

	Role Title: Environment and Resource Recovery Officer	#100330
Primary purpose	Accountable to: Coordinator Waste and Resource Recovery The primary purpose of the role is to ensure the protection of our environment by providing support for Council's EPA licenced sites, resource recovery facilities and the development and planning of the strategic direction of resource recovery and waste management in accordance with the Richmond Valley Council Community Strategic Plan.	
Key responsibilities	<ul style="list-style-type: none"> • Manage projects or components of projects, taking responsibility for the quality of your own work for Council Environment Protection Authority (EPA) licenced premises in relation to environmental compliance. • Capture accurate waste information data, monitor trends, review diversion rates, complete audits and reports. • Assist in grant application preparation. • Liaise with environmental experts, regulatory bodies and workers • Act as a conduit between Council and the Environment Protection Authority in respect to compliance matters and legislative changes. Ensure the smooth implementation of changes as necessary including upgrades to non-compliance matters. • Prepare reports regarding Landfill Environmental Management Plans. • Provide timely response to Environment Protection Authority investigations and enquiries. • Prepare licence variations and test Pollution Incidents Response Management Plans. Review and update as required. • Collate statistics and compile reports to strict deadlines. • Assist with the development of information and promotional materials. • Deal with enquiries and complaints from members of the public both in person and by phone and email. • Investigate and follow up claims of illegal dumping of waste and working with other waste and regulation enforcement staff. • Consult with residents, community groups, Councillors, housing associations and traders' associations about waste management issues, identifying their requirements and assist in providing appropriate solutions. • Assist in devising strategies for new and existing waste reduction/collection projects, and coordinate their implementation. • Assist in implementing waste management strategies, incorporating systems, policies and processes. Monitor quality of waste services. • Ensure environmental compliance in accordance with relevant legislation for all Council owned EPA licenced premises. • Contribute to and support the development of strategic plans relating to the waste management functions. • Devise strategies for new and existing waste reduction and collection projects, and coordinating their implementation. • Support the delivery of the waste management related outcomes described in the Richmond Valley Council Community Strategic Plan and strategies. • Flexible, adaptable and responsive to change, demonstrating a willingness to do what is required to deliver quality outcomes, within your skills, competencies and training. • Proactively participate as a team player to contribute towards the achievement of team goals and work objectives. • Work in a safe manner having regard for self and others and contribute to the implementation of Council's WHS procedures/practices. • Ensure works comply with quality systems and relevant policies, procedures, practices and legislation. • Actively multi-skill across other areas of Council's works as required and apply a flexible approach to deliver on Council's commitments outlined in our delivery and operational plans. 	

Key accountabilities	<ul style="list-style-type: none"> • Provides a specialist service involving elements of complexity requiring problem solving, research, analysis and sound judgement. • Delivers projects requiring project control and monitoring based on experience and professional qualifications. • Coordinates services and projects often requiring engagement with the public and application of motivation/negotiation skills. • Interacts effectively with stakeholders in the delivery of specialised services demonstrating persuasion and negotiation skills.
Skills, knowledge & experience	<p>Essential</p> <ul style="list-style-type: none"> • Competent numeracy and literacy skills to enable understanding and application of safety and work related procedures • Sound experience in the waste management industry and knowledge of the industry, the regulatory environment and emerging technologies, or capacity to develop skills • Sound understanding of the Protection of the Environment Operations Act and regulations • Sound understanding of Environment Protection Authority Licence compliance and knowledge of the industry, the regulatory environment and emerging technologies • Tertiary qualifications in environmental health, waste management or similar related fields • Construction Induction Certificate (WHS White Card) • Current Class C Driver Licence • Demonstrated conduct aligned with Council’s corporate behaviours supporting our values <p>Preferred</p> <ul style="list-style-type: none"> • Experience in contractor management • Experience in an environmental compliance role or similar • Project management experience. • Understanding of Waste Avoidance and Resource Recovery Act and Targets <p>NOTE: As the activities of this position could involve exposure to Hepatitis A and B or Q Fever, the employee will be vaccinated against these hazards or required to provide proof of immunity against these diseases.</p> <p>NOTE: It is a requirement that the incumbent of this role completes a Disclosure of Interest Return as this role has been determined to be a designated person position.</p>
Values & behaviours	<ul style="list-style-type: none"> • Integrity and passion (trustworthy, trusting, honest and transparent. Always do what you say, in accordance with Council’s behaviours) • Initiative (applies good judgement in completing tasks, anticipates requirements without prompt, improves customer service) • Communication (clear, concise, respectful, gains rapport, engaging, willing to help others) • Customer Service (courteous, helpful, professional, effective, timely/accurate advice, exceeds customer expectations, responds calmly) • Teamwork (co-operative, respectful, supportive, helpful, contributes positively, adaptable, flexible and committed to team goals) • Accountability (responsible for decisions, actions, performance and resulting consequences; delivers quality outcomes on time)
Role description approved	<p>We, the undersigned, agree that the role description outlined above is accepted as appropriate for this position</p> <p>Employee Name: _____ Signature: _____ Date: _____</p> <p>Manager Name: David Timms Signature: _____ Date: _____</p>