



Strategic Waste Coordinator

Section: Assets

Salary point: 19

Position number: PSC1300

Last updated: July 2025

Position objectives

To plan for and deliver a solid waste strategy that provides high recycling rates, high levels of customer satisfaction and sustainable costing.

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

Plan for and manage:

- All aspects of the strategic focus of solid waste and recycling collection, processing and disposal services through contracts and service agreements, including contract management
- Rehabilitation, environmental monitoring and pollution mitigation of landfill & quarry sites.
- Landfill and waste transfer stations assets.
- With maximum efficiency and efficacy in order to surpass legislated waste diversion, resource recovery and pollution control targets.
- Review and deliver on Councils waste strategy

Key accountabilities

The job holder provides professional advice to people within and outside of Council and provides strategic advice that can affect the overall direction council takes. Such advice may commit council and may have significant impact upon external partners to council.

Extent of authority

The job holder manages staff, resolves operational problems, determines and manages a budget and participates in management teams to resolve key problems.

Judgement and decision making

The job holder develops and reviews policy that may have significant resource and political implications. Judgements require considerable interpretation and understanding of council operations and waste management. The job holder will undertake detailed analysis and develop solutions to major problems.

Skills, knowledge and capacity

Organisational

- Demonstrated commitment to a customer service culture and delivery of quality service.
- Understanding of the Australian Business Excellence philosophy.
- Conduct that demonstrates to others Council's commitment to Respect, Integrity, Teamwork, Excellence and Safety.
- Experience in developing, implementing and maintaining up to date strategies which integrate with other relevant policies, planning and decision-making frameworks.

Interpersonal

- Demonstrated ability to persuade others to adopt particular methods or strategies where there is conflicting interests and opinions.
- Highly developed negotiation, problem solving and conflict resolution skills to enable effective liaison with all people at all levels.

Qualifications and experience

- University degree in Civil or Environmental Engineering, Environmental Management or equivalent.
- Post Graduate qualifications in waste management.
- Demonstrated experience in project management including the preparation and review of budgets and the ability to work to timeframes
- Demonstrated experience in contract management and administration including compliance monitoring and quality assurance standards
- Experience in the preparation of strategic and policy documents
- Demonstrated knowledge of and experience with legislation, regulation and Codes of Practice that impact on waste management issues
- Proven experience in waste management operations
- Prior employment in a commercial waste management field

Capability Framework level: Advanced

Personal attributes	Relationships	Results	Resources	Workforce leadership
<ul style="list-style-type: none"> • Manage self • Displays resilience and adaptability • Act with integrity • Demonstrate accountability 	<ul style="list-style-type: none"> • Communicate and engage • Community and customer focus • Work collaboratively • Influence and negotiate 	<ul style="list-style-type: none"> • Plan and prioritise • Think and solve problems • Create and innovate • Deliver results 	<ul style="list-style-type: none"> • Finance • Assets and tools • Technology and information • Procurement and contracts 	<ul style="list-style-type: none"> • Manage and develop people • Inspire direction and purpose • Optimise workforce contribution • Lead and manage change

Position description approval

Employee

Date