

<b>Position Title</b>	Graduate Systems Officer - Waste
<b>Department</b>	Community Services
<b>Unit</b>	Waste and Cleansing
<b>Team</b>	Waste
<b>Supervises</b>	Nil
<b>Reports To</b>	Manager Waste and Cleansing
<b>Grade Range</b>	D
<b>Date Prepared</b>	19/08/2020
<b>Date Last Updated</b>	6/08/2024

## 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

Assist the Waste and Cleansing team in implementing the rollout of new technology and supporting them with existing applications. Collaborate with Information Services to develop back-end systems to provide meaningful and easy to use data.

Investigate ways to automate and optimise processes using technology, including the use of AI.

Develop and implement solutions to display data which can be used by the Waste and Cleansing team to monitor and improve performance and efficiencies.




## Accountabilities

- Assist the Waste and Cleansing team in implementing the rollout of technology
- Work with vendors to conduct testing and refine as necessary
- Work with Information Services to develop back-end systems and dashboards as well as integration with waste contractor's systems
- Identify and source relevant reporting requirements for the unit and use technology to improve accuracy as well as automation
- Prepare and work through waste processes to optimise for the unit with relevant managers and unit members
- Database maintenance

## 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
 <b>Personal Character</b>	<b>Lead Self</b>	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 <b>Relationships</b>	Communicate and Engage	Adept
	<b>Customer and Community Focus</b>	Adept
	Work Collaboratively	Advanced
 <b>Results</b>	Influence and Negotiate	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	<b>Innovate and Improve</b>	Adept
 <b>Resources</b>	Deliver Results	Adept
	Finance	Intermediate
	Assets and Tools	Intermediate
 <b>People Leadership</b>	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
	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
<b>Personal Character</b>		
Lead Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</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>		
Innovate and Improve	Adept	<ul style="list-style-type: none"> <li>• Produces new ideas, approaches or insights</li> <li>• Analyses successes and failures in the organisation for insights to inform improvement</li> <li>• Identifies ways in which industry developments and trends impact on own business area</li> <li>• Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation</li> </ul>

		<ul style="list-style-type: none"> <li>• Identifies, shares and encourages suggestions for organisational improvement</li> <li>• Experiments to develop innovative solutions</li> </ul>
Resources		
Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</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

- Currently studying or recently completed Degree in Information Technology or related field

#### Essential Experience

- Well-developed research and analytical skills including demonstrated experience in solving problems
- Excellent computer literacy and organisational and time management skills
- Experience using Microsoft Windows and Microsoft Operating Systems
- Knowledge of the OSI model
- Extensive knowledge and understanding of Microsoft Office, particularly Excel

### Desirable Qualifications and or Experience

- Knowledge of waste management service responsibilities of local government
- Experience using vehicle camera, telematic and GPS systems
- Experience in utilising data management systems
- Experience in Apple product troubleshooting
- Knowledge and experience using Microsoft Power platform

<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 type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input type="checkbox"/>	<input type="checkbox"/>