CBCity Position Description

Position Title	Resource Recovery Project Officer
Department	Planning
Division	
Unit	Sustainable Future
Team	Resource Recovery Projgrams
Supervises	Nill
Reports To	Team Leader Resource Recovery Programs
Grade	G
Date Prepared	1/01/2017
Date Last Updated	22/10/2026

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

Develop and deliver plans and programs, that align with Council's waste and resource recovery policies, strategies, and contracts and that helps Council and the community divert material from landfill, reduce waste, increase recycling and contribute to a clean city. Key issues include bulky waste, recycling contamination, residential waste, and community knowledge.

Accountabilities

- Develop, deliver, maintain and evaluate: community education, engagement and behaviour change programs supporting waste reduction, reuse ,repair and a circular economy.
- Research and implement solutions for complex and priority waste and resource recovery issues for both the community and Council's own operations.
- Assist in the development, maintenance and evaluation of waste and resource recovery strategies, policies and contracts.
- Maintain, monitor and evaluate data, programs, initiatives and resources to continuously improve and meet the objectives of relevant strategies, policies, plans and legislation.
- Manage grants and alternate funding sources, that align with the relevant strategies, policies and plans.
- Provide specialist advice to council, state and local governments, industry and community on waste and resource recovery issues.
- Assist in the development, delivery and reporting on Council's Community Plan, Delivery Program, Operational Plans and relevant Environmental Reporting.
- Assist with the development, implement and review of team plans and budgets.
- Represent Council in state, regional and local government projects, working groups and industry forums.
- Provide support to the Team Leader, Resource Recovery Programs, Manager, Sustainable Future and executive leadership 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
Resources		
Technology and Information	Intermediate	• Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness
Results		
Plan and Prioritise	Adept	• Consults on and delivers team/ unit goals and plans, with clear performance measures

- Takes into account organisational objectives when setting and reviewing team priorities and projects
- Scopes and manages projects effectively, including budgets, resources and timelines
- Manages risks effectively, minimising the impacts of variances from project plans
- Monitors progress, makes adjustments, and evaluates outcomes to inform future planning

* 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 Responsibilities Matrix (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 Councils 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, communications or similar, and/or relevant industry experience supported by environmental sustainability experience.
- Class 'C' Driver's Licence.

Essential Experience

- Demonstrated skills and experience in the development, delivery and evluation of education and engagement resources, behaviour change programs and events.

- High level communication, interpersonal skills and public presentation skills.
- Proven skills in project management including planning, establishing priorities, evaluation and allocation and management of resources and budget.
- Ability to work with a diverse range of people, including CALD community in a professional and sensitive manner
- Demonstrated experience in report writing including ability to measure, evaluate and meet reporting requirements.
- High level of digital literacy with good working knowledge of Microsoft office software, mapping tools and/or databases.
- Ability to work in a flexible environment, including some weekends, nights and early mornings.

Desirable Qualifications and or Experience

- Previous local or state government experience in a similar role.
- Knowledge of current and emerging issues and trends in waste and resource recovery; with an emphasis on local government, and the resource recovery and circular economy industries.
- Previous experience with the managment of website development, testing or user experience analysis,
- Previous experience in waste, resource recovery or related industries.
- Community engagement/facilitation skills.
- Broad understanding of communication technologies and their applications to facilitate the roles purpose.
- Effective customer service and/or complaint handling skills and experience.

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: C Class Drivers Licence	☑	☐
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?	☐	☑