

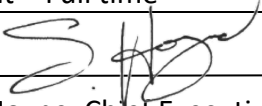


## POSITION DESCRIPTION

**TITLE: Resource Recovery Program Leader**

**LEVEL: Band Level 7**

**RESPONSIBLE TO: Director Infrastructure & Operations**

<b>Position Status:</b>	Permanent – Full time
<b>Position Approved by</b>	 Stephen Hoyne, Chief Executive Officer
	Date: 3 March 2023

### POSITION OBJECTIVES:

To ensure the effective management of Council's Waste Transfer Stations by adhering to all relevant Northern Territory Regulations and Litchfield Council's policies and procedures and implementing same in the daily operations of the Waste Transfer Stations.

### KEY RESPONSIBILITIES:

- Lead the Waste Transfer Station team in the effective management of Council's Waste Transfer Stations.
- Contribute to the development of new policies and procedures to guide the management of waste and improve waste management services for the Municipality.
- Promote and support existing and adopted waste management programs and strategies.
- Engage contractors and service providers in a safe and professional manner that ensures a consistently safe and secure environment.
- Ensure all work performed complies with the Northern Territory Workplace Health and Safety guidelines.
- Oversee daily acquittals and ensure that all hanking is reconciled and completed in accordance with Council Policy
- Develop and implement work rosters for staff and maintain a sufficient workforce for the efficient operations of the transfer stations.

- Provide regular feedback and advice to the Director Infrastructure and Operations on team operations at the Transfer Stations
- Provide courteous, timely and well-informed responses to community requests for information and service
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.
- Effectively use Council's document management system ensuring tasks are actioned on time.
- Participate in the on-call roster with other Team Leaders.

#### **CLASSIFICATION CRITERIA.**

##### **AUTHORITY AND ACCOUNTABILITY:**

- Ensure all operations are conducted in accordance with the relevant Northern Territory and Litchfield Council policies and procedures.
- Accountable for accurate record keeping of the products that enter and leave the Waste Transfer Stations
- Accountable for the daily acquittals and banking procedures; ensuring they are performed in accordance with Council's policy.
- Accountable for the efficient and safe operation of the Waste Transfer Station in accordance with the relevant policies.

##### **JUDGEMENT AND PROBLEM SOLVING:**

- This position is responsible for making recommendations to improve the Waste Transfer Stations facilities in accordance with the Northern Territory Government Standards and Councils policies.

##### **SPECIALIST KNOWLEDGE AND SKILLS:**

- Experience in interpretation and implementation of policies and legislation, including review and amendments to policies and procedures
- Sound knowledge of underlying principles and issues associated with the operation of Waste Transfer Stations.
- Proven cash handling and reconciliation skills.
- Sound computer/ Data entry, numeracy and literacy skills.

##### **MANAGEMENT SKILLS:**

- Ability to manage minor projects through to completion.
- Ability to work autonomously and/ or in a team environment.
- Ability to engage consultatively with people and resolve issues.
- A willingness to embrace change and continual improvement.
- Well-developed supervisory and contract management skills.

##### **INTERPERSONAL SKILLS:**

- Ability to motivate employees for increased productivity levels.
- Ability to create a safe and enjoyable workplace that staff enjoy coming to.
- Sound verbal and written skills with the ability to competently liaise at all levels.

**QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification in Waste Management or a related discipline and/or extensive Industry experience in the field of environmental/waste management.

**KEY SELECTION CRITERIA:**

- Tertiary qualification in Waste Management or a related discipline and/or extensive Industry experience in the field of environmental/waste management.
- A sound knowledge of issues associated with the operation of waste transfer stations.
- Proven skills in supervising and contract management.
- Proven ability to interpret and implement policies, procedures, systems and legislation relevant to the role.
- A positive attitude and willingness to work in the waste industry.
- Proven cash handling and reconciliation skills.
- Demonstrated self-management skills including time management.
- Undertake pre-employment medical and a completion of a criminal history check
- Current NT Driver's license.

**CHANGES TO JOB DESCRIPTION:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment- including technological requirements or statutory changes.

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Approved: ( Manager/Supervisor)

Date:

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Employee

Date: