

## Position Description

### Operations Technician Waste & Cleansing Services

#### Position profile

<b>Business Unit</b>	Waste & Cleansing Services	<b>Position number</b>	
<b>Department</b>	City Presentations	<b>Status</b>	Full Time Permanent
<b>Salary group</b>		<b>Date Endorsed</b>	27 June 2017
<b>Reports to</b>	Senior Operations Technician / Team Leader Waste & Cleansing		

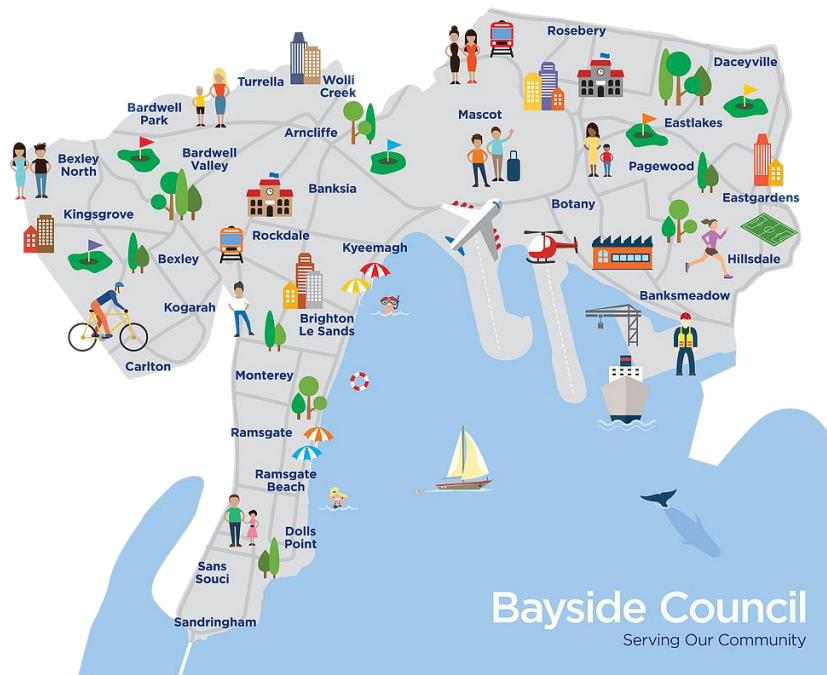
#### Overview

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 Senior Operations Technicians and Team Leaders to deliver a program of scheduled, proactive and reactive works in line with Council's service levels and guarantees.

The role is responsible for conducting a wide range of day to day activities and to ensure that all allocated work and/or programs are met.

## Key accountabilities

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

- Assist with the delivery of all relevant activities and services to meet Management directives and Council's service levels and guarantees.
- Plan, organise and deliver works to ensure effective delivery of instructions or programs.
- Carry out operational responsibilities in accordance with Council's plans, policies and procedures, and in accordance with WH&S legislation.
- Provide feedback to enable Team Leader(s) to improve the service delivery, highlight WH&S issues, and risk or compliance requirements.
- Actively participate and contribute constructively to team discussions and meetings to enhance productivity, efficiency and safety.
- Undertake any other reasonable outcomes identified and authorised by General Manager, Director, Manager, Coordinator, Supervisor, or Team Leader.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.

## Key challenges

- Identifying and resolving service delivery issues to maintain a positive customer experience and quality level of service.
- Acting as a responsible role model to the public and ensuring all stakeholder engagement activities align with Bayside Council organisational direction, strategy and plans and meet the needs of the local community.

- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

## **Role Dimensions**

### **Decision Making**





- The role is responsible for delivering allocated services, tasks and projects, on time, to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager, Directors and Managers of Council.
- Guided by Council-agreed strategic plans, statutory guidelines and relevant legislation.
- Undertake day-to-day work priorities in line with approved budget and Council's plans.

### **Essential Requirements**

- Demonstrated experience and knowledge within relevant field.
- Current Class C Driver's Licence.
- A SafeWork NSW white card (general construction induction card).

## 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	Foundational
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Intermediate</b>
	<b>Value Diversity</b>	<b>Intermediate</b>
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	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
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Maintain own motivation when tasks become difficult</li> </ul>
<b>Personal Attributes</b> Value Diversity	Foundational	<ul style="list-style-type: none"> <li>• Acknowledge and be responsive to diverse experiences, perspectives, values and beliefs</li> <li>• Be open to the inputs of others</li> <li>• Work to understand the perspectives of others</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Work as a supportive and co-operative team member, share information and acknowledge others' efforts</li> <li>• Respond to others who need clarification or guidance on the job</li> <li>• Step in to help others when workloads are high</li> <li>• Keep team and supervisor informed of work tasks</li> </ul>

## Corporate Obligations

<b>Budget</b>	Council adopted budget for financial year.
<b>Delegations</b>	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
<b>Risk Management</b>	Contribute to Council's risk management framework.
<b>Integrated Management Systems</b>	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
<b>Workplace Health and Safety</b>	<p><b>Workers</b> 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:</p> <ul style="list-style-type: none"> <li>• Participate in the implementation of WHS information within Council's Safety Management System (SMS)</li> <li>• Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations</li> <li>• 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</li> <li>• Wear personal protective equipment and follow safe work procedures, where relevant</li> <li>• 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</li> <li>• Participate in incident investigations and risk assessments within 24 hours of notification.</li> </ul> <p><b>OUTDOOR EMPLOYEE:</b></p> <ul style="list-style-type: none"> <li>• To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</li> <li>• Correct techniques for activities such as lifting, digging, planting, weeding, topdressing, cleaning etc.</li> <li>• Use of correct postures, harnesses, etc. while using machinery or equipment such as mowers, brushcutters etc.</li> <li>• Appropriate variation of duties throughout the day.</li> <li>• Keeping work area organised and tidy.</li> <li>• Safe and correct use, storage and transportation of chemicals.</li> </ul>
<b>Code of Conduct</b>	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.
<b>Customer Service</b>	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.

<b>Records Management</b>	Comply with Council's Records Management policies, procedures and guidelines.
<b>Disclosures of Interest</b>	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
<b>Equal Employment Opportunity</b>	Comply with EEO based legislation and Council's policies, procedures and guidelines.

**HUMAN RESOURCES USE (REMOVE EITHER YES OR NO)**

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