

# Coordinator Waste & Circular Economy



August 2024

## details

|                         |                                      |
|-------------------------|--------------------------------------|
| Department              | Sustainability & Resilience          |
| Division                | City Planning                        |
| Supervisor              | Manager, Sustainability & Resilience |
| Direct Reports          | 3                                    |
| Grade                   | 18                                   |
| Delegation of Authority | NA                                   |
| Budget                  | Nil                                  |

## purpose

Lead a small team within the Sustainability & Resilience team, with a dedicated focus on waste & circular economy engagement. Responsible for managing the operational and strategic needs of the section including tactical thinking and direction, facilitating collaborative relationships, resourcing responsibilities, motivating and developing team members and accountability for achieving Waste & Circular economy team outputs and objectives.

## key accountabilities

- Strategy Development and Implementation:** Lead the development and implementation of comprehensive waste & circular economy engagement strategies aligned with organisational objectives, ensuring integration across departments and functions. Provide strategic support to the Manager, Sustainability & Resilience on departmental strategies, policies and plans.
- Project delivery:** Set clear goals, targets, and timelines for waste & circular economy engagement initiatives and projects, and oversee their execution to achieve measurable results.
- Team Leadership and Management:** Provide leadership to the team, fostering a collaborative, inclusive and high-performing work environment. Set clear expectations, provide coaching and guidance, and support professional development opportunities for team members to enhance their skills and capabilities. Delegate tasks effectively, monitor progress, and ensure timely completion of deliverables.
- Cross-functional Collaboration:** Collaborate closely with, and establish cross-functional teams, including Communications, Finance, Waste, Purchasing and Contracts to integrate waste & circular economy principles into business practices and decision-making processes. Role model collaboration and coach team members to partner across Council for projects and initiatives. Facilitate cross-departmental collaboration and alignment to maximize the impact of waste & circular economy initiatives and drive organisational change.

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INTEGRITY – CUSTOMER FOCUS – ACCOUNTABILITY – RESPECT – EXCELLENCE

5. **Stakeholder Engagement and Partnership:** Build and maintain strong relationships with internal stakeholders, including senior leadership, department heads, and employees, to garner support for waste & circular economy efforts and foster a culture of sustainability throughout the organisation.  
Cultivate partnerships with external stakeholders, including NGOs, government agencies, industry groups, and community organisations, to leverage resources, expertise, and networks for collective action on waste & circular economy issues. Identify opportunities to better leverage external partnerships to progress Council's waste & circular economy outcomes.
6. **Performance Monitoring and Reporting:** Develop and implement systems to track and measure key performance indicators (KPIs) related to waste & circular economy engagement goals and objectives. Prepare regular reports and presentations to communicate progress, achievements, and challenges to senior management, stakeholders, and relevant external audiences.
7. **Continuous Improvement and Innovation:** Stay abreast of emerging trends, best practices, and innovations in waste & circular economy engagement, and incorporate relevant insights into strategies and initiatives. Role model continuous improvement within the Sustainability & Resilience team and identify opportunities for culture, process and team improvements to enhance team efficiency, effectiveness and impact.
8. **Risk Management and Compliance:** Identify and assess potential risks and opportunities related to waste & circular economy engagement issues, and develop mitigation strategies to address risks and capitalize on opportunities. Ensure compliance with relevant regulations, standards, and reporting requirements pertaining to sustainability, and provide guidance to ensure adherence across the organisation.

## knowledge, skills and abilities






### ESSENTIAL

1. Relevant tertiary qualifications in sustainability, environmental science, circular economy or related discipline together with relevant work experience in the sustainability sector.
2. Experience in waste & circular economy or sustainability leadership roles, with demonstrated success in developing and implementing sustainability or circular economy strategies and initiatives.
3. Strong understanding of environmental, social, and economic waste & circular economy issues, trends, and best practices.
4. Excellent leadership, communication, and interpersonal skills, with the ability to inspire and motivate teams and stakeholders towards shared goals.
5. Proven track record of building and managing effective cross-functional teams and fostering collaboration across diverse stakeholders.
6. Strategic thinker with analytical skills and the ability to translate complex concepts into actionable plans and initiatives.
7. Experience in project management, performance monitoring, and reporting, with a focus on delivering results and driving continuous improvement.
8. Familiarity with relevant sustainability and circular economy frameworks, standards, and certifications
9. Passion for sustainability and circular economy and a commitment to making a positive impact on the environment and society.

### DESIRABLE

1. Knowledge and experience in Local Government

## capability framework

| Capability group   | Capability Name                     | Level    |
|--|-------------------------------------|----------|
| <br><b>Personal Attributes</b>    | Manage Self                         | Advanced |
|  | Display Resilience and Adaptability | Advanced |
|  | Act with Integrity                  | Advanced |
|  | Demonstrate Accountability          | Advanced |
| <br><b>Relationships</b>          | Communicate and Engage              | Advanced |
|  | Community and Customer Focus        | Advanced |
|  | Work Collaboratively                | Advanced |
|  | Influence and Negotiate             | Advanced |
| <br><b>Achieving Results</b>      | Plan and Prioritise                 | Adept    |
|  | Think and Solve Problems            | Adept    |
|  | Create and Innovate                 | Advanced |
|  | Deliver Results                     | Advanced |
| <br><b>Managing Resources</b>     | Finance                             | Adept    |
|  | Assets and Tools                    | Adept    |
|  | Technology and Information          | Adept    |
|  | Procurement and Contracts           | Advanced |
| <br><b>Workforce Leadership</b> | Manage and Develop People           | Advanced |
|  | Inspire Direction and Purpose       | Advanced |
|  | Optimise Workforce Contribution     | Adept    |
|  | Lead and Manage Change              | Adept    |

## corporate requirements

|   |         |
|---|---------|
| Position falls under the definition of child related employment | NO      |
| WHS General Construction Induction (White) card                 | NO      |
| Good driving record or possession of a driving licence required | YES     |
| Specify licence type:   | C CLASS |
| Criminal History Check  | NO      |
| Record keeping responsibilities                                 | YES     |

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

### Code of Conduct

All staff are required to adhere to the Code of Conduct.

**Workplace Health and Safety**

All staff are required to adhere to Councils Workplace Health and Safety Policy

**Equal Employment Opportunity**

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

**Recordkeeping Responsibilities**

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.