



Position Description

POSITION TITLE:	Resource Recovery Officer
DEPARTMENT:	Planning and Community Development
REPORTS TO:	Senior Resource Recovery Officer
LOCATION:	Kyogle Waste Facility (Base) Woodenbong, Bonalbo and Mallanganee transfer stations
SALARY SYSTEM GRADE:	Grade 5-6
REMUNERATION PACKAGE:	Superannuation Access to a range of salary packaging benefits
HOURS OF WORK:	76 hours per fortnight (9-day rotating roster including weekend work)

Our Mission

To meet the challenges of our unique and diverse region.

Purpose of Position

The Resource Recovery Officer plays a critical role in providing front line leadership and coordination of waste management services for the Kyogle local government area. They ensure Council's waste management facilities operate effectively, efficiently and in accordance with regulatory requirements.

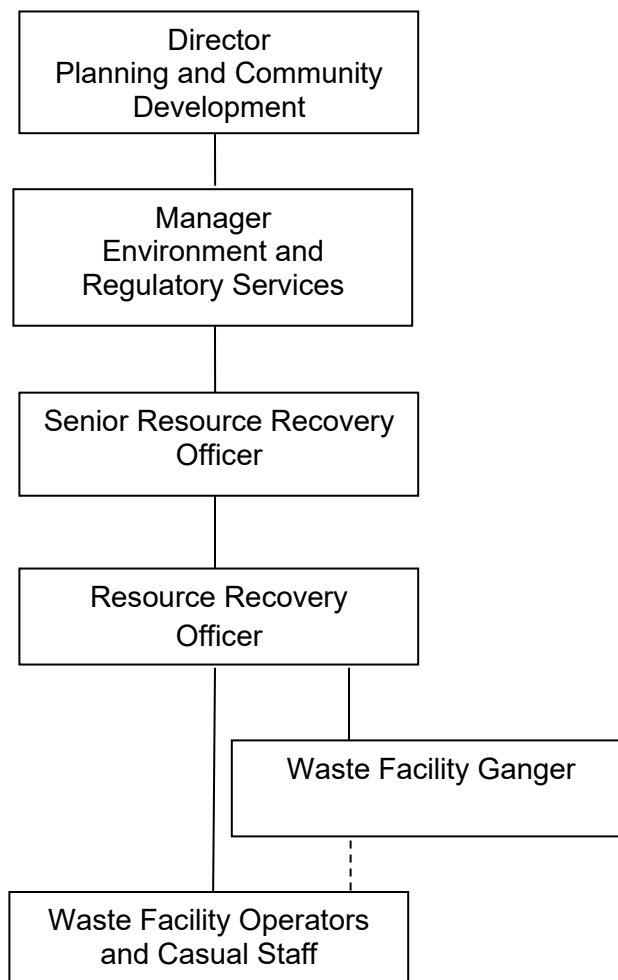
Award Provisions

Award:	Local Government (State) Award 2023
Award Grade:	Band 3 Level 1 – Band 3 Level 2

Organisational Relationships

WITHIN DEPARTMENT:	Director Planning and Community Development Manager Environment and Regulatory Services Senior Resource Recovery Officer Waste Facility Ganger Waste Facility Operators Casual Staff
WITHIN COUNCIL	Operational Staff Salary staff Contractors
EXTERNAL TO COUNCIL	Members of the public Environmental Protection Agency (EPA) Businesses Contractors

Organisational Chart



Schedule of Duties

- Support the Senior Resource Recovery Officer to coordinate operation of Council's waste management activities and resources required to ensure facilities operate efficiently, effectively and safely.
- Supervise waste facility staff, contractors and members of the public to ensure activities are undertaken in an efficient, effective and safe manner.
- Operate the weighbridge at the Kyogle Landfill Facility effectively including accurate recordkeeping in accordance with EPA reporting requirements and collection of fees.
- Ensure waste management facilities, and land surrounding the facilities, are maintained in a clean, tidy and safe condition.
- Operate small and large items of plant (e.g. lawn mower, whipper snipper, loader, compactor, hook/lift truck, forklift) in an efficient and safe manner.
- Assist with reporting on resource recovery activities including environmental monitoring, annual Local Government Waste and Resource Recovery surveys and internal reporting.
- Assist with review and preparation of policies, procedures and guidelines.
- Assist with preparation and submission of grant funding applications.
- Respond to enquiries from visitors to waste management facilities.
- Participate in regional and state waste management operations meetings and collaborate with regional officers to achieve improved waste management outcomes.
- Assist compliance officers to respond to illegal dumping and animal control issues when requested, and assist in providing animal care when required.
- Support and maintain a team culture that values performance, continuous improvement and adherence to public sector values in the delivery of high-quality services.
- Apply the principles and practices of Equal Employment Opportunity and Work Health and Safety to the workplace and practices.
- Other relevant duties as required.

Role Capabilities

This position is a 'career-graded' position. This means people at various stages of their career may be assessed as suitable for appointment to the position, depending on their qualifications and experience.

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". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Table 1 outlines the full list of capabilities and levels of competency required for appointment to each Grade under 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.

Table 1 also outlines the qualifications and experience required for appointment to this position. A Certificate III/IV in Waste Management or demonstrated equivalent competencies gained

through extensive experience would be considered an advantage. The following licences and/or competency certificates would also be considered an advantage:

- Heavy Rigid Vehicle Licence – Class HR
- Loader Competency Certificate
- Compactor Competency Certificate
- Able to operate a lift on/lift off collection vehicle (hook lift truck)
- High Risk Work (Forklift) Licence – Class LF.

Table 1: Role requirements			
Technical Requirements		Grade 5	Grade 6
Qualification		Certificate III in relevant discipline (waste management, environmental management/ sustainability)	Certificate III in relevant discipline (waste management, environmental management/ sustainability)
Driver's Licence		Class C	Class C
Role Capabilities			
	Manage Self	Adept	Adept
 Personal attributes	Display Resilience and Courage	Intermediate	Intermediate
	Act with Integrity	Intermediate	Intermediate
	Demonstrate Accountability	Intermediate	Intermediate
 Relationships	Communicate and Engage	Intermediate	Intermediate
	Community and Customer Focus	Intermediate	Intermediate
	Work Collaboratively	Intermediate	Intermediate
 Results	Influence and Negotiate	Intermediate	Intermediate
	Plan and Prioritise	Intermediate	Intermediate
	Think and Solve Problems	Intermediate	Intermediate
 Resources	Create and Innovate	Intermediate	Intermediate
	Deliver Results	Intermediate	Intermediate
	Finance	Foundational	Foundational
	Assets and Tools	Foundational	Foundational
	Technology and Information	Intermediate	Intermediate
	Procurement and Contracts	Intermediate	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged most important at the time of recruiting to the position. The focus capabilities must be met at least at a satisfactory level for a candidate to be suitable for appointment. The focus capabilities for this position are outlined in Table 3.

Table 3: Focus Capabilities for Grades 5 and 6

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manages Self <i>Shows drive and motivation, an awareness of strengths and weaknesses and a commitment to learning.</i>	Adept	- Initiates action on team/unit projects, issues and opportunities - Accepts and tackles demanding goals with drive and commitment - Seeks opportunities to apply and develop strengths and skills - Examines and reflects on own performance - Seeks and responds well to feedback and guidance.
Personal Attributes Demonstrate Accountability <i>Takes responsibility for own actions, commit to safety and act in line with legislation and policy.</i>	Adept	- Is prepared to make decisions within own level of authority - Takes an active role in managing issues in the team - Coaches team members to take responsibility and follow through - Is committed to safe work practices and manages work health and safety risks - Identifies and manages other risks in the workplace.
Relationships Community and Customer Focus <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	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 Create and Innovate <i>Encourage and suggest new ideas and show commitment to improving services and ways of working.</i>	Intermediate	- Researches developments and trends in the industry - Thinks about issues and opportunities from different viewpoints - Links together unrelated ideas of events to generate insights - Identifies improvements to work systems, processes and practices.
Workforce Leadership Manage and Develop People <i>Engage and motivate staff, develop capability and potential in others</i>	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

Role Skills

To be eligible for progression through Council's salary system, staff must demonstrate the role-based skills outlined in Table 3 below, in addition to meeting the technical requirements and demonstrating competency in the core capabilities described under the Local Government Capability Framework.

Table 3: Role skills

Level	Skill required
1 (Grade 5 Step 1)	• Able to operate the landfill weighbridge and associated computer software effectively and keep accurate records in accordance with EPA's reporting requirements • Able to collect correct fees and charges (via cash and EFTPOS) and keep accurate records • Supervise members of the public when onsite to ensure their safety is maintained at all times • Completion of first aid training course • Completion of training in identification, safe handling and storage of dangerous goods (e.g. asbestos, chemicals, flammable liquids, hazardous materials, batteries) • Sound understanding of the Landfill Pollution Incident Response Management Plan (PIRMP) and able to respond to waste emergencies in accordance with the PIRMP. • Able to operate small items of plant (e.g. lawn mower, whipper snipper) in an efficient and safe manner • Completion of training course in animal handling (e.g. safe handling of dogs).
2 (Grade 5 Step 2)	• Sound understanding of Landfill Environmental Management Plan and conditions of the Landfill Environment Protection Licence (EPL). • Monitors environmental parameters (e.g. rainfall, dam levels, quantity of waste materials) in accordance with the EPL. • Able to respond to enquiries from visitors at waste management facilities. • Supervise waste management team and ensure staff are performing duties effectively, efficiently and safely at all times. • Able to assist with onsite training of staff, including workplace health and safety procedures. • Able to assist with coordination of waste management activities and allocation of resources, including rostering and banking, supply and maintenance of plant equipment and maintenance of facilities. • Able to assist with organising collections of waste.
3 (Grade 5 Step 3)	• Reviews operational practices and procedures including annual testing of the PIRMP and makes recommendations for improvement. • Participates in regional waste operations meetings and collaborates with regional waste officers to achieve effective and efficient waste management outcomes for the local government area.
4 (Grade 5 Step 4)	• Certificate III in Waste Management • Monitors compliance with the EPL including organising for environmental monitoring to be conducted and waste to be collected in accordance with resource recovery contracts. • Coordinates operation of Council's waste management facilities and resources, including rostering and banking, supply and maintenance of plant equipment and maintenance of facilities.

Table 3: Role skills

Level	Skill required
5 (Grade 6 Step 3)	• Conducts onsite training of staff, including workplace health and safety procedures, pollution incident response, environmental protection licence (EPL) conditions and monitoring requirements. • Assists with reporting on resource recovery activities including annual Waste Levy reports, environmental monitoring, annual Local Government Waste and Resource Recovery surveys and internal reporting. • Assists with preparation of workplace health and safety procedures for Council's waste management facilities. • Participates in waste audits.
6 (Grade 6 Step 4)	• Certificate IV in Waste Management • Completes reporting on resource recovery activities including annual Waste Levy reports, environmental monitoring, annual Local Government Waste and Resource Recovery surveys and internal reporting. • Sound knowledge and understanding of waste management legislation and policies including the <i>Protection of Environment Operations Act 1997</i>, <i>Waste Avoidance and Resource Recovery Act 2001</i>, <i>NSW Waste and Sustainable Materials Strategy 2041</i> and associated regulations and able to accurately interpret and apply provisions • Assists with research on resource recovery and waste management issues and prepares reports, issue papers and recommendations for service improvements as required • Manages enquiries on waste management services provided by Council.

Acceptance of Position Description

I, _____, have read and understood this position description and agree to the conditions and responsibilities contained in it. I intend to commence duties on

_____.

(insert date)

Signed: _____

Date: _____