



# Position Description

## Position Details

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<b>Position title</b>	<b>Waste Management Officer</b>
<b>Position category</b>	<b>SP5- 13</b>
<b>Reports to</b>	Asset Group Manager
<b>Group</b>	Asset Group
<b>Staff</b>	Nil
<b>Employment type</b>	Permanent full time
<b>Hours of work</b>	37.5 hours per week
<b>Location</b>	Gorge Road building, Waimate
<b>Date reviewed</b>	30 June 2021
<b>Minimum review date</b>	30 June 2026

## Purpose

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The Waste Management Officer is responsible for the management of Councils 15 year refuse and recycling collection contract and to promote waste minimisation within the Waimate District.

## Council Overview

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### Local Government Purpose

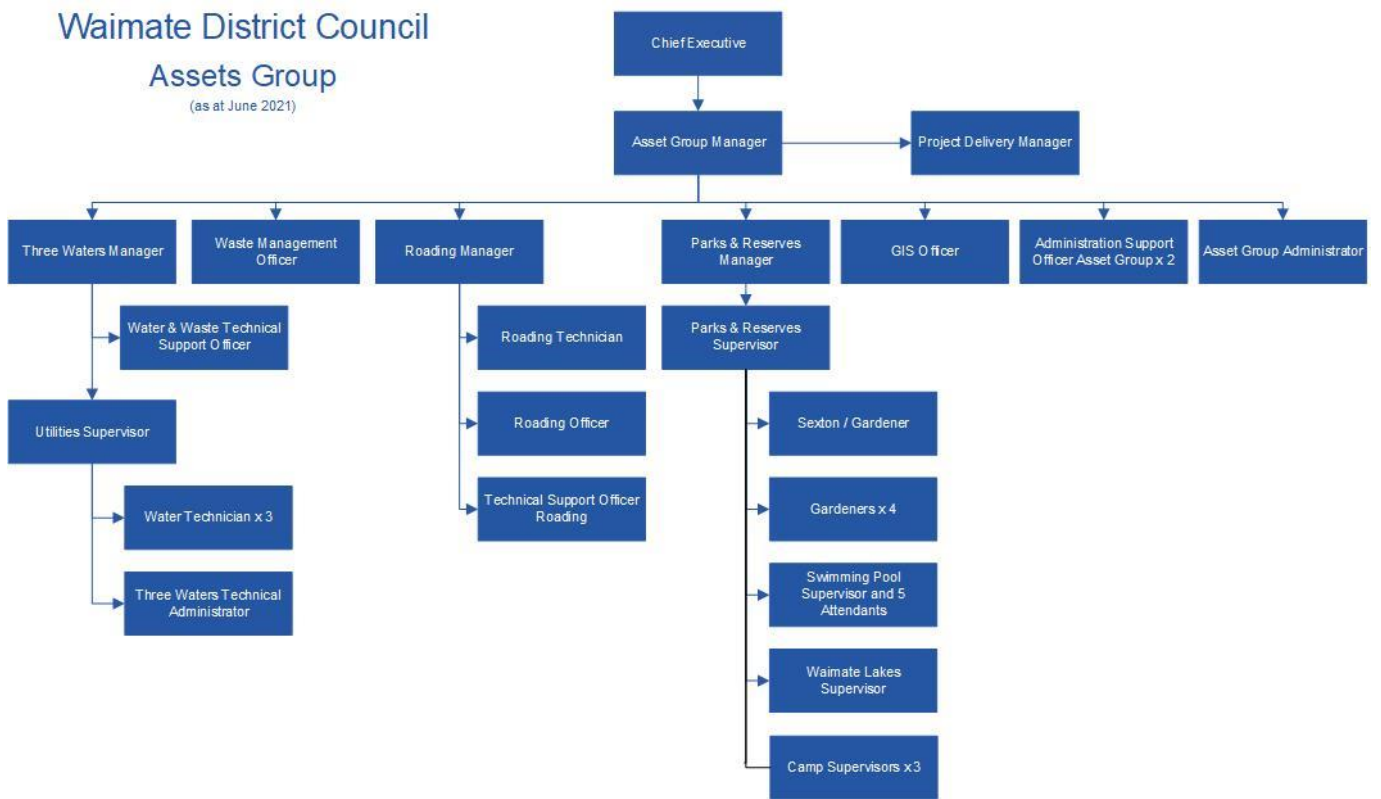
As defined in the Local Government Act 2002:

- 1 To enable democratic local decision-making and action by, and on behalf of, communities; and
- 2 To promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

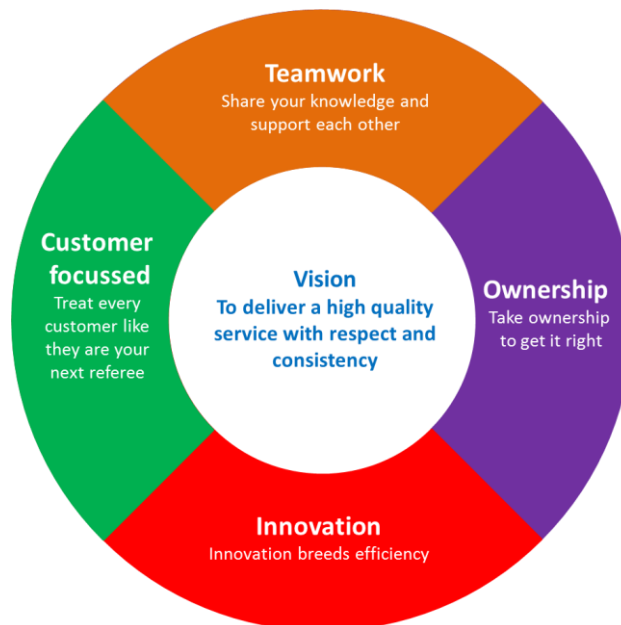
### Waimate District Council's Vision for the District

Leading our communities towards a diverse, thriving and sustainable district.

# Structure



## Staff Vision and Values



## Internal and External Relationships

Internal Relationships	External Relationships
<ul style="list-style-type: none"><li>• Asset Group Manager</li><li>• Three Waters Manager</li><li>• Asset Group Administrator</li><li>• Compliance Officer</li><li>• Rates Officer</li><li>• Project Manager</li><li>• Communications Officer</li><li>• Other WDC Staff</li></ul>	<ul style="list-style-type: none"><li>• Envirowaste Services Ltd</li><li>• Other Contractors</li><li>• Mackenzie District Council</li><li>• Timaru District Council</li><li>• Canterbury Joint Waste Committee</li><li>• Ministry for the Environment</li><li>• Environment Canterbury</li><li>• Other Councils</li></ul>

## Key Responsibilities

### Contract Management

- Oversee and monitor the 15-year refuse and recycling collection contract to ensure that services are delivered to the specified standards for key performance indicators, cost and safety including compliance with the Health and Safety at Work Act.
- Regularly meet and liaise with the Contractor.
- Provide and promote in conjunction with the Contractor, education on Council's refuse and recycling collection and disposal in accordance with good environmental practice.
- Respond to customer complaints and queries as necessary.
- Attend meetings with Timaru and Mackenzie District Councils as required.
- Implement projects from "Plans" as required.

### Reporting

- Prepare reports to inform the Asset Group Manager, or Council and its Committees on solid waste initiatives and volumes to transfer stations and Resource Recovery Park.
- Provide reports on performance measures, compliance, consents, Waste Levy, capital works and progress on projects.

### Plans and Documents

- Engage contractor to perform a Solid Waste Analysis Protocol (SWAP audit) and report.
- Assess waste activities and update the Waste Assessment Report and ensure cyclic deadlines are met.
- Review and update the Waste Management and Minimisation Plan (WMMP) to ensure constant improvement, meet legislative requirements and cyclic deadlines are met.
- Review, plan, budget and update the Solid Waste Asset Management Plan to ensure constant improvement, meet legislative requirements and cyclic deadlines are met.
- Create, produce and implement a Cleanfill Management Plan.

### Financial Management

- Prepare the annual Waste budget and operate within the approved budget. This position has financial authority as per the Delegations Policy.

The following responsibilities apply to all staff.

## **Health and Safety**

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the Council. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment.
- Only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision.
- Adherence to the relevant legislation, regulations, standards, rules, instructions, and best practice.
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping.
- Wearing appropriate personal protective equipment.
- Ensuring no acts or omissions while at work causes harm to themselves or any other person.
- Being familiar with all emergency equipment in the work area and all work-site emergency procedures.
- Not wilfully interfering with or misusing items or facilities provided in the interest of safety.
- Reporting all workplace illnesses, injuries, near misses and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence.
- Reporting any hazardous condition, situation or event.

## **Civil Defence/Emergency Response Duties**

- All Council staff are expected to undertake appropriate training to prepare for a Civil Defence/emergency management event. In the event of an emergency or potential emergency, you must firstly have due regard to the safety of your family. You may be assigned duties to assist Council in managing the event.

## **Variation of Responsibilities**

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The key responsibilities described in this document should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of this position. Key responsibilities may be amended from time to time following consultation with the position holder, Asset Group Manager and Human Resources Manager, and will be reflected in this document. From time to time, you may be required to perform duties outside of your normal responsibilities as needed.

## **Knowledge, Qualifications and Experience**

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### **Essential**

- Previous experience within the Waste Management Industry and or contract management
- Good understanding of the relevant legislation
- Excellent communication skills
- Previous experience in report writing

- Advanced computer skills.

### Desirable

- Working knowledge of NZS 3917:2013
- BE (Hons) in Environmental Engineering or related discipline

## Expected Behaviours

Core Behaviours	
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Accepts responsibility for own actions and decisions</li> <li>• Delivers on commitments</li> <li>• Admits mistakes and uses them as learning opportunities</li> </ul>
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>• Willingness to accept changes and can readily reset their objectives, priorities and plans to accommodate new requirements</li> </ul>
<b>Business ethics</b>	<ul style="list-style-type: none"> <li>• Demonstrates integrity, honesty and commitment</li> <li>• Models a high level of professionalism and exercises discretion</li> <li>• Maintains confidentiality</li> <li>• Is prudent in financial dealings</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates messages in a clear, concise and consistent manner</li> <li>• Ability to communicate effectively with a wide variety of people</li> <li>• Uses the most effective method and style of communication for the audience and situation</li> <li>• Utilises effective listening skills and questioning techniques</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>• Recognises the diversity of customers, and adapts approach and style to meet their needs</li> <li>• Consistently demonstrates respect, responsiveness and professionalism while providing superior services for customers</li> <li>• Problems and complaints are acknowledged and attempts made to resolve them in a timely fashion, seeking advice from senior staff where required</li> <li>• Always complies with Council's confidentiality policy when dealing with customer information</li> </ul>
<b>Self management</b>	<ul style="list-style-type: none"> <li>• Proactively plans work and manages competing priorities to ensure deadlines are met</li> <li>• Plans and utilises resources in the most effective and efficient way</li> <li>• Makes appropriate decisions, taking into consideration impacts and risks</li> <li>• Listens to and considers different viewpoints, remaining calm when challenged</li> <li>• Alerts manager when overloaded, stressed or having difficulty with specific tasks or areas of responsibility</li> <li>• Continually looks for opportunities to gain new knowledge and skills</li> </ul>

<b>Core Behaviours</b>	
<b>Team work</b>	<ul style="list-style-type: none"> <li>• Is an active and contributing team player</li> <li>• Values diversity and supports different ways of working</li> <li>• Proactively shares information, ideas and experiences</li> <li>• Empowers others to succeed and to seek excellence</li> <li>• Credits others for their contributions and accomplishments</li> </ul>
<b>Vision and values</b>	<ul style="list-style-type: none"> <li>• Shows commitment to Council's vision and values</li> </ul>

<b>Role Specific Behaviours</b>	
<b>Decision-making</b>	<ul style="list-style-type: none"> <li>• Identifies and uses various sources of information to make an informed decision</li> <li>• Considers risk factors in decision-making</li> <li>• Uses own judgement and experience to solve problems</li> <li>• Makes decisions on a timely basis</li> </ul>
<b>Information technology</b>	<ul style="list-style-type: none"> <li>• Has an appropriate level of skill in computer software relevant to the requirements of the role</li> <li>• Is confident to try new software</li> <li>• Looks for ways to improve efficiency through the use of technology</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Continually reflects on how things could be done better</li> <li>• Adopts a positive and flexible attitude to improvement, change and challenges</li> </ul>
<b>Intellectual capability</b>	<ul style="list-style-type: none"> <li>• Shows evidence of analytical thinking</li> <li>• Rapidly and accurately identifies key issues or actions</li> <li>• Goes beyond the information immediately available</li> <li>• Understands the possible ramifications of their work and issues</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Creates a positive working environment where trust, open communication, creative thinking and cohesiveness exists</li> <li>• Tackles conflicts and disputes with courage and empathy</li> <li>• Translates strategic priorities into operational reality</li> </ul>
<b>Political acumen</b>	<ul style="list-style-type: none"> <li>• Offers unbiased professional advice</li> <li>• Understands the statutory and legal framework the Council operates within and able to effectively operate within this framework</li> </ul>
<b>Relationship building</b>	<ul style="list-style-type: none"> <li>• Builds and maintains professional and productive relationships</li> <li>• Understands stakeholders' views and why they are held</li> <li>• Demonstrates sensitivity to other groups and values diversity</li> </ul>

# Approval

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**Waste  
Management  
Officer**

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Name

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Signature

\_\_\_\_\_  
Date

**Asset Group  
Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Human  
Resources  
Manager**

\_\_\_\_\_  
Name

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Signature

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Date