

POSITION DESCRIPTION

Project Officer – Waste Transition

Position number	1055	
Directorate	Community Assets and Infrastructure	
Service unit	Environment and Waste	
Classification	Band 6 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Coordinator Sustainable Environment
	Directly supervises	Not applicable
	Internal relationships	All staff
	External relationships	Residents, rate payers, community groups, consultants, contractors, other municipalities and government departments, service suppliers, and Industry sector networks
Probation period	6 months (applies to all new employees)	
Approved by (position title)	General Manager Community Assets and Infrastructure	
Date	August 2025	
Position purpose	<p>This role is responsible for leading and supporting the implementation of Council's household waste and recycling services initiatives, including the standardised 4 stream system with separate service in accordance with the new waste service standards. This role plays a pivotal part with Council's Community Engagement and Communications teams, waste and recycling collection and removal contractors and community stakeholders to facilitate a smooth transition to a four-stream service system.</p> <p>This position requires strong project management, communication, and stakeholder engagement skills, along with a passion for environmental sustainability and community service.</p>	

Key responsibilities and duties

Education and Engagement

- Development of strategic documents to enable delivery of a comprehensive campaign of education and engagement on the topic of the Kerbside reform, including:
 - Communication plan
 - Education strategy and programs
 - Engagement strategy
- Create a wide range of communication materials to educate the public about the reform of Kerbside services, including but not limited to press release, newsletters, website content, social media posts, brochures, and other promotional materials.
- Engage with relevant stakeholders and community organisations to promote awareness and understanding of Kerbside collection services and the Kerbside reform process. Conduct public presentations, workshops, and events to educate and involve stakeholders in the transition process.

Financial & Contract management

- Assisting in facilitation of project specifications, quotes and tenders, evaluation of tenders and recommendations or preferred tenderers, and ensuring procurement processes are in accordance with corporate standards.
- Assisting in ensuring best practice principles and continuous improvement strategies are part of operations, and to ensure Council is receiving best value and agreed contract requirements.
- Financial modelling of service options and reporting on financial aspect of the new service implementation

Project Management

- Reviewing existing waste collection services, and identifying any opportunities for improvement
- Finalising and implementing the approved waste transition plan
- Planning and coordinating the implementation of identified waste and recycling reforms, including the new standardised 4-stream system with separate services for:
 - Glass recycling
 - Food Organics and Garden Organics (FOGO)
 - Mixed recycling
 - General rubbish
- Delivering strategic waste management projects, including kerbside waste reforms, on time and within budget

Continuous improvement and Innovation

- Identify opportunities for innovation in program delivery and processes/procedures
- Ensuring a best practice approach to strategic waste management matters is undertaken at all times

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across

Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your Manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up to date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with Moorabool Shire Council.
- Understand and apply organisational risk management principles to your daily work.
- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always

Rely on this capability for effective delivery of position duties and objectives

60% of the time or more

Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	<ul style="list-style-type: none"> •Personal impact •Emotional intelligence •Growth & Resilience •Integrity 	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose and impact	<ul style="list-style-type: none"> •Effective & Audience Specific •Relationship Management •Negotiation •Influence 	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	<ul style="list-style-type: none"> •Accountability •Decision making •Planning & Prioritisation •Time Management 	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	<ul style="list-style-type: none"> •Collaboration •Diversity & Inclusion •Customers & Community Engagement 	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	<ul style="list-style-type: none"> •Continuous Improvement •Manage ambiguity •Change Management 	Always
Business Performance	Delivers outcomes with commercial and organisational nous	<ul style="list-style-type: none"> •Financial Management •Risk Management •Data & Analytical Literacy •Technology 	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	<ul style="list-style-type: none"> •Political Nous •Critical Thinking •Problem Solving •Direction & Purpose 	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	<ul style="list-style-type: none"> •Humanistic •Future focused •Coaching & Development •Inspirational 	Always

Classification definitions

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for ensuring actions and reports are completed in accordance with statutory requirements and Council policies • Expected to provide formal input into policy development within their area of expertise. • Responsible for decisions affecting the quality and cost of managed programs and projects
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	<ul style="list-style-type: none"> • Must follow clear objectives and budgets, with regular reporting and consultation with Coordinator • Empowered to make decisions regarding the execution of communication and education campaigns, within defined guidelines. • Expected to apply established techniques to new situations and improve methods based on experience. • Investigate and Analyze issues to support policy development, though final decisions rest with Coordinator • Deliver excellent public and customer service promoting a positive and professional image of Council operations.
Judgement and decision making	<ul style="list-style-type: none"> • Specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. • Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available • This position requires a high degree of diplomacy and sensitivity in the handling of issues and requests. • Alerting the Coordinator Sustainable Environment to any organisational issues that may impact on the project.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Well-developed computer skills with a high level of attention to detail and accuracy to produce high quality of work. • Knowledge of municipal operations and officers/directorates responsible for various functions. • Proficiency in the application of theoretical or scientific discipline, including the underlying principles as distinct from the practices. • An understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and wider organisation
Management skills	<ul style="list-style-type: none"> • Skills in managing time, setting priorities and planning and organising one's own work and in appropriate circumstances that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable. • Ability to organise work priorities and to meet deadlines to deliver to service delivery standards. • Ability to provide guidance, advice and training to other staff in relation to waste and resource recovery practices. • Ability to make safety of yourself, your co-workers and other relevant parties an integral part of your work activities. • Understand and comply with Council's OHS/Risk Management Policy, EEO and Privacy Policies and legislative requirements. • Work within Council's policies and procedures. • Capacity to adapt to changing circumstances and be flexible in their approach to meet challenges

Interpersonal skills

- The ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of other employees where appropriate.
- Employees in this Band will be expected to write reports in their field of expertise and/or to prepare external correspondence.
- Demonstrated ability to work in a team-based environment.
- Highly developed communication skills (written and verbal) with the ability to develop strong working relationships both internally and externally

Qualifications, skills and experience

Qualifications

- Completion of a degree and experience or equivalent substantial experience in either waste management or environmental science or similar, or journalism, or communication or similar.

Skills and experience

- Demonstrated experience in development and implementation of education programs related to waste and resource recovery and/or environmental management.
- Skills and experience in the strategic waste management field.
- Leading and working with a wide range of stakeholders to develop and implement programs and other initiatives.
- Demonstrated highly developed communication skills (written & verbal) with the ability to develop strong working relationships both internally and externally

Licences and registrations

- A current Victorian Drivers licence is required as travel around the Shire may be needed and access to public transport is extremely limited.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg			✓	
Manual handling – above 5 kg below 10 kg			✓	
Working with arms above head			✓	
Manual handling – lifting above shoulder			✓	
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work				✓
Working in dusty / slippery / wet conditions			✓	

Wearing safety shoes/boots (steel cap)			✓	
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles			✓	
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy				✓
Audio transcription				✓
Handling difficult customers onsite		✓		
Handling difficult customers offsite		✓		
Making decisions that impact on other employees (disciplinary / restructure / investigation)				✓
Other _____				

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.