



Position Description

Area Cleansing Coordinator

Division	Environment & Open Space
Business Unit	Waste Management & Cleansing
Grade	NB I
Job Code	JC000614

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 Open Space

The Environment & Open Space 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 & Resilience, Waste Management & Cleansing and Parks & Open Space.

Business Unit Waste Management 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 delivers 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 Area Cleansing Coordinator organises and coordinates resources including staff, plant and funding to deliver high quality services and meet the business unit's operational and budgetary objectives, to maintain the cleanliness of public spaces in the Northern Beaches.

Key Accountabilities

- Lead the team on a strategic and day-to-day basis to ensure high performance, a strong team culture and compliance with WHS requirements, Chain of Responsibility and other legislative requirements.
- Oversee the team's operations to ensure the delivery of effective and efficient cleansing services which meet required standards and legal requirements
- Identify and implement process improvements ensuring the provision of best practice service delivery and provide ongoing evaluation and monitoring of service performance
- Be responsible for the management of budget and costs associated with the operation of the team, including managing costs related to purchasing and overtime, and assist Manager, Public Waste & Cleansing in meeting the business unit's budgetary target
- Build and strengthen partnerships with internal and external stakeholders enhancing collaboration and driving results
- Ensure compliance with all relevant legal requirements, including relevant environmental regulations regarding waste transport and disposal

Key Challenges

- Competing organisational priorities
- Managing workload and meeting deadlines
- Meeting shifting and increasing customer expectations



Key Internal Relationships

Who	Why
Executive Manager, Waste Management & Cleansing	• Liaise with the Executive Manager on a regular basis to assist in achieving business goals and objectives
Manager, Public Waste & Cleansing	• Escalate matters, seek guidance and support • Provide feedback on areas for strategic and operational improvement • Mentoring/coaching
Coordinator, Litterbin Service	• Work in collaboration with Coordinator, Litterbin Service in achieving business goals and objectives
Other Area Cleansing Coordinator	• Work in collaboration with other Area Cleansing Coordinator in other areas to achieve business goals and objectives. • Share resources and provide assistance when required
Street Sweeping Coordinator	• Work in collaboration with Street Sweeping Coordinator to ensure a smooth and efficient delivery of street sweeping service • Share resources and provide assistance when required.
Service Lead, Public Waste & Cleansing	• Work in collaboration with Service Lead, Public Waste & Cleansing to provide advice and/or feedback on contract performances, business operations and other information to support the business goals and objectives

Key External Relationships

Who	Why
Contractors or third-party service providers	• Area Cleansing Coordinator may be required to develop and maintain relationships with contractors working on various aspects of service provision on behalf of Council.

Key Role Dimensions

Decision Making

- In line with the Northern Beaches Council People Delegations.

Reports to

- Manager, Public Waste & Cleansing

Direct Reports

- 15 to 21 FTE

Budget

- Responsible for budget management for the Area Cleansing team in line with Council delegations

Essential Criteria

- Demonstrated qualification and/or experience in managing operational teams in a similar industry
- Class C (minimum) Driver's Licence

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	Adept	Act with Integrity
	Display Resilience and Adaptability	Intermediate	
	Act with Integrity	Adept	
	Demonstrate Accountability	Adept	
 Relationships	Communicate and Engage	Intermediate	Community and Customer Focus
	Community and Customer Focus	Intermediate	
	Work Collaboratively	Intermediate	
	Influence and Negotiate	Foundational	
 Results	Plan and Prioritise	Intermediate	Plan and Prioritise
	Think and Solve Problems	Intermediate	
	Create and Innovate	Foundational	
	Deliver Results	Intermediate	
 Resources	Finance	Foundational	Technology and Information
	Assets and Tools	Intermediate	
	Technology and Information	Intermediate	
	Procurements and Contracts	Foundational	
 Workforce Leadership	Manage and Develop People	Intermediate	Manage and Develop People
	Inspire Direction and Purpose	Foundational	
	Optimise Workforce Contribution	Foundational	
	Lead and Manage Change	Foundational	

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		
Act with Integrity	Adept	Acts honestly, ethically and with discretion and encourages others to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships		
Community and Customer Focus	Intermediate	- Identifies and responds quickly to customer needs - Demonstrates a thorough knowledge of services provided - Puts the customer and community at the heart of work activities - Takes responsibility for resolving customer issues and needs
Results		
Plan and Prioritise	Intermediate	- Participates constructively in unit planning and goal setting - Helps plan and allocate work tasks in line with team/project objectives - Checks progress against schedules - Identifies and escalates issues impacting on ability to meet schedules - Provides feedback to inform future planning and work schedules
Resources		
Technology and Information	Intermediate	- Shows confidence in using core office software and other computer applications - Makes effective use of records, information and knowledge management systems - Supports the introduction of new technologies to improve efficiency and effectiveness
Workforce Leadership		
Manage and Develop People	Intermediate	- Clearly communicates roles and responsibilities in the team - Discusses and sets clear performance goals and standards - Gives regular feedback with the aim of improving performance and helping others learn and develop - Recognises development needs of individuals and identifies suitable learning opportunities - Recognises ongoing performance issues and works towards resolving them