Contributes own knowledge and experience to staff training and development sessions
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of "focus" capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council's WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council's Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant qualifications or extensive job related experience

Essential Experience

- Demonstrated environmental management skills
- Demonstrated understanding of plant operations, construction of landfills and recycling of engineering waste
- Demonstrated experience in the preparation of contract briefs and supervision of projects
- Comprehensive knowledge and understanding of legislation relating to waste management, environment, local government, Work Health Safety and equal opportunity
- Well developed supervisory and organisational skills
- Demonstrated experience in budget preparation and management

Desirable Qualifications and or Experience

- Post graduate engineering, environment or other relevant qualifications
- Experience in developing and implementing techniques, work practices and procedures in all facets of post closure care and maintenance of closed landfills

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>