



Position Description

Line Manager

Position Title	Waste & Resource Recovery Manager
Section	Commercial Business Units - Waste Services
Division	Corporate Performance
Reports to	Group Manager Commercial Business Units
Grade	19
Direct Reports	Five (5)
Indirect Reports	Up to 20 Day Labour staff plus Contractors

Position purpose

The Position is responsible for the strategic management and operation of waste and resource recovery services within the Port Macquarie - Hastings LGA as a self-funded commercial business unit of Council, consistent with legislative and regulatory requirements, industry best practice, and Council's waste management and resource recovery objectives.

Strategic responsibilities

Action the strategic direction of Council, by ensuring programs and projects support the sustainable achievement of Council objectives

Manage team plans and budgets, to ensure organisational priorities, goals and objectives are met

Apply understanding of political, social and legal influences in conjunction with organisational culture to all initiatives and actions

Provide best practice and timely advice to the Group Manager and Director

Organisational responsibilities

Model Council's organisational values and related behaviours, at all times setting a strong example for the team

Work across Council to encourage cross-divisional cooperation and collaboration to achieve best value for money and high quality outcomes for the community, including promoting an enhanced awareness of team functions

Apply organisational policies and procedures in day to day work

Support Council to build an enhanced reputation of proactive communication and interaction with community members and stakeholders



Team responsibilities

Ensure your team's functions are delivering on the Community Strategic Plan, Delivery Program and Operational Plan

Recommend changes to Council policy / practice in order to more effectively deliver on community strategic plan priorities

Review team and individual performance through the Employee Engagement Process

Promote system improvements within the team, to support the delivery of effective, high quality, targeted and best value services

Provide consistent and decisive leadership to the team

Develop, mentor, coach and empower staff to build a high -performance team culture

Implement effective, efficient and sustainable management practices for the human, physical, financial and information resources of the team

Other position specific responsibilities

- To lead the development and implementation of strategy and policy for waste management and resource recovery consistent with Council's waste management objectives;
- To manage waste and resource recovery projects in accordance with Council's project management framework;
- To manage waste and resource recovery operations and compliance with all relevant legislative and regulatory requirements;
- To manage waste and resource recovery contracts and service providers to achieve required service levels in an efficient and cost-effective manner;
- To lead, develop and coach section staff in the effective management and operation of waste and resource recovery services to ensure efficient operations consistent with industry best practice;
- To develop an annual Business Plan / Service Plan for waste and resource recovery services as a commercial business of Council to ensure long-term financial sustainability; deliver increased profitability (operating performance) and ongoing revenue streams to Council subject to prevailing industry and market forces and Council's organisational focus on the commercial business units;
- To exhibit sound financial management and deliver financial savings through close monitoring of the annual budget (income and expenditure), process improvement, operational cost efficiencies and effective project management;
- To proactively identify and capitalise on new revenue generation and business development opportunities supported by robust financial and business case analysis to achieve Council's service delivery and commercial objectives;
- To liaise and partner with a range of stakeholders including statutory authorities, industry professionals, service providers, Council staff and the community to achieve desired outcomes;
- To provide expert advice to internal and external stakeholders;
- To understand the diverse range of political and stakeholder views and to interact effectively with Members of Council;
- To liaise with and prepare professional reports for Council / Committees on waste and resource recovery strategy, policy, business and financial performance and operations;
- To develop and maintain a risk aware culture within your area of responsibility. Identify and manage risks in accordance with Council's practices;



- To make informed business decisions based on facts and data;
- To grasp complexities and identify issues. Think through problems and analyse them objectively;
- To resolve complaints and answer enquiries promptly; and
- Any other related duties as directed, within the skills and scope of the role.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values-based behaviours will form the basis for individual employee performance assessments.

As a manager, you are expected to demonstrate the behaviours required of non-supervisory employees and supervisors / team leaders / coordinators, in addition to those outlined below.

Values-based behaviour for Executive Group, Group Management & Line Management

Values

Expected Behaviour

Communication

- I provide and accept regular, valid and objective feedback in relation to individual performance
- I share strategic direction and information with my team in a timely manner
- I actively listen to my staff and stakeholders, and act as required
- I define and clearly communicate roles and responsibilities to achieve team outcomes

Accountability

- I drive a culture of achievement and acknowledge input of others
- I take ownership for the delivery of my areas of responsibility
- I am responsible and timely in my decision-making
- I accept my WHS responsibilities, promote WHS across all areas in Council, and ensure my team are actioning their WHS responsibilities

Professionalism

- I promote Council's strategic direction and show the way to achieve it
- I uphold and support management's position on issues
- I use feedback to enhance my own performance
- I raise critical issues and make tough decisions

Integrity

- I model Council's organisational values and related behaviours at all times
- I am open and honest in all my business activities and consider all views
- I ensure that my people behave in a consistent manner
- I create an environment where staff can speak up and speak out

Teamwork

- I mentor and coach my team
- I work collaboratively across the organisation, and encourage my team to do the same
- I foster an environment where team members feel comfortable to participate, and where ideas are valued
- I build a culture of respect and understanding across the organisation



Document Endorsement

Date 15/04/2021

Group Manager

Commercial Business Units

Date 15/04/2021

Director

Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name

Employee Signature

Date
