

POSITION DESCRIPTION AND PERSON SPECIFICATION

POSITION DESCRIPTION

Organisation	Western Sydney Regional Organisation of Council Ltd.
Position:	Regional Waste Coordinator
Salary Range:	Negotiable depending on qualifications and experience
Reports to:	WSROC Chief Executive Officer
Status:	Full-time. Contract position until 30 June 2017
Date last reviewed:	30 January 2015

OVERVIEW

The Western Sydney Regional Organisation of Councils Ltd (WSROC) is one of Australia's leading regional local government bodies, advocating for Western Sydney to State and Federal Government across a range of key issues as well as working with its ten Member Councils in research, policy development and resource sharing activities.

WSROC is seeking an enthusiastic professional to implement the new regional waste strategy for the Western Sydney region (nine WSROC Member Councils and The Hills Shire Council).

You will work with WSROC staff, council staff, Executives, elected representatives and other stakeholders to deliver projects under the Western Sydney Regional Waste Avoidance and Resource Recovery Strategy, aligned to the priorities of Member Councils as well as State and Federal Government. You will also be responsible for coordination, administration and project management of regional waste initiatives and the identification and maximisation of grant opportunities for WSROC and participating Western Sydney councils.

The suitable candidate joins a small team, and will have relevant qualifications, significant project management experience, understanding of waste and resource recovery policies and programs and be able to work autonomously to deliver outstanding outcomes for our Member Councils and the region.

This is a contract position until 30 June 2017. This position requires extensive experience in the above areas as well as the ability to work at a high level and build positive relationships with councils, agencies and a wide range of regional stakeholders.

KEY ACCOUNTABILITIES/KEY RESULT AREAS

	Objectives and Accountabilities	Activities	KPIs
1	<p>Regional Waste Avoidance and Recovery Strategy. Implement the Regional Waste Avoidance and Recovery Strategy and all reporting requirements of the NSW EPA Regional Waste Coordination Support Package.</p>	<ul style="list-style-type: none"> • Report on and update as required the Regional Waste Strategy and Action Plan in conjunction with council staff, NSW Environmental Protection Authority (EPA) and other organisations as appropriate. • Engage and project manage consultancies and contractors as required. • Prepare and submit all reports required by the EPA in accordance with grant funding agreement schedules 	<ul style="list-style-type: none"> • Contracts managed to budget & timeline • Reports to WSROC and EPA by milestone dates
2	<p>Regional waste coordination Coordinate regional waste avoidance and resource recovery initiatives, working parties and committees to achieve positive outcomes for Member Councils and the region</p>	<ul style="list-style-type: none"> • Coordinate all major region-wide regional waste avoidance and resource recovery initiatives. • Liaise with professional staff from councils, NSW Environmental Protection Agency (EPA) and other organisations and government agencies. • Coordinate and chair meetings of the Regional Waste Working Group and other project teams • Communicate project objectives and outcomes to WSROC Board, councils and external stakeholders 	<ul style="list-style-type: none"> • Regional Coordination Framework established • Number of projects managed successfully to agreed project plans. • Stakeholder support for projects

3	<p>Manage regional waste projects Manage development and implementation of regional waste projects and programs as identified in the Regional Waste Avoidance and Resource Recovery Strategy or agreed by councils.</p>	<ul style="list-style-type: none"> • Identify new opportunities for waste avoidance and resource recovery programs and projects • Develop and implement project plans including objectives, timelines, activities, communication & engagement plans and budgets • Engage and manage consultants and contractors as required. • Identify, consolidate and analyse data required for related projects • Develop options for the future directions of the projects upon cessation of the Grant Funding 	<ul style="list-style-type: none"> • New projects agreed by councils • Project plans approved and implemented to plan
	<p>Financial Management and Accountability manage expenditure and accountability of the project grant in compliance with the funding agreement with the NSW Environmental Protection Authority (EPA)</p>	<ul style="list-style-type: none"> • In consultation with the CEO, manage the work program and the budget for the program and report regularly to the CEO 	<ul style="list-style-type: none"> • Projects delivered on time within budget • Maximise funding opportunities
4	<p>Grants: Identify and maximise grant opportunities for Member Councils and WSROC</p>	<ul style="list-style-type: none"> • Maintain awareness of grant opportunities and timelines and communicate opportunities to Member Councils • Identify new opportunities for waste and resource initiatives linked to regional priorities • Coordinate grant applications where required 	<ul style="list-style-type: none"> • Grants received in line with council objectives

5	<p>Relationship Management Develop and maintain strong and mutually beneficial relationships with and between WSROC councils and external stakeholders</p>	<ul style="list-style-type: none"> • Build and manage effective and mutually beneficial relationships with and between participating councils and other relevant stakeholders • Clearly articulate regional WSROC strategies and their rationale to the Councils in order to develop understanding and gain support • Directly encourage and demonstrate a strong community service focus • Communicate with and monitor participating Council needs in relation to the project 	<ul style="list-style-type: none"> • Positive Stakeholder Feedback
6	<p>Advocacy and Policy development Research and develop policies in relation to waste management and environmental protection</p>	<ul style="list-style-type: none"> • In response to State and Federal Government policy, prepare reports on issues relating to the project for the WSROC Board and Executive, and for WSROC publications 	<ul style="list-style-type: none"> • Positive feedback WSROC Board and other relevant Government Agencies
7	<p>Work Health and Safety Actively implement, adhere to and comply with safety policies and procedures in order to maintain and ensure a safe, healthy and clean working environment for all staff, contractors and visitors</p>	<ul style="list-style-type: none"> • Ensure that safe working practices and procedures are implemented and adhered to in accordance with WSROC policies, incidents reported in a no blame manner, and the Chief Executive Officer kept informed of all matters relating to WHS 	<ul style="list-style-type: none"> • Facilities compliant with WHS requirements
8	<p>Professional Development</p>	<ul style="list-style-type: none"> • Participate in ongoing professional development activities and training programs • Maintain detailed knowledge of all relevant WSROC services, relevant legislation and current developments in the Local Government field • Keep abreast of current relevant developments 	<ul style="list-style-type: none"> • Manager Feedback

ESSENTIAL SELECTION CRITERIA

- Demonstrated knowledge and extensive experience in waste management in a government context
- Demonstrated understanding of the “waste hierarchy” and NSW Government waste policies and programs as well as their application to local government waste management
- Significant project management experience and demonstrated knowledge and use of project management methodology
- Highly developed communications, negotiation and conflict resolution skills and ability to build constructive working relationships
- High level analytical and problem solving skills, including ability to initiate and respond effectively to change
- Relevant qualifications (eg. project management, waste management)
- Superior written and oral communication skills
- Demonstrated capacity to work both independently and in a team environment;
- Computer literacy and, preferably, experience in word processing, data analysis and presentation software; and
- Knowledge of EEO and WH&S legislation.

DESIRABLE

- Understanding of local government processes, services and systems
- Financial management/budgeting skills and experience in applying for government grants
- Experience of working in Western Sydney

CONTACTS ARISING FROM THE POSITION

Within WSROC:

The WSROC Chief Executive Officer, the WSROC Executive Management Committee (EMC), Members of the WSROC Board and all staff.

Outside WSROC:

- ***Staff and Executive at Participating Western Sydney Councils***
Auburn, Blacktown, Blue Mountains, Fairfield, Hawkesbury, Hills Shire, Holroyd, Liverpool, Parramatta, Penrith.
- **Regional Waste Coordinators** at other Regional Organisations of Councils and Voluntary Regional Waste Groups
- ***NSW Government Agencies***
Environmental Protection Authority (funding body). Local and State Government prescribed procurement agencies.
- ***Other relevant stakeholders***

DELEGATIONS OF AUTHORITY

Operating and capital expenditure:

- Incur any expenditure that is identified within the annual budget, or variations to the budget, through the processes described in the funding agreement.

Operations:

- Take any reasonable action to give effect to decisions or policies of the Board or its policy committees.

General

- Sub-delegate any authority delegated to this position, and revoke any such sub-delegation.

PERSON SPECIFICATION

Academic qualifications

- Essential: A degree or equivalent in project management, waste management.
- Desirable: Additional tertiary qualification in any area relevant to the position.

Personal attributes

- Capacity to think strategically, creatively and laterally.
- Ability to solve problems using research, analysis, and evaluation of information, which may not be readily available
- Capacity to lead and develop work teams and coordinate activities and projects with and on behalf of Member Councils.
- Ability to manage partnerships involving senior council staff.
- Ability to meet deadlines, manage multiple projects and conflicting priorities.
- Willingness to work flexible and sometimes long hours.

Other licences and/or certificates

- Essential: Class C driver's licence (or better).

REMUNERATION, BENEFITS CONDITIONS OF EMPLOYMENT

Salary

- Negotiable depending on qualifications and experience
- Plus superannuation contributions

Conditions of Employment

- 35 hour week
- 20 days per year sick leave
- 4 weeks annual leave
- Long Service Leave
- Flexitime but not overtime

Duration

- The Position will be until 30 June 2017.
- Please note that there is no guarantee of further employment beyond the completion of this project. If WSROC decides to extend this position beyond the period it will be reconfigured and externally advertised.

Professional Development Plan

- To be developed with the new incumbent and reviewed annually.

SIGNATURES

Position Occupant:

Date:

WSROC President:

Date:

(or other representative)