

SOUTHERN GRAMPIANS SHIRE COUNCIL POSITION DESCRIPTION

Position Details

Title:	Circular Economy Coordinator
Classification:	Band 7
Business Unit:	Sustainable Community
Directorate:	Infrastructure and Sustainability
Reports to:	Manager Waste and Sustainability
Supervises:	Resource Recovery Supervisor

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero-tolerance approach to child abuse
- having a zero-tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Circular Economy Coordinator role will lead the development and implementation of Council's Waste Management and Circular Economy Strategies including monitoring, reviewing and updating waste management practices to promote Circular Economy principles

This role will be responsible for the effective management of Council's closed landfills, transfer stations and waste management services.

Key Responsibilities

Strategic Planning

- Lead the development and implementation of Southern Grampians Shire's Circular Economy Strategy/roadmap for Council's operations and the community.
- Plan and deliver projects identified in the implementation plan of Council's Circular Economy and Waste Management Strategies.
- Lead the review of Council's policies and procedures with the view of integrating Circular Economy principles to day-to-day operations.
- Develop and implement plans, policies and procedures for the safe and effective delivery of Council's waste management services and closed landfills.
- Growth the transfer station and organics processing business and associated sales of compost
- Engage with key stakeholders and local businesses to explore and build circular economy initiatives/interventions that deliver on the Strategy objectives.

Management and Leadership

- Lead and support a customer focused, agile team that contributes to circular economy and waste separation initiatives.
- Lead and support operational change to ensure Council and the community meets its obligation under the Circular Economy Act 2021.
- Provide technical support to the unit regarding reporting requirements to other agencies for the monitoring and operation of Council's transfer stations, closed landfills monitoring and waste management practices.
- Liaise cooperatively with other relevant government agencies, businesses, internal and external stakeholders.
- Research and prepare reports to advise management on waste management activities, circular economy and emerging waste issues.

Change Management

- Maintain accurate administrative digital records and registers for all areas of responsibility. Support business and digital change management.
- Support the Resource Recovery Supervisor with the kerbside contract administration that is compliant with contract conditions and timeframes.
- Responsible to ensure compliance with EPA requirements for maintenance and monitoring of closed landfills and transfer station operations.

Engagement and Communications

- Plan and conduct community and business waste and education activities.
- Liaise with internal Council departments, local businesses and community groups to promote and support Circular Economy principles within their operations.
- Lead the development and implementation of communication materials and campaigns to raise awareness in relation to waste management.

Extent of Authority

- Lead the development of plans, policies and strategies for more effective waste management practices and Circular Economy principles.
- Lead the development of the organics processing facility project.
- Contribute to the strategic direction of Council's waste management service.
- Provide sound and timely advice to staff, working groups, external organisation and the public.
- Engage, work with and maintain a responsive and professional relationship with a range of relevant businesses, Government agencies, industries, schools and various groups within the community to ensure the achievement of well-integrated projects.
- Monitor, evaluate and report on the performance of projects and plans, and assist in determining the priorities for further project work, resource allocation and funding opportunities.
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- As an officer in a professional specialist team, the judgement and decisions made will influence the overall performance of the project and may have an impact on the wider Southern Grampians Shire and community
- Ability to work confidently, collaboratively and to analyse, interpret and understand a range of legislative requirements.
- Capacity to complete projects and make decisions that may require considerable research, which includes utilising expert technical and legal advice
- The ability to problem solve and apply techniques to new situations with the ability to recognise when these established techniques are not appropriate. Guidance is usually available within the organisation.
- Provide advice to Council officers and the community on matters relating to Circular Economy, Waste and resource management.
- Ability to seek input from, and negotiate with, a wider cross section of interests and develop appropriate actions.
- Identify future funding opportunities

Specialist Skills and Knowledge

- Knowledge and understanding of the current waste management, resource recovery and circular economy, industry issues/practices, including State Government policies, context and potential funding opportunities.
- Specialist skills in sustainability, policy development and circular economy relevant to Local Government.

- Knowledge of local, state and federal policies in relation to waste management and reporting requirements.
- Strong communication skills, with proficiency in the use of web media, writing newsletters and design graphical information.
- Positive leadership with diplomatic skills to ensure high quality projects when dealing with stakeholders.

Management Skills

- Ability to co-ordinate projects within budget and timeframe provided
- Ability to manage a dynamic workload and operate effectively under pressure within broad parameters and with limited direction.
- Plan and manage time effectively and manage multiple projects and tasks simultaneously
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for their own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes
 - Prompt reporting of hazards and incidents

Inter-personal Skills

- Relate and liaise effectively with Council staff, customers, community groups, businesses and members of the public to gain cooperation and create a positive working relationship.
- Well-developed written skills in responding to enquiries, preparation of internal and external correspondence and the documentation of performance results.
- Strong advocacy of sustainability standards and ethics for projects.
- To act as a leader in the delivery of waste reduction and circular economy related projects.

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to (must leave this in):
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)

- Occupational Health and Safety Act 2004 (Vic)
- Government/Industry Codes of Conduct
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Taking reasonable care for their own health and safety and the health and safety of others within the workplace
 - Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety, or welfare
 - Contributing to OHS consultation processes
 - Promptly reporting hazards and incidents

Qualifications and Experience

- Tertiary qualifications in environmental management or science, sustainability, waste management, education, community engagement or related field.
- Knowledge of, or experience in strategy development in waste and/or circular economy.
- Demonstrated experience working with community based and/or government organisations.
- Experienced in community engagement, policy development, project and contract management.
- Working with Children's Check

Key Selection Criteria

The employee will demonstrate the following:

- Demonstrated understanding of the key strategic issues related to waste management and circular economy.
- Experience in kerbside service provision, including roll out of new services.
- Ability to develop and manage projects related to waste management and circular economy producing high quality results within budget and to a specified timeframe.

- Previous experience of working with communities or staff groups to influence changes in behaviours and processes.
- Proven experience in leading community and other organisations on mutually beneficially projects with well-developed group facilitation skills and the ability to build and maintain working partnerships.

Agreement

I, have read and understand the objectives and conditions of the above-mentioned role.

Signature:

Date: