

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Coordinator Circular Economy	2811
CLASSIFICATION	ANZSCO CODE
Band 8	139912
DEPARTMENT	DIVISION
Waste and Environment	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix Building

Position Objectives

- The position will provide leadership and direction in relation to the delivery of Circular Ballarat.
- Oversee and support the planning and delivery of the City of Ballarat's transition to a four-stream waste system and other relevant circular economy improvement, change and reform.

Key Responsibility Areas

Circular Economy

- Lead the development and delivery of policy and strategy that supports circular economy outcomes for the City of Ballarat.
- Lead delivery of actions to support implementation and progression of the Circular Ballarat Framework.
- Coordinate land negotiations for a Circular Precinct in Ballarat (BWEZ).
- Identify, support and facilitate private sector circular economy business opportunities.
- Facilitate community and stakeholder empowerment regarding the circular economy.
- Manage the government interface relating to advocacy for circular economy investment.
- Lead the facilitation of circular business development.
- Engage and facilitate research / innovation opportunities.
- Support and implement enhanced circular procurement procedures and initiatives at the City of Ballarat.
- Oversee the implementation of kerbside transition plans for Council's four-stream waste system.

Technical and administration support

- Coordinate and deliver administration for the waste and environment team.
- Provide service delivery data collection, analysis and reporting.
- Provide timely, accurate and courteous advice to customers and clients.

Staff Development

- Contribute to a positive work culture across the organisation.
- Undertake annual performance reviews and identify individual performance objectives, skill acquisition and personal development plans in accordance with Council's Performance Management System.
- Co-ordinate the workflow and outputs of the unit.

General Management

- Assist with budget proposals for the recurrent program of works in relation to circular economy.
- Provide financial, progress and other operational reports to the Executive Manager Waste Environment as required.
- Liaise with the Executive Manager Waste and Environment on a continuous basis on matters relating to the overall budget control, variations from the proposed program and budgets to ensure effective control and co-ordination of all works and expenditure.
- Provide technical support to Council's Executive Manager Waste and Environment as required.
- Support other teams within the Waste and Environment team to deliver outcomes.

POSITION DESCRIPTION

- Ensure compliance with Council policies, regulations, codes of practice legislative requirements particularly the Occupational Health and Safety Act.
- Ensure a discrimination free environment is provided and that the Equal Employment Opportunity legislation is fully complied with.
- Other duties as required by Executive Manager Waste and Environment within the skills competency of the employee.

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

Team Leaders (including Supervisors and Coordinators)

- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- At a minimum, conduct monthly team meetings where health and safety is a standing agenda item.
- Demonstrate safety leadership.
- Apply operational safety guidance and direction.
- Measure performance regularly against a clear set of safety goals and targets.
- Act and apply a balance of consequences as required.
- Escalate relevant safety issues of importance in a timely fashion.

REPORTS TO:	DIRECT REPORTS:
Executive Manager Waste and Environment	Circular Economy Officer
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> • Waste and Environment team • Executive Leadership team • All divisions and business units of Council 	External: <ul style="list-style-type: none"> • Contractors • Regional Waste Management Group • Government/statutory authorities • External consultants/contractors • Community groups and organisations • Local Businesses and organisations • Residents and public

Accountability and Extent of Authority

- In positions where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets.
- Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Prepare the annual budget, monitor and ensure completion of all works within the Council approved budget amount reporting any variations.
- Efficient and effective allocation of resources planning works well in advance and monitoring progress reporting to the Executive Manager Waste and Environment.

POSITION DESCRIPTION

- The advice and counsel provided by this position is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

Judgement and Decision Making

- Required to provide accurate advice on the provision of strategic development of waste and resources recovery facilities to staff and council based on the thorough analysis of options.
- Ability to identify and analyse a range of options relating to strategic waste and develop appropriate solutions.
- Exercise professional judgement and experience to contribute to timely decision making in association with other senior staff throughout Council and/or appropriate counterparts in other organisations particularly when guidance is not readily available within the organisation.
- Exercise delegated authority under relevant legislation and Council policy.

Specialist Skills and Knowledge

- Required to research, investigate, identify and solve problems in area of expertise using established procedures, practices and guidelines and application of knowledge gained through experience.
- Comprehensive understanding of Statutes, Regulations, Acts, Codes, Council Policies and Procedures relevant to the Infrastructure and Environment Division generally to formulate policy in the broader context of the organisation.
- Demonstrated understanding of budgeting procedures.
- A strong understanding of the Council's long-term goals, particularly the Circular Ballarat Framework and how it relates to other strategies and plans.

Management Skills

- Ability to manage time and work at a proficient level, meet deadlines, set priorities plan and organise the work required of this position and employees under the control of this position to achieve the position objective.
- Understanding of and ability to implement Council's People and Culture Resources Policies and Procedures particularly in relation to Occupational Health and Safety and Antidiscrimination, Harassment and Workplace Bullying Policies.
- Develop, implement, and regularly monitor in consultation with team members individual performance objectives, skill acquisition and personal development plans in accordance with Council's Performance Management System and within its time frames.

Interpersonal Skills

- Demonstrated ability to consult with customers, consultants, contractors, ratepayers, councillors, and authorities in relation to the circular economy within the City of Ballarat.
- Ability to lead, motivate and develop employees under direction.
- Ability to gain cooperation and assistance and be able to negotiate and achieve set objectives with customers, clients and staff.
- Provide detailed information and advice for enquiries by the public both onsite and at the office and promote good public relations by providing effective, efficient and timely services in accordance with council policies. This includes advice and information on all aspects of service provided by the Environment team.
- Ability to resolve technical or organisational problems by gaining cooperation of other senior staff within the City of Ballarat or appropriate counterparts in other organisations.
- Understanding of and ability to implement appropriate conflict resolution processes.
- Ability to prepare and present detailed reports to management and Council.

POSITION DESCRIPTION

Qualifications and Experience

- Tertiary qualifications in economic development or environmental science/engineering/sustainability or others relevant to the position. Post Graduate qualifications are desirable, and/or extensive and diverse experience within relevant fields.
- Relevant experience in supervision of employees.
- Possession of a current Victorian Driver's License.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Experience within the circular economy and/or waste & resource recovery fields including a good understanding of current issues and trends and relevant legislation.
- Experience in the effective management of staff, including recruitment, staff development and performance management.
- Skills in developing, implementing, managing and evaluating policies in relation to circular economy for the benefit of the community including the evaluation and analysing of issues relating to service delivery.
- Demonstrated high level of interpersonal, communications, consultation, and negotiation skills, including the ability to successfully negotiate and resolve conflicts.
- Knowledge and experience of business processes and knowledge of relevant legislation and regulations, including OHS and EEO requirements.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: