

Job Title & Position Number: Contracts Specialist – Waste (Ref: 1399)

Level: 7/8

Line Manager: Coordinator Waste

Direct Reports: N/A

Location: Civic Centre

Date Reviewed: February 2024

1. Job Purpose

This position is responsible for the effective implementation of the City's Waste Services Contracts, in particular landfill management and collection services. Additionally, the role is vital in ensuring sustainable and cost-effective waste services delivery aligning with the City's strategies. Furthermore, the Contracts Specialist - Waste Services will deliver continuous service improvement through innovative service delivery and assist with the implementation of all other City's waste services.

2. Organisational Context

The position of Contracts Specialist – Waste Services is part of the Climate, Environment and Waste branch within the Infrastructure Services Directorate. In total, four (4) branches report to the Infrastructure Services Director. Other branches include Project Delivery and Engineering, Fleet Services, and Maintenance Operations.

3. Key Accountabilities

- Develop key performance indicators that provide an insight into the performance of the City's waste management services relating to strategic targets and industry standards.
- Manage and monitor the performance of the City's kerbside collection and landfill management contracts and other operational waste contracts to ensure these meet the needs of the community, customers, and the City's Waste and Recycling Strategic plan.
- Develop request for tender scopes in line with the City's Strategic Waste plans, procure and manage waste-related service and consultancy contracts.
- Contribute to the implementation and review of the City's Strategic Waste Plans.
- Oversee and sustainably manage City's public area waste management services.
- Liaise with customers and stakeholders of kerbside contract issues as required.

- Conduct monthly/bi-monthly contractor meetings and audits for WHS and environmental risk, as well as drive implementation of identified actions to ensure compliance.
- Stay abreast of and provide advice regarding relevant industry and influential legislation including the Environment Protection Act, Waste Avoidance and Resource Recovery Act and associated regulations, Local Government Act, Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulations and the licensing procedures for the Department of Water and Environmental Regulation.
- Foster and maintain partnerships and networks to facilitate best practice provision of community waste infrastructure and services.
- Facilitate contractor on-boarding process by providing information, training, and appropriate supervision in the waste services area, enabling them to work safely and collaboratively at the City's waste sites.
- Work collaboratively with the Waste Services Team to ensure service interruption and education message are aligned with contractual agreements and compliance.
- Deliver grant funded projects, including project determination, project coordination and relevant reporting to the funding body.
- Undertake monthly, quarterly and annual reporting as required.
- Contribute to City's asset management planning and support the Coordinator Waste in developing and implementing maintenance schedule for all waste site assets.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.

- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required.
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won't blame others.</i> • <i>We will hold each other accountable for our actions and behaviour</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i> • <i>We will seek and value the contributions of others.</i>
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • <i>We will be united in our decisions.</i> • <i>We will be united in our actions.</i> • <i>Our strengths will come from interdependence.</i>

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Degree in Environmental Science, Contract Management or Engineering with relevant experience, or lesser qualification with significant experience.
- Diploma in Leadership and Management or lesser qualification with significant experience
- C Class Drivers License

- Extensive experience in waste management
- Comprehensive experience in the process of local government procurement management
- Comprehensive experience in contract management and administration

Knowledge and Skills

- Demonstrated ability to drive behaviour change to delivery strategic and contractual outcomes
- Comprehensive understanding and proficiency in applying underlying principles of procurement, tenders and contract management, as required by Local Government legislation, guidelines and Australian Standards.
- Demonstrated financial management skills to prepare, analyse and manage contracts
- Highly developed interpersonal skills with the ability to consult, negotiate and resolve issues whilst providing quality customer service
- Demonstrated experience in dealing with high level technical, policy, strategy and management issues
- Demonstrated experience in development and review of quality management systems or other business improvement systems
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles