

Position Title	Team Leader Waste Planning and Strategy
Department	City Future
Division	
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	1/08/2026

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

The Team Leader Waste Planning and Strategy is responsible for leading the development of strategic waste, circular economy and resource recovery initiatives, including plans, policies, contracts, and programs that meet current and emerging community needs. The role oversees Council's proactive unbooked bulky waste and illegal dumping prevention programs, driving coordinated policy, education, compliance, and enforcement activities that support the Clean City team and contribute to a cleaner, more sustainable city.

Accountabilities

- Review waste services, contracts, performance data, and initiatives to identify current issues, opportunities, and gaps, ensuring effective stakeholder engagement and the collection of accurate data.
- Provide strategic and specialist advice to Council, government agencies, industry, community stakeholders, and internal departments on waste, resource recovery, and related development matters, including the assessment of Development Applications.
- Support the development and implementation of the Clean City program.
- Establish and maintain collaborative partnerships with internal and external stakeholders, representing Council in state and local government projects and industry forums.
- Assist in the development, implementation, monitoring, and reporting of Council's Community Plan, Four Year Delivery Program, Annual Reports, and Quarterly Reviews.
- Lead and manage staff to foster a positive, high-performing workplace culture aligned with Council's values.
- Undertake other duties as directed by the Manager Sustainable Future.

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	• 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	• 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		
Deliver Results	Advanced	• 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		
Technology and Information	Adept	• 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	• 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.

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

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

Essential Experience

- Strong technical knowledge of key municipal waste issues including: understanding existing and emerging waste management processes and technologies; service planning; procurement; and contract development.
- Well-developed policy, research and analytical skills.
- A strong understanding of the interaction between provision of waste services and the development of commercial and residential structures and experience with assessing and responding to waste-related DAs.
- Experience in managing complex projects within a structured reporting framework, on time, to budget and to client satisfaction.
- Demonstrated experience in the implementation of community education and/or behaviour change programs in areas such as illegal dumping prevention.
- Experience in leading stakeholder engagement processes and working in collaboration with others to solve complex problems.
- 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?	☐	☒

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?	☐	☒