

POSITION DESCRIPTION			
Position Title:	Technical Officer – Waste Services	Position No:	2981
Directorate:	Wide Bay Water & Waste Services	Section:	Regulation & Waste
Reports To:	Manager Waste Operations	Directs Reports:	Nil
Indirect Reports:	Nil	Location:	Maryborough
Version : Oct 2018	Evaluated: EC88	Status: Approved	By: EMODC
			Review: Oct 2020

POSITION OBJECTIVE		OUR VALUES
<p>Position Objective</p> <p>The primary objective of the Technical Officer Waste Operations position is to provide direct technical leadership and direction associated with day to day provision of waste services including; waste asset planning, management and delivery.</p>	<p>Trust</p> <p>Respect</p> <p>Accountability</p> <p>Initiative</p> <p>Teamwork</p> <p>Service</p>	

Key Responsibilities and Indicators

Key Result Areas	Key Accountabilities	Performance Indicators/Outputs
Technical & Professional	<ul style="list-style-type: none"> ➤ Provision of technical investigation and advice associated with the day to day management of all waste assets, including landfills and transfer stations to meet all regulatory requirements. ➤ Lead the development, implementation and maintenance of operational management plans including site based management plans and biogas management plan. ➤ Responsible for the planning and delivery of the waste asset rehabilitation program. ➤ Responsible for the implementation of assigned waste capital projects, including the preparation of business cases to support future waste capital investment. ➤ Conduct detailed technical investigations and research to improve waste operations through the development of business cases and capital improvements. ➤ Develop and maintain Waste Services operational risk register. Including the coordination of quarterly operational risk briefings, coordination of risk treatment actions, oversight of emerging risks and routine reporting. ➤ Demonstrate initiative in the provision of services by keeping up to date with emerging waste management trends and technology that place the Fraser Coast Waste operations at the forefront of industry best practice. ➤ Provide a high level of technical and professional advice on waste management to internal and external stakeholders. ➤ Mentor and provide technical support to Waste team members. ➤ Oversee the operation and maintenance of the data management including the verification of data 	<ul style="list-style-type: none"> ➤ In accordance with service level agreements and appropriate legislation. ➤ Timely delivery of objectives. ➤ Appropriate technical and professional information imparted to enhance the knowledge and capability of the team. ➤ Provide reports as required. ➤ Establishment and maintenance of TRAITS action plan. ➤ Contracts to meet KPIs as detailed on contract management plans.

	<ul style="list-style-type: none"> ➤ Provide high level, expert, technical advice to the Waste Operations Manager and in conjunction with the manager contribute to the in the development of technical aspects of waste service contracts. ➤ Contribute to the development, implementation and document formal procedures for project implementation and drive business process reform in line with Council’s TRAITS. ➤ Contribute to the provision of “best practice” delivery of waste services that is client focussed and cost effective. 	
Communication & Customer Service	<ul style="list-style-type: none"> ➤ Technical lead in waste services, provide a primary interface with internal stakeholders including, capital delivery, civil, storm water, disaster management, regulatory compliance and scientific services. ➤ Prepare technical and project reports for the Waste Operations Manager, Executive Manager Regulation and Waste Services, Director WBW and Waste Services and the Water and Waste Advisory Committee. ➤ Liaise with relevant internal and external stakeholders to map unit/department/directorate responsibilities, workflow and partnerships. ➤ Provide regulatory support and technical advice as per the Local Law No 7 –on Council controlled transfer stations and landfill sites. ➤ Coordinate waste operations change management initiatives and associated training requirements. ➤ Develop and deliver training for key project stakeholders on a needs basis. 	<ul style="list-style-type: none"> ➤ Timely delivery of communications and service provisions in line with Council Policy and Procedures. ➤ Provide reports as required. ➤ Investigate and follow through.
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health & Safety policies and practices and carry out responsibilities outlined in Council’s Safety Management Plan. ➤ Lead WHS incident investigation and continual improvement relevant to waste operations. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. ➤ Develop and maintain Department Risk Register. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's record management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Sustainability Requirements	<ul style="list-style-type: none"> ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council’s planning framework and is incorporated into all facets of decision making and policy development. 	<ul style="list-style-type: none"> ➤ As per Council’s Sustainability Charter.

Customer Service	➤ Provide a high level of customer service to internal and external customers.	➤ As per Council's Customer Service Standards Management Policy.
Values	➤ Exemplify Council's values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value's associated behaviours.	➤ As per Council's 'TRAITS' campaign.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.

Selection Criteria

1. Demonstrated high level of experience and technical ability in the areas of waste management, environmental compliance, business improvement and change management.
2. Demonstrated high level research and analytical skills including the preparation of high quality reports, briefing notes and other formal correspondence.
3. Comprehensive understanding of relevant legislation and regulatory provisions associated with waste management with the demonstrated ability to apply these in a technical capacity.
4. High level communication and interpersonal skills and demonstrated effectiveness in contributing to successful team through collaboration, consultation, negotiation and advocacy with internal and external stakeholders.
5. Highly developed time management and organisational skills and ability to manage competing priorities to achieve deadlines.
6. Demonstrated high level of proficiency in computer literacy.

Qualifications/Licences

Mandatory	➤ Degree qualification in Engineering or Environmental Science ➤ Extensive experience in waste management operations
Desirable	➤ Experience in the planning and delivery of waste management infrastructure ➤ Qualifications or experience in safety systems ➤ Training as an authorised person
Licences	➤ Current QLD Class C Driver's Licence

Mandatory Training

- Work Health and Safety
- Duty of Care
- Fire & Evacuation
- Code of Conduct
- Corporate Systems
- Manual Handling

Organisational Context

Key stakeholders	Budget		Delegations			
Council	Capital		Authority			
Executive	Operating		Authority			
Employees	Salary		Authority			
State Government			Assets			
Clients			Item	Desktop PC	Item	
Community			Item	Mobile Phone	Item	

Conditions of Employment			
Status	Permanent Full Time		
Award	Queensland Local Government Industry (Stream A) Award – State 2017		
Agreement	Fraser Coast Council Certified Agreement 2018		
Classification Stream	Administrative, clerical, technical, professional, community service, supervisory and managerial services		
Classification	LGO Level 6		
Allowances	N/A		
Progression	Single step within increment		
Work Pattern	FWA Hours/Week 36.25		
O/T Payable	With supervisor's approval		
Uniform	As per Dress Standard & Corporate Uniform Management Policy		
Other			
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I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

_____ Date: ____/____/____

Signature of Employee