

Position Title	Manager Waste and Cleansing
Department	Community Services
Unit	Waste and Cleansing
Team	Waste and Cleansing Unit
Supervises	Waste Operations, City and Facility Clean, Contracts and Customer Service
Reports To	Director Community Services
Grade	M2
Date Prepared	31/07/2023
Date Last Updated	12/08/2025

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

The Manager is required to ensure that Council's responsibilities in the area of waste and cleansing are well met within the constraints of the annual budget, and to assist the Director to meet the Department's obligations as well as provide direction, leadership and accountability to the Waste & Cleansing Unit.




Accountabilities

- Clear direction and action on agreed plans to enable organisation alignment, and a focus on the achievement of goals
- Engagement and consultation with stakeholders to identify their requirements and use this information to enable organisational direction, strategy and action, creating unified direction and collaboration
- Leading implementation of critical and imperative changes, and strategic initiatives, across the organisation achieving high levels of ownership and compliance
- Identify, assess, and manage risks associated with Council's transport activities, including contracted services, to ensure safety is maintained so far as is reasonably practicable
- Exercise due diligence in overseeing operational practices, contractor compliance, and internal procedures to meet CoR obligations and prevent breaches
- Maintaining an environment of continuous improvement in all systems and operations
- Identifying and resolving issues related to service delivery
- The effective use of facts, data and knowledge in decision making
- Constructive culture and values of the organisation through decisions and exemplary behaviour
- The delivery of value for all stakeholders in an ethical, social and environmentally responsible manner
- Enthusiasm, resourcefulness and participation to drive performance
- Creating an environment for progression and development of employees and succession building
- Management and ownership of Industrial relations
- Management and control of key contracting relationships

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 – Manager

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	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	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	Advanced
	Lead and Manage Change	Advanced

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		
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 organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Advanced	<ul style="list-style-type: none"> Presents with credibility and engages varied audiences Translates complex information concisely for diverse audiences Creates opportunities for others to contribute to discussion and debate Demonstrates active listening skills, using techniques that contribute to a deeper understanding Is attuned to the needs of diverse audiences, adjusting style and approach flexibly Prepares (or coordinates preparation of) high impact written documents and presentations
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

		<ul style="list-style-type: none"> • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results		
Deliver Results	Advanced	<ul style="list-style-type: none"> • Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources		
Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met

		<ul style="list-style-type: none"> • Takes appropriate actions to manage and mitigate procurement and contract management risks
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 learning • 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
People Leadership		
Optimise Workforce Contribution	Advanced	<ul style="list-style-type: none"> • Ensures resource management plans effectively distribute people resources in line with priorities • Develops workforce management plans that link to current and future organisational priorities and objectives • Uses talent management processes to guide learning and development investment and to allocate critical roles • Recruits capable people with varied backgrounds, styles and strengths

* 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

- Tertiary qualifications and/or equivalent experience in a relevant field

Essential Experience

- Demonstrated experience in leading, developing and growing multi-disciplinary teams and individuals within a relevant field
- Excellent interpersonal and relationship building skills
- Quantified leadership in improving productivity and creating a continuous improvement environment
- Demonstrated experience and knowledge across a number of functional areas within a relevant field
- Experience in managing an industrial workforce and managing relationships
- Demonstrated skills in developing and effectively managing a financial budget

Desirable Qualifications and or 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 checked="" type="checkbox"/>	<input 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"/>