

Position Title	Team Leader Waste Planning and Strategy
Department	City Future
Unit	Sustainable Future
Team	Waste Planning and Strategy
Supervises	6
Reports To	Manager Sustainable Future
Grade	J
Date Prepared	1/11/2016
Date Last Updated	11/04/2024

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

The primary purpose of the Team Leader Waste Planning and Strategy is to contribute to and develop critical waste and resource recovery plans, strategies, policies and contracts that responds to current and future needs. This position will play a lead role Council's aspirations to implement innovative waste services and solutions.






Accountabilities

- Develop waste strategies, policies and contracts that are responsive to the current and future needs of service users achieving service improvement and innovation.
- Lead the development, procurement and management of waste-related contracts and service agreements.
- Lead the development innovative major waste and resource recovery projects so they respond to the current and future needs of service users.
- Manage projects, consultants, contractors, researchers to deliver goals and objectives of relevant Council strategies, plans, policies and grants.
- Review services, contracts, data and initiatives to better understand the current state, issues and gaps for all stakeholders, ensuring adequate engagement and participation.
- In liaison with internal stakeholders, capture all relevant waste data to enable consistent, accurate, and reliable data for the delivery of efficient and effective waste services.
- Provide strategic and specialist advice to council, state and local governments, industry and community on waste and resource recovery issues and solutions.
- Review Development Applications and provide strategic guidance across Council on related development matters.
- Build partnerships and work in collaboration with stakeholders to achieve objectives.
- Assist in the development and delivery of Council's Community Plan, Four Year Delivery Program, Annual Report, State of Environmental Report and Quarterly Reviews.
- Lead and manage staff towards a positive workplace culture in accordance with Council's values.
- Represent Council in state and local government strategic projects and in industry forums.
- Other duties as directed by the Manager Sustainable 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 – People Leader Profile 1

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	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	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	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
Personal Character		
Display Resilience	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives direct, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
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 and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
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

		<ul style="list-style-type: none"> • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
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 • 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

* 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

- A tertiary qualification in project management, Science, Environmental Science or related field and/or commensurate demonstrated experience in lieu of formal qualifications.

Essential Experience

- Demonstrated experience in project management and delivery.
- Strong technical knowledge of key municipal waste issues, services, contracts and programs.
- Experience in managing complex projects within a structured reporting framework, on time, to budget and to client satisfaction.
- Experience in leading stakeholder engagement processes and working in collaboration with others to solve complex problems.
- Experience in facilitation and negotiation with a range of stakeholders.
- Strong communication, influencing and stakeholder management skills.
- Well-developed policy, research and analytical skills including demonstrated experience in solving complex problems.
- Experience with assessing and responding to waste-related DAs.
- Strong written and verbal communication skills.

Desirable Qualifications and or Experience

- C Class Drivers Licence

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: No Licence Required	<input type="checkbox"/>	<input checked="" 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?

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