

Position description

Resource Management Officer – Multi-Unit Dwellings

Summary information

Section	Food Organics and Garden Organics (FOGO) and Resource Recovery	Directorate	City Living
BCC number(s)	BCC1950	Position type	Permanent, full-time
Grade	Grade 12	Skill descriptor	Band 3 Level 2
Reports to	Coordinator Resource Management	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	September 2024		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

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.

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:

- Providing local places and spaces that are clean and healthy and turn awareness and commitment into action to halt or reverse the effects, pressures and threats on the built and natural environment by working in collaboration with our community and other stakeholders
- Developing and participating in the implementation of projects, strategies, policies, guidelines and procedures that align with this commitment, specifically:
 - Waste and resource recovery
 - Clean cities
 - Environmental sustainability.

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:

- Diploma or above in environmental science or a related field
- Solid experience in the development of strategies, policies and programs related to waste management in multi-unit dwellings
- Relevant local government experience
- Current class C driver's licence.

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

- The implementation of actions and development of new initiatives that ensure Council and the community are moving towards sustainability.
- Facilitating appropriate resource management engagement activities that address community needs.

- Developing strategies and actions to improve and enhance the amenity and safety of Blacktown City's multi-unit dwellings.
- Collaborating with other council officers to implement an integrated education and compliance approach to help manage waste in multi-unit dwellings.
- Liaising with internal and external stakeholders to ensure effective service provision to multi-unit dwellings.
- Undertaking assessments of planning applications in accordance with Part G of Council's Development Control Plan.
- Ensuring all allocated tasks are completed in an efficient and competent manner within the time frame specified.
- 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:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers 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 familiarise 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.

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

Administration

- Coordination and implementation of the sustainable resources multi-unit dwelling action plan.
- Participate in existing programs and develop, document, implement and evaluate new innovative environment and sustainability related policies, projects and programs that align with our Environmental Sustainability Policy and Council's Delivery Program.
- Establish collaborative partnerships with relevant organisations and stakeholders.
- Monitor and report to the Coordinator Resource Management on relevant budget considerations.
- Perform other relevant tasks assigned by the Coordinator Resource Management.
- Document all work and keep files and records up to date.

Environmental programs

- Participate in the production of Council's Annual report.
- Ensure the availability of accessible and relevant information about waste and resource recovery.
- Participate in events, workshops and festivals as required.

Communication

- Provide efficient service to all customers including:
- All correspondence and customer action requests (CARS), replied to in accordance with the nominated performance criteria.
- Answer telephone and "counter" enquiries, as required.
- Identification of system changes required to improve the quality and timeliness of resource management programs and services.
- Regularly review waste and resource recovery information published on our website.
- Participate in team meetings.
- Represent Council on relevant working groups, committees and boards.
- Prepare correspondence and reports, as required.

- Produce educational material, media releases and documents, as appropriate in relation to sustainable (waste) resources issues.

Judgement and problem solving

- Monitor programs and developments in sustainable (waste) resources initiatives and programs, identify potential problems, and develop appropriate responses.

Corporate representation and image

- In all dealings and activities, act in accordance with Council's Code of Conduct and actively promote a positive image of Council. To promote a positive image means:
- Behaving in a manner that helps achieve the objectives and interests of Council
- Actively creating goodwill by using/demonstrating positive helpful, cooperative, proper, supportive and ethical behaviour at all times.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

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