

<b>Position Title</b>	Resource Recovery Project Officer
<b>Department</b>	City Future
<b>Unit</b>	Sustainable Future
<b>Team</b>	Resource Recovery Programs
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Resource Recovery Programs
<b>Grade Range</b>	G
<b>Date Prepared</b>	1/01/2017
<b>Date Last Updated</b>	11/01/2024

## 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

Develop and deliver plans, programs and communications that align with Council's waste and resource recovery policies, strategies, and contracts to assist Council and the community to divert material from landfill, reduce waste, increase recycling and contribute to a clean city.

Key issues include bulky waste management, recycling contamination, residential waste infrastructure and community knowledge.





## Accountabilities

- Develop, deliver, maintain and evaluate community education, engagement and behaviour change programs and communications such as Councils Clean and Green and Strata EDM newsletters
- Oversee the development and delivery of Councils clean up website contract( e.g. testing features, internal engagement, and staff training).
- Consolidate and translate complex information into strong written responses for customer, councillor and member of parliament enquiries with the support of Team Leader Resource Recovery and Manager Sustainable Future
- Research and implement solutions for complex and priority waste and resource recovery issues, in support of the waste operations team with a strong focus on customer outcomes.
- 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, 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
 <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
	Customer and Community Focus	Adept
	<b>Work Collaboratively</b>	Advanced
	Influence and Negotiate	Intermediate
 <b>Results</b>	<b>Plan and Prioritise</b>	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	Intermediate
	Procurement and Contracts	Intermediate
 <b>People Leadership</b>	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>		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Builds a culture of respect and understanding across the organisation</li> <li>• Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams</li> <li>• Builds co-operation and overcomes barriers to sharing across the organisation</li> <li>• Facilitates opportunities to develop joint solutions with stakeholders across the region</li> <li>• Models inclusiveness and respect for diversity in people, experiences and backgrounds</li> </ul>
<b>Resources</b>		
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

- Tertiary qualifications in Communications, Environmental Management or Science or similar, and/or relevant industry experience supported by environmental sustainability experience.
- Class ‘C’ Driver’s Licence.

#### Essential Experience

- High level communication, interpersonal skills and written communication skills.
- High level of digital literacy with good working knowledge of Microsoft office software, mapping tools and/or databases.
- Experience in the supervision of website development contractors such as diagnosis of issues and requirement identification.
- Demonstrated skills and experience in the development, delivery and evaluation of education and engagement resources, behaviour change programs and events.
- Proven skills in project management including planning, establishing priorities, evaluation and allocation and management of resources and budget.
- Ability to work with and communicate to 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.
- 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 in waste, resource recovery or related industries.
- Experience in the development and management of digital resources (websites, apps).
- Community engagement/facilitation skills.
- Broad understanding of communication technologies such as digital EDM software.
- 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?	<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: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>