

Position Title	Resource Recovery Project Officer
Department	City Future
Unit	Sustainable Future
Team	Resource Recovery Programs
Supervises	Nil
Reports To	Team Leader Resource Recovery Programs
Grade Range	G
Date Prepared	1/01/2017
Date Last Updated	21/10/2024

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

Develop and deliver plans and programs, that align with Council's waste and resource recovery policies, strategies, and contracts and that helps Council and the community divert material from landfill, reduce waste, increase recycling and contribute to a clean city. The key focus of this role is the prevention and management of litter in town centers and parks through bin infrastructure and behaviour change programs.






Accountabilities

- Develop, deliver, maintain and evaluate: community education, engagement and behaviour change programs leading to maintain and improve public amenity such as litter prevention and anti bird feeding programs
- Research and implement solutions for complex litter issues in town centres and parks in support of the Waste and Cleansing Unit with a strong focus on customer experience.
- Work closely with the Waste and Cleansing, Assets , Open Space and City Improvement units to ensure that litter infrastructure meets the needs of the community while ensuring the safety and efficacy of service for collection staff.
- Manage grants and alternate funding sources, that align with the relevant strategies, policies and plans
- Assist in the development, delivery and reporting on Council's Community Plan, Delivery Program, Operational Plans and relevant Environmental Reporting, with a strong focus on city appearance and amenity.
- Maintain, monitor and evaluate data, programs, initiatives and resources to continuously improve and meet the objectives of relevant strategies, policies, plans and legislation.
- Provide specialist advice to council, state and local governments, industry and community on litter, waste and resource recovery issues.
- Assist with the development, implement and review of team plans and budgets.
- Represent Council in state, regional and local government projects, working groups and industry forums.
- Provide support to the Team Leader, Resource Recovery, Manager, Sustainable Future and Director, City Future as required.

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 – Technical/ Professional Specialist

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

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	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
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
Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Results		
Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/ unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

* 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 General Manager.

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

- Tertiary qualifications in Environmental Management, Science, communications or similar, and/or relevant industry experience supported by environmental sustainability experience.
- Class ‘C’ Driver’s Licence.

Essential Experience

- Proven skills in project management including planning, establishing priorities, evaluation and allocation and management of resources and budget.
- Demonstrated skills and experience in the development, delivery and evaluation of education and engagement resources, behaviour change programs and events.
- High level communication, interpersonal skills and public presentation skills.

- Ability to work with a diverse range of people, including CALD community in a professional and sensitive manner
- Demonstrated experience in report writing including ability to measure, evaluate and meet reporting requirements.
- High level of digital literacy with good working knowledge of Microsoft office software, mapping tools and/or databases.
- Ability to work in a flexible office and field environment, including some weekends, nights and early mornings.

Desirable Qualifications and or Experience

- Previous local or state government experience in a similar role.
- Knowledge of current and emerging issues and trends in litter, waste and resource recovery; with an emphasis on local government, and the resource recovery and circular economy industries.
- Previous experience in waste, resource recovery or related industries.
- Community engagement/facilitation skills.
- Broad understanding of communication and technology tools and their applications to facilitate the roles purpose.
- Effective customer service and/or complaint handling skills and experience.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>