POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Waste and Fleet Contracts and Finance Officer	**Level**	7
Business Unit	Waste and Fleet Services	**Position number**	00197
Directorate	Infrastructure Services	**Date Effective**	June 2016
Reporting to	Coordinator Waste Services	**Date Updated**	November 2026

2. KEY OBJECTIVES

- Coordinate and administer waste and fleet contracts, procurement activities and assigned projects to support efficient, compliant and financially sustainable service delivery.
- Provide financial management support across the Business Unit, including budget preparation, financial modelling, forecasting, monitoring, reconciliations and management reporting.
- Support waste and fleet service planning, contract performance monitoring, asset and service lifecycle analysis and continuous improvement initiatives.
- Provide accurate contracts, procurement and financial advice to internal stakeholders and management.

3. KEY ACCOUNTABILITIES

- Deliver assigned waste and fleet contracts, financial activities and projects accurately and within approved budgets, timelines and agreed service requirements.
- Undertake procurement and contract administration activities in accordance with the City's purchasing requirements, contract provisions and applicable delegations.
- Prepare and maintain financial records, budgets, forecasts and reports in accordance with the City's financial procedures and relevant legislative requirements.
- Ensure work complies with relevant City strategies, policies, procedures, records management requirements, work health and safety obligations and applicable legislation.
- Monitor service provider performance and identify contractual, operational and financial risks for escalation to the appropriate officer.
- Provide responsive customer and stakeholder service and contribute to continuous improvement across the Infrastructure Services Directorate.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: Planning and Analysis

- Collate and analyse waste service, fleet utilisation, asset, contract and financial data to monitor performance and forecast requirements.
- Develop financial models and business cases to assess waste service delivery options, fleet replacement proposals, vehicle and plant whole of life costs and alternative procurement or operating arrangements.
- Support preparation and implementation of waste management programs, fleet asset replacement planning and relevant service improvement initiatives.
- Prepare reports outlining options, costs, benefits, risks and recommendations for management consideration.
- Liaise with internal and external stakeholders to support coordinated and sustainable waste and fleet outcomes.

Outcome: Contract Management and Procurement

- Assist in planning and coordinating procurement for waste and fleet services, vehicles, plant, equipment, maintenance and associated goods and services.
- Prepare specifications, scopes of work, tender and quotation documentation, evaluation material and contract records in accordance with City requirements.
- Participate in tender and quotation evaluations and prepare recommendations as required.
- Administer and monitor waste and fleet contracts, including service standards, key performance indicators, expenditure, variations, renewals and expiry dates.
- Monitor contractor and supplier performance, verify deliverables and escalate noncompliance, disputes and material risks.
- Undertake contract Superintendent or Superintendent's Representative duties only where formally appointed and within the relevant contract and delegated authority.
- Support the requisitioning, verification and receipting of goods and services, including checking invoices against contracts, purchase orders and confirmed delivery.
- Prepare contract performance and procurement reports for management, the Executive Leadership Team and Council as required.

Outcome: Financial Management

- Coordinate and prepare annual and revised budgets for waste and fleet activities in consultation with the Manager, Coordinator and Financial Services.
- Monitor and reconcile waste and fleet income, expenditure, commitments, contract payments and relevant cost allocations against approved budgets.
- Prepare monthly financial reports, forecasts and variance analysis, identifying emerging pressures, savings opportunities and financial risks.
- Analyse fleet operational, maintenance, fuel, leasing, acquisition and replacement costs, along with waste contract and service delivery costs, to support effective financial planning.
- Maintain accurate supporting financial documentation and assist with year end processes, audit requests and management reporting in accordance with City procedures.

Outcome: Project Management

- Support assigned waste and fleet projects, including contract transitions, service reviews, fleet replacement initiatives and systems or process improvements.
- Prepare project scopes, specifications, cost estimates, schedules, risk assessments and progress reports.
- Monitor project milestones, expenditure and deliverables, and identify variations requiring management approval.

Outcome: Technical Advice and Stakeholder Support

- Provide accurate contract, procurement and financial information to Waste and Fleet Services staff, Financial Services, suppliers and other relevant stakeholders.
- Contribute to relevant waste and fleet policies, procedures, reports and service reviews.
- Respond to enquiries and issues within the role's responsibilities and refer specialist operational or technical matters to the appropriate officer.

- Perform other duties consistent with the classification, skills, knowledge and experience of the position.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Highly developed analytical, financial modelling, budgeting, reconciliation and reporting skills, with strong attention to detail.
- Ability to interpret service, fleet asset and financial data and prepare clear reports, business cases and recommendations.
- Well-developed organisation, communication, negotiation and stakeholder management skills.
- Proficiency in Microsoft Office, particularly Excel, and the ability to use corporate financial, procurement and asset management systems.

Sound Knowledge of:

- Contract administration, procurement processes, risk management and supplier performance monitoring.
- Relevant work health and safety, recordkeeping and financial governance requirements.
- Preparing financial reports, forecasts and variance analysis.
- Project management, including the development of project scopes, specifications, cost estimates, schedules, risk assessments and progress reports.

Demonstrated Experience in:

- Contract administration, procurement and financial monitoring within waste, fleet, local government or a comparable service delivery environment.
- Preparing budgets, forecasts, financial reports and analysis of contract or asset lifecycle costs.

- Coordinating multiple contractors, procurement activities or projects and meeting competing deadlines.

Qualifications / Clearances:

- Relevant qualification in business, finance, procurement, contract management or a related discipline, or demonstrated equivalent relevant experience.
- Current WA 'C' Class Driver's Licence
- Current National Police Certificate
- Construction Safety Induction Card

6. EXTENT OF AUTHORITY

- Works under limited direction and exercises judgement in contract administration, financial analysis, reporting and assigned projects.
- Provides advice and recommendations but does not approve expenditure, contract variations or procurement outcomes unless expressly authorised under applicable City delegations.
- Escalates significant contractual, financial, operational or policy matters to the relevant authorised officer.

7. WORKING RELATIONSHIPS

Internal:

- Infrastructure Services Directorate
- Financial Services
- Waste and Fleet team
- Procurement
- Other relevant Business Units.

External:

- Contractors
- Residents and ratepayers
- Regional and Local Government partners, State and Federal Government authorities
- Department of Waters and Environment Regulation (DWER)
- Mindarie Regional Council
- Municipal Waste Advisory Council
- Western Australian Local Government Association (WALGA)

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0