

<b>Position Title</b>	Coordinator Waste
<b>Department</b>	Community Services
<b>Unit</b>	Waste and Cleansing
<b>Team</b>	Waste Operations
<b>Supervises</b>	Rear Loader Operators, Side Loader Operators, Relief Operators and Team Leader Waste Operations
<b>Reports To</b>	Manager Waste and Cleansing
<b>Grade Range</b>	J
<b>Date Prepared</b>	28/10/2020
<b>Date Last Updated</b>	19/02/2025

## 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

Manage all aspects relating to the day to day operations and forward planning programme of Domestic Waste, Recycling and Commercial Waste.






## Accountabilities

- To manage and control the activities associated with the day to day operations and forward planning programme of Domestic Waste, Recycling and Commercial Waste in a competitive manner
- Provide technical and operational advise to the Management System Coordinator and Business Manager
- To ensure that the functions of the team meet agreed targets and deadlines and that the work is carried out within cost estimates and budget objectives.
- To respond to customers' changing needs
- To continually re-assess operational processes and procedures to achieve optimal efficiency and effectiveness
- Initiate investigations on issues linked with business performance
- To ensure plant and equipment is kept secure and maintained
- Other tasks and duties 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 – People Leader Profile 1

Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Advanced
	<b>Display Resilience</b>	Advanced
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 <b>Relationships</b>	Communicate and Engage	Advanced
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 <b>Results</b>	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	<b>Deliver Results</b>	Advanced
 <b>Resources</b>	<b>Finance</b>	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 <b>People Leadership</b>	<b>Manage and Develop People</b>	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
<b>Personal Character</b>		
Display Resilience	Advanced	<ul style="list-style-type: none"> <li>• Is flexible and readily adjusts own style and approach to suit the situation</li> <li>• Adjusts tactics or priorities in response to changes in the organisational environment</li> <li>• Gives direct, honest advice, even in the face of strong, contrary views</li> <li>• Accepts criticism of own ideas and responds in a thoughtful and considered way</li> <li>• Welcomes challenges and persists in raising and working through difficult issues</li> <li>• Shows composure and decisiveness in dealing with difficult and controversial issues</li> </ul>
<b>Relationships</b>		
Customer and Community Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer- focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Results</b>		
Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Sets high standards and challenging goals for self and others</li> <li>• Delegates responsibility appropriately and provides support</li> <li>• Defines what success looks like in measurable terms</li> <li>• Uses own professional knowledge and the expertise of others to drive results</li> </ul>

		<ul style="list-style-type: none"> <li>• Implements and oversees quality assurance practices</li> </ul>
<b>Resources</b>		
Finance	Adept	<ul style="list-style-type: none"> <li>• Uses basic financial terminology appropriately</li> <li>• Considers the impact of funding allocations on business models, projects and budgets</li> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Prepares and evaluates business cases with due regard for long term financial sustainability</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> </ul>
<b>People Leadership</b>		
Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Knows the individual strengths, weaknesses, goals and concerns of members of the team</li> <li>• Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li> <li>• Identifies and develops talent across the organisation</li> <li>• Coaches and mentors staff to foster professional development and continuous</li> <li>• Implements performance development frameworks to align capability with the organisation's current and future priorities</li> <li>• Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> </ul>

\* 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

- Class HR Licence

### Essential Experience

- Proven track record in operational control of a transport related field
- Ability, knowledge and experience to prepare estimates for quotations/tenders and collect costing information relevant to estimating.
- Knowledge and experience to investigate operational problems and prepare brief written reports.
- Knowledge and experience to identify new technology and equipment which will be of benefit to the Unit's range of services and recommend it's adoption where appropriate.
- Ability to develop industry contacts and use these to foster business opportunities.
- Adaptability and flexibility to accommodate change and provide responsive services to meet clients needs.
- Ability to communicate with Teams to establish common goals and improve mutual understanding with customers.
- The skills and experience to conduct the business of the Team in a commercial and competitive manner
- The ability to provide leadership and resolve disputes

### Desirable Qualifications and or Experience

- Supervisory and or Management qualification at TAFE Certification level or higher
- Experience in the operations of domestic waste collection and recycling operations
- Experience and understanding of environmental issues emanating from domestic, recycling and commercial waste collection

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
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: HR 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"/>