Blacktown City. Made Together

Position description

Compliance and Training Officer – Waste Services

Summary information

Section	Community Law Enforcement and Waste	**Directorate**	City Living
BCC number(s)	BCC2117	**Position type**	Permanent, full-time
Grade	Grade 12	**Skill descriptor**	Band 3 Level 2
Reports to	Senior Coordinator Waste Services	**Direct reports**	No
Approval limit	$0	**Release limit**	$0
Created/reviewed	October 2026		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Blacktown City Council

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible for;

- The development and implementation of programs and procedures to ensure waste services staff are trained, competent and compliant with Heavy Vehicle National Law and Regulations and applicable safety and driving laws and regulations.
- To ensure systems are implemented to assist the waste section to meet its strategic objectives and targets.
- To ensure systems, policies, procedures and documentation within the section comply with Council and legislative requirements.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Certificate IV Training and Assessment or relevant qualification
- Solid experience in a similar role
- Demonstrated expertise using Microsoft Office
- Current class "HR or HC" driver's license.

Desirable:

- Experience driving side arms or rear loader waste vehicles
- Demonstrated experience in project management
- Excellent verbal and written communication skills
- Proven negotiation, conflict resolution and interpersonal skills
- Experience and skills in research and analysis
- Ability in promoting continuous improvement/change processes and management of systems performance
- Proven ability to work independently and as part of a team
- High level of expertise in the use of computer software packages such as MS Office
- Strong commitment to and experience in providing excellent customer service
- Ability to prepare clear and concise correspondence and reports within strict timeframes
- High level organisational skills with the ability to manage competing priorities.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Provision of effective advice, support and assistance and undertake research and special projects associated with the waste functions of the Council
- Policies, procedures and documentation within the section are current and comply with Council and legislative requirements
- Regular system and project audits are conducted and monthly status reports, with recommended actions, are provided to the Senior Coordinator Waste Services and Manager
- Provide data management and analysis using systems to capture data and produce reports
- Strategies are reviewed and developed as necessary prior to implementation and identified risks are reported to the manager
- Collaborative partnerships are established and maintained with relevant organizations
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarize yourself with our volunteer's policy and standards
    - implement the policy and follow this Managing volunteer's standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarize yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable,

ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.
- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Monitor systems, including telematics, to identify trends in driver compliance for speeding, overweight loads, rest breaks and adherence to Heavy Vehicle National Law and Regulations
- Liaise directly with internal and external stakeholders, contractors and suppliers to ensure waste vehicles are compliant with Heavy Vehicle National Law and Regulations
- Develop and implement a program to train, assess and deem staff competent as heavy vehicle waste drivers
- Develop and deliver training as required to relevant staff in relation to safety, system improvements and Heavy Vehicle National Law and Regulations
- Conduct daily inspections of waste vehicles to monitor cleanliness and safety compliance
- Assist in coordination and implementation of projects associated with improving and maintaining operational efficiencies in the section.
- Monitor system compliance with all statutory and Council and standard operating procedures within the section.

- Ensure WHS documentation, including SWMS and SOPs, are updated as required.
- Maintain recording systems for the training and instruction of staff and corrective actions.
- Communicate effectively and liaise with external stakeholders including professional associations, consultants, contractors, government officers, the public, community organisations and local businesses.
- Attend meetings as required and generate minutes and supporting documents where required.
- Prepare consultants briefs, tenders, requests for quotations and EOI's as required.
- Other duties within the incumbent's competencies and skills set as assigned by the Manager.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.
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- Other duties as directed consistent with the operations of Council.

6. Performance criteria

- As per Council's performance management system.
- Leadership is critical to all positions at Council.
- Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.
- Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: