

Position Description

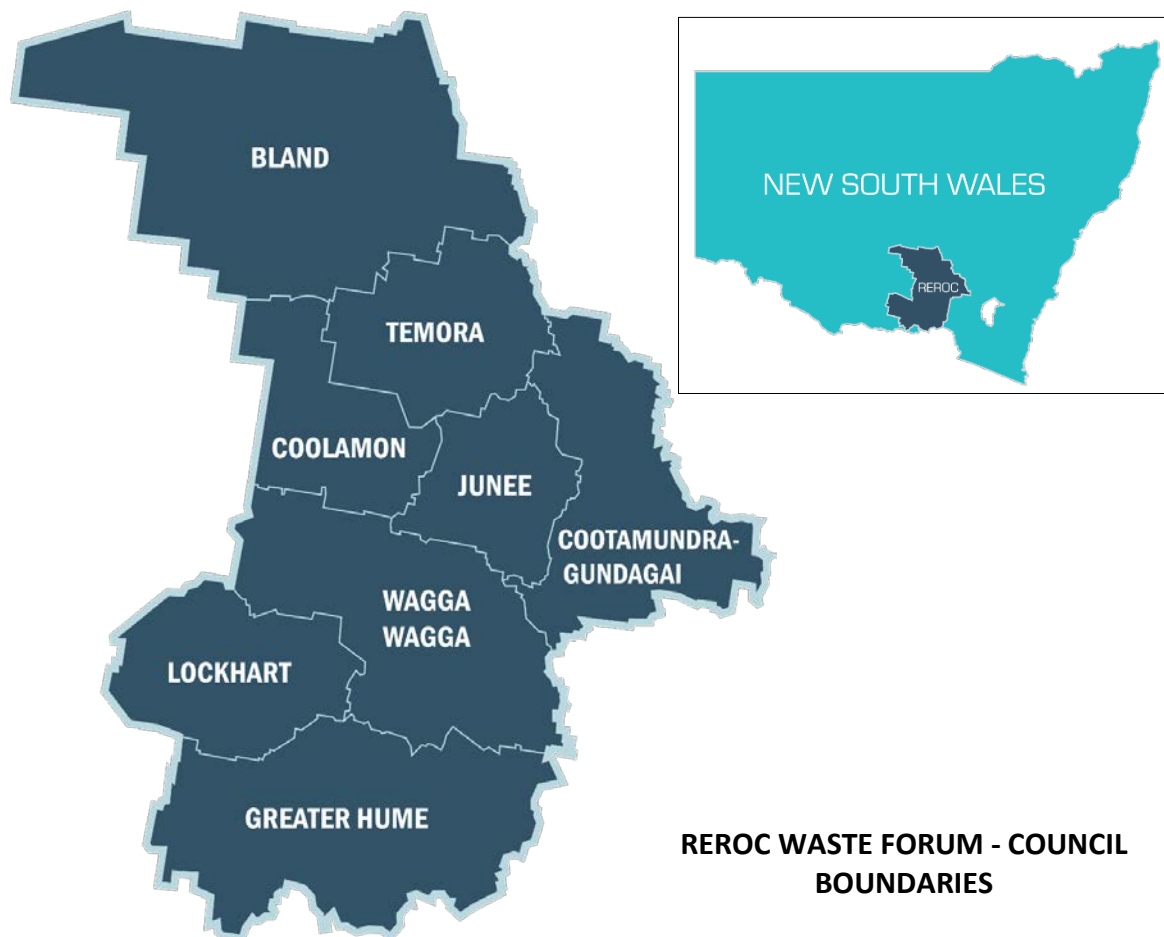
Regional Waste Management and Sustainability Projects Officer

Overview

The Riverina Eastern Regional Organisation of Councils is a voluntary association of local government bodies located in the eastern Riverina region of NSW. Originally formed in 1992 the aim of the organisation is to assist councils to operate more efficiently and effectively through working together to achieve economies of scale and scope and to provide members with a single representative voice.

REROC's membership is comprised of seven General Purpose councils and one Water County Council. Our members are the councils of: Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee, Lockhart and Temora as well as Goldenfields Water County Council. REROC serves a population base of approximately 114,275 and encompasses an area in excess of 42,000 square kilometres.

REROC's Waste Forum is comprised of the following councils: Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee, Lockhart, Temora and Wagga Wagga.



REROC WASTE FORUM - COUNCIL BOUNDARIES

Primary purpose of the role

This role is responsible for working with the REROC CEO and REROC Waste Forum members to implement REROC's Waste Management Strategy and Action Plans.

The role will develop and implement strategies, policies, procedures, contracts, and programs that deliver measurable outcomes to the Member Councils consistent with the Regional Waste Management Strategy.

The position will also work collaboratively with other Voluntary Waste Groups (the members of REW NSW) to deliver programs and projects that have a State-wide application.

Key accountabilities

Within the area of responsibility, this role is required to:

- Develop, implement and evaluate sustainable waste management projects and programs
- Develop, implement and evaluate Community Education Programs in collaboration with Waste Forum Member Councils and where appropriate members of the RENEW Group.
- Conduct research, surveys, audits, analytics and reporting on waste management and resource recovery.
- Contribute to the development of Sustainable Waste Management Strategy and Action Plans.
- Identify and develop new initiatives/measures to improve performance of waste management and resource recovery towards net zero waste and circular economy.
- Identify, prepare, apply and implement waste management, resource recovery and circular economy grants under the guidance of the CEO and Waste Forum Member Councils.
- Contribute to increase climate change preparedness for the Member Councils working with other stakeholders including State and Federal government agencies.
- Provide advice on best practice waste technologies, innovations and systems.
- Work with the CEO in preparing ROC documents, including reports, policies and procedures.
- Engage and consult with stakeholders to identify their requirements and use this information to enable the delivery of organisation direction, strategy and action in all projects.

Key challenges

- Delivering successful sustainable waste management projects and programs that balance all stakeholder interests and legislative requirements in a sensitive environment.
- Identifying and resolving issues related to sustainable waste management and resource recovery service delivery.
- Supervising projects of critical and imperative changes, and strategic initiatives in the sustainable waste management and resource recovery.

Role Dimensions

Decision Making

- The role operates with a certain level of autonomy, led by the CEO and is accountable for the delivery of initiatives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions and projects made by the CEO.
- Guided by RERO strategic plans, statutory guidelines and relevant legislation.

Essential Requirements


- Tertiary qualification in environmental management, environmental science, sustainability, waste management/sustainability education or related discipline with proven experience in delivery across similar areas.
- Demonstrated experience in effectively developing and supervising/managing projects within relevant fields, using an evidence-based approach and/or economic modelling.
- Demonstrated knowledge of the principles of waste avoidance, resource recovery, circular economy, and of environmental sustainability issues.
- Sound knowledge of the waste and recycling industry, particularly as it relates to and impacts upon, the activities and responsibilities of local government.
- Proven experience in managing community and other stakeholder liaison and involvement.

Desirable Criteria

- Demonstrated experience and knowledge of how to include sustainable waste management conditions into contract and tendering decisions including during preparation, assessment and review, within relevant field.
- Demonstrated experience in managing government grant programs and associated accountabilities.
- Demonstrated experience in coordinating team programs, leadership and/or coordinating with different stakeholders to achieve desired outcomes.
- Sound knowledge and experience in community engagement and behaviour change

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Foundational

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Ability to work autonomously and in a group environment • Manage oneself behaviour, attitude, work quality and output • Prioritise own tasks according to the current needs and employment requirements • Develop schedules and set deadlines / timeframes for your tasks • Balance managing projects and the 'unexpected' or 'unplanned' activities that may need to take precedence, placing non-priority tasks on hold • Maintain composure and demonstrate resilience during Stressful or frustrating time and/or events
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Establish a culture and supporting systems that facilitate information sharing, communication and learning • Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop organisational, whole-of-government and cross-jurisdictional solutions • Identify and overcome barriers to collaboration with internal and external stakeholders
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Assist the Coordinators/Manager to control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes

Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Consider the implications of a wide range of complex issues, and suggest shifts to business priorities when necessary • Assist the Manager and Coordinators to undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects.