Bayside Council
Serving Our Community

Position Description

Supervisor Projects Waste Avoidance & Resource Recovery (WARR)

Position profile

Business Unit	City Presentation	**Position number**	New
Department	Waste & Cleansing Services	**Status**	Full Time Permanent
Salary group	Grade 13	**Date endorsed**	September 2019
Reports to	Coordinator Waste Avoidance & Resource Recovery		

Overview

Bayside Council is an exciting place to work, live and play. The Bayside Council area covers approximately 50 square kilometres and over 160,000 people call Bayside home.

Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

By working together, we are making a difference across our Council, creating a great future.

This is an exciting opportunity for an innovative, customer centric and outcomes focused individual to be part of a modern, dynamic organisation that serves the Bayside community well.

Values

The following values were developed by Bayside Council employees and underpin our shared commitment in delivering our vision for the future.

The values guide us and define how we strengthen our working environment to deliver on the aspirations of our community.

- **Visionary Leadership -** We are all leaders - decisive, outward focused and forward thinking, setting the vision for Bayside Council today and into the future
- **Empowered People -** We are courageous and innovative - committed to making a difference in our work
- **Meaningful Relationships -** We support and invest in each other - creating a strong collaborative culture
- **Exceptional Service -** We go above and beyond - delivering an outstanding customer experience every time

Primary purpose of the role

Assist with the research, development and implementation of Council's Waste & Cleansing Services strategies, policies, procedures, contracts, programs and providing a professional and confidential service.

This role is responsible for working with the Manager, Coordinators and the staff to assist in the delivery of Waste and Cleansing Services projects and initiatives that result in leading and sustainable solutions.

This role involves working/hot-desking at multiple Council locations across Bayside.

Key accountabilities

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

- Supervise/manage projects (economic and milestone modelling) under the guidance of the Coordinator WARR and/or Manager Waste & Cleansing Services.
- Contribute to waste contracts and tender preparation, assessment and review.
- Contribute to Waste Avoidance and Resource Recovery Strategy (WARRS) development.
- Contribute to waste education and regulation strategy development.
- Contribute to waste research, surveys, audits, analytics and reporting.
- Contribute to developing an 'alignment/transition of services' program.
- Contribute to waste grant and awards submissions.
- Provide advice on leading waste technologies, innovations and systems.
- Work the Coordinators and/or Manager in preparing Council documents, including policies, procedures and quality management.
- Maintain effective systems to fulfil Council's commitment to integrity and compliance.
- Engage and consult with stakeholders to identify their requirements and use this information to enable the delivery of organisational direction, strategy and action in all projects.

Key challenges

- Identifying and resolving issues related to service delivery.
- Supervising projects of critical and imperative changes, and strategic initiatives, in the relevant field.

- Delivering successful projects that balance all stakeholder interests and legislative requirements in a sensitive environment.

Role Dimensions

Decision Making

- The role operates with a certain level of autonomy, led by the Manager and Coordinator WARR, 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 Coordinators and/or Manager.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.

Essential Requirements

- Tertiary qualifications and/or equivalent experience in a relevant field.
- Demonstrated experience in effectively developing and supervising/managing projects within relevant fields, using an evidence based approach and/or economic modelling.

Desirable Criteria

- Demonstrated experience and knowledge across a number of functional areas within relevant field which includes but is not limited to Alternate Waste Treatment Technology, Energy from Waste, Greenhouse Gas Emission, Waste Avoidance and Resource Recovery, and Environmental Education and Regulation.
- Demonstrated experience and knowledge of contract tendering preparation, assessment and review within the relevant field.

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	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Intermediate**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	**Adept**
People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	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**	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	**Intermediate**	• Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	**Adept**	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
Results Deliver Results	**Adept**	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes

Results Plan and Prioritise	**Adept**	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Project Management	**Adept**	• 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

Corporate Obligations

Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	Workers have overall responsibility, accountability and authority to ensure their workplace is a healthy and safe workplace for all workers and will have the following work health and safety (WHS) responsibilities: • Participate in the implementation of WHS information within Council's Safety Management System (SMS) • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations • Develop the necessary knowledge and skills to effectively enable you to carry out your WHS responsibilities that are assessed through KPIs noted in your Individual Work Objectives • Wear personal protective equipment and follow safe work procedures, where relevant

	• Report all hazards, near misses, and incidents as soon as practical to Manager, Coordinator or Team Leader and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. **INDOOR EMPLOYEE:** To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including: • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training, • Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE	
Does this position fall under the definition of child related employment?	**No**
Does this position require incumbent to undergo criminal reference check?	**No**
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	**Yes**
Specify licence: Class C Drivers Licence	
Will incumbent need to make disclosure of pecuniary interest?	**Yes**
Could there be a conflict of interest with secondary employment?	**Yes**