

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Kerbside Transition Project Officer	TBC
CLASSIFICATION	ANZSCO CODE
Band 6	TBC
DEPARTMENT	DIVISION
Waste and Environment	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement no. 9 2023	Phoenix Building

Position Objectives

- Lead and manage the introduction of Council's kerbside glass service.
- Support the introduction of the Council's kerbside food organics and garden organics service.

Key Responsibility Areas

- Lead the introduction of a kerbside glass collection service, including rollout logistics and community education campaign.
- Manage the annual waste audit program for City of Ballarat waste services.
- Provide technical support to procurement processes related to the implementation of kerbside collection services and processing of collected materials.
- Other duties as required by the Coordinator Circular Economy within the skills and competency of the employee.

REPORTS TO:	DIRECT REPORTS:
Coordinator Circular Economy	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
<ul style="list-style-type: none"> • Waste and Environment team • All divisions and business units of Council 	<ul style="list-style-type: none"> • Contractors/Consultants • Government/statutory authorities • Residents and public

Accountability and Extent of Authority

- Accountable for the performance of consultants working on projects within the areas responsibly.
- Provide specialist advice to the Coordinator Circular Economy on resource recovery technologies and processes.

Judgement and Decision Making

- Use circular economy principles to identify opportunities to improve operational efficiency and sustainability outcomes.
- Under guidance and advice investigate the implementation of waste and resources recovery processes, including the thorough analysis of options.
- Required to research, investigate, identify and solve problems using established procedures, practices and guidelines and application of knowledge gained through experience.
- Ability to analyse a range of options and develop appropriate solutions.

Specialist Skills and Knowledge

- Demonstrated experience in one or more of the following fields: project management and waste & resource recovery.
- A knowledge of circular economy principles, current waste policy and programs at a local and state level.
- Project management skills ensuring project outcomes and objectives are met

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- An 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.
- Ability to manage consultants to achieve the project outcomes and objectives.
- Self-motivated to achieve position objectives with a "Can do" approach.
- Work in a team-based work culture, which focuses on shared goals and outcomes.
- Project management skill and the ability to track performance against a project schedule.

Interpersonal Skills

- Good written and verbal communication skills with a range of internal and external customers.
- Ability to gain cooperation and assistance from other staff and consultants to deliver the objectives of this position.
- Provide information and advice for enquiries by the public relating to the projects being delivered by the team. Providing effective, efficient and timely services in accordance with council policies.
- Understanding of and ability to implement appropriate conflict resolution processes.
- Ability to prepare and present reports to the Coordinator Circular Economy.

Qualifications and Experience

- Tertiary qualifications in waste and resource recovery, sustainability, environmental management, project manager or a related field or lesser formal qualifications and substantial relevant experience, or through substantial relevant experience in the field of specialist expertise
- Possession of a current Victorian Driver's License.
- Current Working with Children Check

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- 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.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Experience within waste & resource recovery fields including a good understanding of current issues.
- Demonstrated ability to manage projects in a local government context.
- Ability to manage consultants to achieve project outcomes and objectives.
- Demonstrated high level of interpersonal and communication skills, including the ability to successfully negotiate to achieve outcomes.
- Knowledge and experience of procurement processes and knowledge of relevant legislation and regulations.

POSITION DESCRIPTION

City of Ballarat Core Values

<p>We are honest and transparent</p>  <ul style="list-style-type: none"> • We tell the whole story. • We provide a context and rationale for our decisions. • We trust each other enough to be honest. 	<p>We are accountable</p>  <ul style="list-style-type: none"> • We do what we say we will do, when we say we will do it. • We learn from our mistakes and celebrate our successes. • We back up our teammates and also hold them to account with kindness and respect. 	<p>We value everyone</p>  <ul style="list-style-type: none"> • We show respect to everyone, even if we disagree. • We ensure everyone has access to opportunities. • We are approachable regardless of our position in the organisation. 	<p>We work with and for our community</p>  <ul style="list-style-type: none"> • We seek to understand our community's needs and take action to meet those needs. • We engage with our community and share what we are doing and why. • We manage our resources responsibly and sustainably. 	<p>We work together</p>  <ul style="list-style-type: none"> • We work towards common goals. • We support each other through the highs and lows. • We look for the best in each other.
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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:
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