

Waste and Compliance Services Coordinator

Status	<i>Ongoing</i>	Base Salary	<i>Stream A Level 6 \$91,206 per annum / \$3,507.92 per fortnight / \$48.38 per hour</i>
Directorate/ Department	<i>Infrastructure and Utility Services, Waste Management</i>	Position Number	<i>1175</i>
Location	<i>Lannercost Street, Warrens Hill Landfill and Resource Recovery</i>	Reports To (Position)	<i>Utility Services Manager</i>
Award	<i>Local Government Industry Award Stream A – Level 6</i>	Direct Reports	<i>Three</i>

Our Region

Just over an hour north of Townsville is the tropical paradise of Hinchinbrook. With Ingham at its centre, the region is surrounded by rugged mountain ranges, giant waterfalls, the Great Barrier Reef, wild beaches and tropical islands. It's a place where breathtaking scenery, unique wildlife, world-class fishing experiences, delicious, locally sourced food, inspirational art and 60,000 years of culture are all weaved into one incredible story: The Hinchinbrook Way.

Our Council

Hinchinbrook Shire Council is one of the largest employers in the region with over 200 employees working across administrative, operational and technical roles. Our team enjoys a fair, equitable and flexible workplace so that our staff can enjoy the many attractions and events that come with living in the Hinchinbrook community. Council offers favourable working conditions including a nine day fortnight for most roles, generous superannuation of 11% in the first year and 12.5% thereafter, generous leave entitlements including 5 weeks annual leave and 3 weeks paid sick leave.

Mission

Our Council mission is to provide leadership in making locally responsive and informed decisions, delivering quality services and facilities to the Hinchinbrook community.

Our Vision

Our vision for Hinchinbrook Shire is to strengthen our vibrant regional lifestyle and prosperous economy by growing the population of and opportunities for the Hinchinbrook Shire.

Our Values

Our workforce aligns with the values of:



People Focused – We value our community, our stakeholders and our employees. We will treat all persons with fairness and respect. Council will implement services from a customer perspective.



Integrity – We will lead our community with integrity and vision. We will embrace change, foster innovation, and be honest and transparent at all times.



Excellence – We will always strive to do our best, to be industry leaders and to look for opportunities in pursuit of continuous improvement.



Sustainability – We will be practical, focused, and effective in our delivery of services and programs for the community.

About the Directorate

This role is established under the Infrastructure and Utility Services Directorate. This Directorate works in partnership with Council divisions and external stakeholders to drive civil construction, water and waste management, pest management, road compliance and engineering and public spaces maintenance to enhance the Shire's image and deliver positive economic and community outcomes which support Council's strategic goals.

Purpose of Role

As the Waste and Compliance Coordinator you will lead, develop, facilitate, implement and review a range of program activities and functions to ensure Hinchinbrook Shire Council's compliance with legislative and regulatory requirements, policies, procedure, contracts and agreements as they relate to waste??.

The position is expected to provide a high quality, client focused approach to the services provided by the Waste teams. The position is also responsible for supervising staff and their performance. The incumbent will be required to assist in the development and implementation of Service Delivery Standards relevant to the functions of the position.

Key Accountabilities

- Responsible for the operation and management of resource recovery and waste services and facilities.
- Successful creation and implementation of quality compliance reports that meet statutory obligations within identified timeframes i.e. Queensland Waste Data System (QWDS) reports;
- Assessed compliance with mandatory legislative and legal obligations in relation to Environmental hazards, Waste licences and permits;
- Responsible for the engagement of external contractors, and
- Evidence of proactive auditing of processes, practices, environmental campaigns, documents and established plans for improvement.

Other responsibilities

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

Basis for selection

We are seeking applicants who, within the context of the role responsibilities detailed above, possess the following key attributes:

- Demonstrated knowledge and experience of how to prepare tenders, project briefs, fees and charges, budget, agenda items and compliance reports;
- Knowledge of relevant Waste legislation (including acts, regulations, local laws and policies) and experience in administering and enforcing this legislation;
- Ability to work without close direction or supervision;
- Superior written and verbal communication skills;

- Demonstrated negotiation skills; and
- Well developed computer literacy skills in Microsoft Office products and computer peripherals.

Mandatory/Special conditions/Other requirements

The following other special conditions/mandatory requirements are applicable to this role:

- Qualification in Applied Science (Environmental Health), Waste Management, Environmental Management or other relevant area or equivalent relevant experience (highly regarded);
- Demonstrated experience within Waste in a Local Government Environment; and
- The incumbent may be required to travel on official business and the possession of a C class driver's license may be required.

How to Apply

Please provide the following information for initial assessment of your suitability:

1. **Your current resume** (including a comprehensive employment history with functions or roles performed, dates of employment, major achievements or awards, and tertiary or other qualifications. All attachments for online or email applications must be in PDF or Microsoft Word format.
2. **A two (2) page statement** outlining your suitability for this position, which should include examples and outcomes achieved to demonstrate your suitability for the role from the *basis for selection* section. It is a requirement of the selection process that your statement **not exceed three (3) pages in length**.

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre: and
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Additional Information

- This position reports to Utility Services Manager.

- This position has three direct reports, Waste Technical Support Officer, Waste Services Team Leader and Waste Education Officer.
- Council is committed to maintaining a culture that builds respect, fosters inclusiveness, promotes flexible work arrangements and embraces the unique and diverse qualities of our workforce.
- Council stands firm in its position and has zero tolerance for inappropriate workplace behaviour.
- Pre-employment screening checks are undertaken as part of selection which are inclusive of social media collateral checks; criminal history checks; pre-employment medicals and functional capacity examinations and drug and alcohol testing for specific roles.
- Roles providing support services or community development activities mainly to children will require a Blue Card as part of pre-employment screening, unless otherwise exempt.
- Applications will remain current for a period up to six months and may be considered for other vacancies (identical or similar) which may include an alternative employment status (e.g. fixed term or part-time).
- Arising vacancies may be appointed from ongoing talent pools for entry level positions or where Council elects to support a youth employment pathway for school-based apprenticeships, traineeships or cadetships.
- The incumbent may be required to undertake interstate and or domestic travel.
- The incumbent may be required to undertake other duties not listed in the key responsibilities, under the direction of the relevant accountable manager.
- A mobile, flexible and agile workforce supports service delivery and employee development. You may seek or may be required to work in alternative locations or undertake alternative duties on a secondary basis.
- This role is office based although there may be requirements to visit physical sites.

