

Position description

Your role at PSC



Waste Services Project Officer

Section: Assets

Salary point: 12

Position number: PSC1055

Last updated: August 2020

Position objectives

To design, deliver and evaluate key waste, resource recovery and circular economy projects, which maximises the diversion of waste from landfill and supports the delivery of Council's Waste Management Strategy.

PSC values



Respect: Creating a unique, open and trusting environment

Integrity: Being honest and taking responsibility for our actions

Teamwork: Working together as one Council to support each other

Excellence: Improving the way we work, to meet future challenges

Safety: Providing a safety focused workplace culture

Key responsibilities

- Design, deliver and evaluate key waste, resource recovery and circular economy projects to deliver on targets of the Waste Management Strategy
- Engage internal and/or external stakeholders in the development and delivery of resource recovery initiatives
- Deliver projects and initiatives efficiently and effectively with respect to cost, time, quality and risk
- Contribute to monthly project reporting and annual report of the Strategy
- Coordinate and rostering of 'Problem Waste' drop off days across the Port Stephens LGA
- Ensure all contractors are compliant with Council's Contractor Management System
- Keep abreast of all relevant policy and legislation changes and grant opportunities, assist in the preparation of responses, submissions and applications where appropriate

Key accountabilities

- Develop and implement agreed projects to deliver specific outcomes within agreed scope, timelines and budget
- Provide specialised technical advice to the Strategic Waste Coordinator, the organisation and the community
- Provide accurate and professional advice to other staff, senior management and the community, including the production and presentation of professional reports to Council
- Operate within a corporate structure and show initiative in producing outcomes that contribute to attaining organisational goals

Extent of authority

- The job holder will have authority and freedom to act within Council's established operational and Instrument of Delegation and any guidelines pertaining to the provisions of relevant Acts, Regulations, Codes, Council Policies, Local Laws and professional standards
- They will require the ability to identify, understand and address relevant issues, to ensure effective project management and alignment with organisational objectives

Judgement and decision making

The role is required to make independent decisions regarding the development, implementation and evaluations of waste and resource recovery projects. Some decisions will be made within the scope of established procedures and guidelines or in consultation with the Strategic Waste Coordinator

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service
- Commitment to learning & understanding of the Australian Business Excellence philosophy
- Conduct that demonstrates Council's commitments to Respect, Integrity, Teamwork, Excellence and Safety
- Ensure that all documentation is completed on time and to required standards

Interpersonal

- Demonstrated ability to use initiative, self-motivation, enthusiasm and ability to work unsupervised
- Demonstrated ability to manage projects and work in a fast-paced environment
- Well-developed ability to gain the cooperation of and work effectively with co-workers and the community to deliver waste programs and projects
- High level communication and customer service skills with experience in liaising with members of the public, consultants and internal stakeholders

- Well-developed problem-solving skills to identify appropriate courses of action to achieving long term organisation outcomes
- Strong negotiation, facilitation and conflict resolution skills
- Demonstrated ability to work within a strong multi-discipline environment

Qualifications and experience

- Tertiary qualifications in a relevant discipline (project management, environmental sustainability, or environment management), or significant professional experience in the waste and resource recovery sector
- Project management skills, including the ability to deliver projects on time, within budget and in collaboration with key stakeholders
- A sound understanding of current waste and resource recovery issues and legislation relevant to local Government
- A proven ability to coordinate the design, delivery and evaluation of effective waste management and resource recovery projects

Capability Framework level: Adept

Personal attributes	Relationships	Results	Resources
• Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability	• Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate	• Plan and prioritise • Think and solve problems • Create and innovate • Deliver results	• Finance • Assets and tools • Technology and information • Procurement and contracts

Position description approval

Employee

Date