

Position Title	Project Officer
Department	City Future
Division	
Unit	Sustainable Future
Team	Waste Planning and Strategy
Supervises	Nil
Reports To	Team Leader, Waste Planning and Strategy
Grade	G
Date Prepared	15/05/2024
Date Last Updated	20/08/2026

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 support the development and improvement of Council's critical waste, recycling and circular economy-related plans, projects, policies and strategies so they can effectively respond to the City's current and emerging needs and react to future changes in the industry and community.

Accountabilities

- Support the development of plans and strategies for the implementation of new and the improvement of existing waste, recycling, circular-economy and related services (e.g. roll out of food organics and garden organics collection).
- Guide key strategic waste, recycling, circular-economy and cleansing projects so they provide the City with the direction and resources needed to address issues and challenges (e.g. Waste and Circular Economy Strategy, Clean City Strategic Plan, Kelso Master Plan).
- Assist internal and external stakeholders to improve waste management in existing and future developments including reviewing and responding to development applications (DAs), creating waste guides and resources to assist planners and developers and contribute to local and City-wide planning document.
- Assist with the development of waste-related tender specifications and service agreements and provide support for the procurement processes to secure those services.
- Provide strategic and specialist advice to Council, state and local governments, industry and community on waste-related issues and solutions.
- Assist with identifying the achievable, creative and innovative opportunities and solutions that will respond to the critical waste issues affecting the local government area and the state.
- Build partnerships and work in collaboration with stakeholders to achieve objectives.
- Represent Council in state and local government strategic projects and in industry forums.
- Provide support to the Team Leader Waste Planning and Strategy, Team Leader Resource Recovery Projects, 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	• 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	• 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
Results		
Innovate and Improve	Adept	• Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation

		- Identifies, shares and encourages suggestions for organisational improvement - Experiments to develop innovative solutions
Resources		
Procurement and Contracts	Intermediate	- Helps others understand and comply with basic ordering, receipting and payment processes - Contributes to the identification of business requirements, deliverables and expectations of suppliers - Provides objective input to evaluation processes for proposals and tenders - Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

* 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.

Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Management, Science, or similar, and/or relevant industry experience supported by waste and resource recovery experience.

Essential Experience

- Previous experience in and demonstrated knowledge of current and emerging issues and trends in the waste, recycling, and circular-economy sectors.
- Demonstrated understanding of waste-related legislation, policy, procedures and contract management.
- Proven skills and experience in project management including planning, establishing priorities, allocation and management of resources and budget and evaluation.
- Demonstrated skills, experience and critical thinking in the development of planning and strategy documents and delivery of strategic waste, recycling and/or circular-economy projects.
- High level communication and interpersonal skills, with a focus on customer service.
- Demonstrated experience in report writing including ability to measure, evaluate and meet reporting requirements.
- High level of computer literacy with good working knowledge of Microsoft office software.
- Strong organisational skills, accurate record keeping and a methodical approach.
- High level of problem solving and evaluation skills.

Desirable Qualifications and or Experience

- Previous Local or State Government experience in a similar role.
- Class 'C' Drivers Licence (Desirable)

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☐	☒
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐
Does this position have an inherently high risk for fraud and corruption?	☐	☒