northern beaches council

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Position Description
Driver, Litterbin Service

Division	Environment & Open Space
Business Unit	Waste Management & Cleansing
Grade	NB D
Job Code	JC00624

Council Overview

The Northern Beaches is truly unique. Our area stretches from Palm Beach in the north to Manly in the south and boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways, and beautiful wildlife. We recognise the traditional owners of our area and their continuing connection to waters and land, and we thank them for their protection of our coastline and its ecosystems.

We are home to nearly 270,000 residents and their vision for the Northern Beaches Council is a safe, diverse, inclusive, and connected community that lives in balance with our environment. We are committed to working with the community and other stakeholders in making this a reality.

As one of the largest employers on the Northern Beaches we are focused on building an engaged and productive workforce that partners with our community to protect, improve and create our future. The breadth of our service delivery is significant.

We are a modern, multi-award-winning council that strives for excellence in all we do including the provision of the highest levels of customer service. We are also the proud winner of the 2022 AR Bluett Award for the most progressive metropolitan council in NSW.

Northern Beaches Council is committed to safeguarding children and young people. Council acknowledges that protecting the safety of children and young people is a whole community responsibility and is everyone's business.

Council Values

Our Council Vision is 'Delivering the highest quality service, valued and trusted by our community'.

Our Values of **Trust, Respect, Integrity, Teamwork, Service and Leadership** provide the foundation for delivering the Vision and drives everything we do and the decisions we make.

Division
Environment and Sustainability

The Environment & Sustainability Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Environment & Climate and Waste Management & Cleansing.

Business Unit

Waste and Cleansing

The Waste Management & Cleansing Business Unit provides a range of services relating to domestic waste, public litter bins and cleansing public places, as well as managing waste and cleansing services provided by Kimbriki Environmental Enterprises and other contractors to Council. It provides accurate and timely advice and uses best practice methods and procedures while developing new and innovative solutions. The Waste Management and Cleansing Business Unit will deliver the following services:

- Cleansing Services
- Domestic Waste Management and Recycling
- Public litterbin collection and recycling
- Education on waste services and waste avoidance

Primary Purpose of the Position

The Driver, Litterbin Services is responsible for the provision, installation, removal, and maintenance (including emptying) of Litterbins and associated infrastructure in public places, Council facilities and at public events, in addition to collecting illegally dumped waste and general waste services.

Key Accountabilities

- Ensure safety of the team and public in delivery of the services
- May carry out the efficient implementation of litterbin services, illegally dumped rubbish removal and maintenance of public place litterbins and associated infrastructure
- Responsible for the efficient and safe delivery of waste removal services for the community including
    - driving and operating waste collection
    - bin maintenance and delivery
    - installation, emptying, maintenance and cleaning of public place bins and;
    - associated infrastructure working either alone or as part of a work team
- Timely and accurate reporting to the Coordinator, Litterbin Services.
- Proactively deliver services within the scope of the role, including identifying vandalism, graffiti or other matters likely to impact on the cleanliness and appearance of the local area.
- Removal of illegally dumped waste from public places to improve the streetscape and minimise environmental impact
- Provide assistance with other duties of the waste management and cleansing team as required, such as domestic waste services or other waste trials or projects.

Key Challenges

- Competing organisational priorities
- Time management and allocation for different tasks
- Meeting shifting and increasing customer expectations.

Key Internal Relationships

Who	Why
Supervisor, Litterbin Services	• Escalate matters, seek guidence and support • Supervisor to provide coaching/mentoring • Provide feedback on operational matter for improvement
Coordinator, Litterbin Services	• Escalate matters, seek guidence and support • Coordinator to provide coaching/mentoring • Provide feedback on operational matter for improvement
Manager, Public Waste & Cleansing	• Liaise with the Manager on regular basis to assist in achieving business goals and objectives.
Coordinator, Contract Services	• Work in collaboration with Coordinator, Contract Service to provide advice and/or feedback on contract performances and other information to support the business goals and objectives.
Other internal teams	• Assist and support business activities in achieving Council's service standard and objectives

Key External Relationships

Who	Why
Contractors or third-party service providers	• Maybe required to maintain relationships with contractors working on various aspect of service provision on behalf of Council.

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Supervisor, Litterbin Services

Direct Reports

- This is not a People Leader role.

Budget

- N/A

Essential Criteria

- Class MR (Minimum) Driver's Licence
- Basic skills and ability in operating modern smart devices such as smartphones and mobile tablet devices.
- Demonstrated extensive experience as a professional truck driver
- Knowledge and understanding of garbage compactor operations and ability to operator the vehicles and associated equipment within often confined areas and relatively steep areas

Key Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here."

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework			
Capability Group	**Capability Name**	**Level**	**Focus Capabilities**
 **Personal Attributes**	Manage Self	Foundational	**Demonstrate Accountability & Act with Integrity**
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Foundational	
	Demonstrate Accountability	Foundational	
 **Relationships**	Communicate and Engage	Foundational	**Community and Customer Focus**
	Community and Customer Focus	Foundational	
	Work Collaboratively	Foundational	
	Influence and Negotiate	Foundational	
 **Results**	Plan and Prioritise	Foundational	**Deliver Results**
	Think and Solve Problems	Foundational	
	Create and Innovate	Foundational	
	Deliver Results	Foundational	
 **Resources**	Finance	Foundational	**Technology and Information & Assets and Tools**
	Assets and Tools	Foundational	
	Technology and Information	Foundational	
	Procurements and Contracts	Foundational	
 **Workforce Leadership**	Manage and Develop People		
	Inspire Direction and Purpose		
	Optimise Workforce Contribution		
	Lead and Manage Change		

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes		
Demonstrate Accountability	Foundational	Takes responsibility for own actions Completes tasks he/she has agreed to on time Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly Takes care of own and others' safety and wellbeing by following safe work practices Identifies and speaks up about risks in the workplace
Act with Integrity	Foundational	Is open and honest Tells the truth and admits to mistakes Follows the code of conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Community and Customer Focus	Foundational	Shows awareness that he/she is working for the community Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met
Results		
Deliver Results	Foundational	Takes the initiative to progress work tasks Clarifies work required and timeframe available Identifies what information/resources are needed to complete work tasks Checks own work for accuracy, quality and completeness Completes tasks under guidance, on time and to the required standard

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Resources		
Technology and Information	Foundational	Shows confidence in using the technology required in the role Uses technology appropriately, in line with acceptable use policies Completes work tasks in line with records, information and knowledge management policies
Assets and Tools	Foundational	Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets