

Principal Resource Recovery Analyst

Position Description

Directorate	Project Delivery and Waste	Department	Waste and Resource Recovery (W&RR)
Reports To	Coordinator Waste and Resource Recovery Planning and Compliance	Direct Reports	Yes
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 7

Position Purpose

Deliver comprehensive technical advice on Council's waste management services to inform the Waste and Resource Recovery Strategy, Priority Waste Strategy, CMB waste flow analysis, the design, implementation, and evaluation of programs and initiatives, ensuring the achievement of sustainable resource recovery, environmental best practice, and efficient service delivery.

Key Responsibilities and Outcomes

As a Principal Resource Recovery Analyst and member of the W&RR department you will:

Data, modelling and performance insight

- Lead financial, operational and waste data analysis to support strategic planning and service improvement.
- Deliver insights, reports and recommendations to inform management and executive decision-making.
- Work with Strategy on KPI development and reporting frameworks to support the implementation of the W&RR Strategy.
- Provide technical leadership, mentoring and capability development to Technical Officers and other team members, ensuring consistent application of specialist knowledge, standards and best practice.
- Lead advanced forecasting, trend analysis and predictive modelling relating to waste generation, and gate fees across CMB's waste infrastructure.

Planning, compliance and governance

- Lead the interpretation, analysis and presentation of complex waste and environmental data to the broader W&RR department, regulatory bodies, and senior management to inform decision-making.

- Identify, lead and implement continuous improvement initiatives that enhance regulatory compliance, service performance, resource recovery and operational efficiency.
- Monitor emerging legislation, industry trends and regulatory requirements and provide recommendations to mitigate risks and support strategic planning and service delivery.
- Lead procurement activities for complex W&RR goods and services, including developing specifications, preparing requests for quotation, managing contractor engagement, and overseeing contract delivery and financial processes.

Project delivery and technical advisory

- Provide specialist technical advice and support to internal and external stakeholders on Council policies, procedures, CMB's waste flow analysis, and waste management initiatives, including regulatory compliance, business cases, grant applications, waste levy data, and efficient and effective W&RR service delivery.
- Develop and support technical waste management projects aimed at improving waste disposal practices, enhancing environmental outcomes, and increasing resource recovery in line with circular economy principles.
- Lead and deliver assigned projects, reports, investigations, and tasks relating to waste and resource recovery planning, including tracking statutory and regulatory compliance, identifying improvement actions, and managing waste levy data processes end-to-end.
- Analyse and review W&RR plans (including landfill filling, stormwater, and asset management plans) and contribute to the development, initiation, and monitoring of associated capital works projects.
- Provide advice on pilots, trials, and emerging technologies to support CMB's goal to increase waste to landfill diversion.
- Provide technical advice to the Communication and Behaviour Change teams to ensure the latest technical intel is reflected across public communications and community education programs.

Operations support, leadership and stakeholder engagement

- Provide technical leadership, guidance and mentoring to Technical Officers and key Waste and Resource Recovery stakeholders to support effective service delivery and business outcomes.
- Foster collaboration and capability development across Technical Officers and Waste and Resource Recovery stakeholders to drive performance, continuous improvement and operational excellence.
- Build and maintain effective working relationships with internal and external stakeholders, including customers, contractors, service providers, consultants, and government agencies, on matters relating to W&RR programs and operations.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience
• Comprehensive knowledge and experience in data analysis, financial analysis and preparing briefs for executive decision making. • Comprehensive experience in the interpretation and application of legislation, codes of practice, industry standards, and best practices relevant to waste management facilities and operations. • Demonstrated knowledge of contemporary leadership practices, including coaching, mentoring, stakeholder engagement and capability development. • Comprehensive experience with large complex data sets including data collation, analysis, modelling, reporting and presentation. • Sound understanding and application of project management principles within a team environment. • High level of communications skills, particularly written, presentation and verbal to deliver on the responsibilities relevant to this position. • Demonstrated ability to plan and manage competing priorities in a proactive and effective way to deliver outcomes that achieve expected benefits within timeframes and budgets.

Qualifications
• Degree or diploma in Environmental Science, Environmental Engineering, Waste Management, Sustainability, Finance, Economics, Data Analytics, Business Analytics, or a related discipline. • Construction Induction Card competency that has been used or obtained within the past 2 years. • Current "C" Class Driver's Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.