



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Coordinator Waste Services	Level	9
Business Unit	Waste Services	Position number	00762
Directorate	Infrastructure Services	Date Effective	August 2008
Reporting to	Manager Waste Services	Date Updated	September 2025

2. KEY OBJECTIVES

- Coordinate the delivery of waste management services that align with the City's strategic direction and focus on delivering environmentally and financially sustainable outcomes.
- Coordinate the daily operations of the City's waste management service to provide a quality cost-effective service to the community.
- Undertake people management, financial, project and contract management responsibilities.

3. KEY ACCOUNTABILITIES

- Ensure waste programs and services are undertaken to a high standard in accordance with the City's strategies, plans, protocols, procedures, and adopted practices, budgets and relevant legislation.
- Project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Community consultation is compliant with the City's Community Consultation and Engagement policy, procedures and timeframes.
- All work is contracted in accordance with the City's purchasing protocols.
- Financial management activities are undertaken in accordance with City procedures and processes.
- People management activities are undertaken in accordance with relevant legislative requirements, and City protocols and procedures.
- Comply with Work, Health & Safety (WHS) legislation, City protocols, procedures, and other WHS related requirements and actively support the City safety systems.
- All work is undertaken to a high standard in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record-keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.

4. KEY ACTIVITIES

ACTIVITIES
Outcome: Strategic Functions <ul style="list-style-type: none">Contribute to the development and implementation of the Business Unit and Directorate Plan.Coordinate the development and implementation of waste management strategies and programs linked to the delivery of strategic plans.Work in collaboration with Strategic & Organisational Development to develop plans designed to outline the strategic intent of waste management services.Undertake research and analysis associated with the development, implementation and evaluation of programs and services.Prepare high-quality professional reports to the Executive Leadership Team and Council on the implementation and progress of strategic initiatives.Undertake complex projects, including the implementation of new program initiatives and continuous improvement projects.Develop project plans for each project - including scoping, establishment of objectives, budget, project schedule, communication plan and risk management.Undertake project monitoring and prepare relevant reporting documentation.Keep abreast of contemporary issues and industry trends influencing the waste management industry and share knowledge across the organisation.Represent the City at a senior level on external local and regional committees/groups.Develop and maintain positive relationships with other local governments and the waste industry to ensure the City is seen as a leader in waste management.Work cooperatively to establish collaborative partnerships and mutually beneficial relationships with multiple external stakeholders to achieve shared goals.Provide specialist technical advice regarding waste management to residents, community groups, government authorities and City employees.
Outcome: Operational Service Delivery <ul style="list-style-type: none">Coordinate the development and delivery of innovative Waste Service delivery methodologies, waste efficiency programs and services.Contract management activities including monitoring contractor performance.Oversee projects in accordance with agreed scope, timeframes and budgets.Oversee the organising and monitoring of work schedules related to operational Waste Services.Develop and implement annual maintenance plans.
Outcome: People Management <ul style="list-style-type: none">Ensure adequate resourcing levels across Waste Services.Undertake the recruitment and selection process.Set performance targets and development plans for employees that build and support a workforce that is engaged and committed to grow and develop.Role model appropriate behaviour and provide ongoing leadership, supervision, guidance, coaching and appropriate feedback to employees as part of everyday employee management.Manage a range of employee issues in consultation with Human Resources.Support the City's Diversity & Inclusion initiatives.Foster a culture of sound WHS practices to ensure that employees work safely.
Outcome: Financial Management <ul style="list-style-type: none">Assist with the development of the annual budget for Waste Services in accordance with corporate financial requirements and timelines.

- Monitor and review the budget income and expenditure on a regular basis, to ensure conformity with budget outcomes.
- Provide and review monthly reports including trends and variations.
- Ensure compliance of all purchase requisitions and invoices.

Outcome: Administration

- Develop, implement, and maintain effective waste policies, protocols and procedures.
- Promptly respond to customer queries and resolve issues.
- Assess and respond to planning/development applications in relation to waste management.
- Ensure efficient completion of regulatory and legislative reports.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience, and Qualifications:

Highly Developed Skills:

- Written communication, including the ability to prepare high-level reports regarding waste management and related environmental issues.
- Interpersonal, influencing, conflict resolution, and negotiation skills to positively manage stakeholder relationships.
- Decision-making and problem-solving.
- Organisational and time management.
- Research and analytical skills to design innovative Waste Services.
- People management skills including leadership, coaching and feedback.
- Computer literacy including Microsoft Office.

Knowledge:

- Specialist knowledge of contemporary and innovative waste management trends, issues and practices.
- Comprehensive knowledge of contract management principles and practices, including risk management, safety, contract law, etc.
- Comprehensive knowledge of people management and WHS principles and practices.
- Comprehensive knowledge of project management principles and practices.

Extensive Experience:

- In the successful development and implementation of Waste Services to the community.
- Leading a team to achieve strategic waste outcomes.
- Managing multiple waste contracts, projects and programs.
- Working knowledge of community consultation processes.

Qualifications/Clearances:

- Relevant tertiary qualifications in Waste Management / Environmental Management / Engineering and significant experience in waste management operations.
- Diploma in Contract Management or equivalent experience.
- Diploma in Project Management or equivalent experience.
- Current WA 'C' Class Driver's Licence.
- Current National Police Certificate

6. EXTENT OF AUTHORITY

- Manages a work area of the City at a higher level of ability.
- Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- Exercise control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- Complex decision making, requiring significant use of initiative and judgment.
- Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies. Methods, procedures and processes are less well defined, and employees are expected to contribute to their development and adaptation.

7. WORKING RELATIONSHIPS**Level of Supervision:**

- Works under broad direction.

Internal:

- Infrastructure Services.
- Financial Services.
- Strategic & Organisational Development.
- Human Resources.

External:

- Regional local government partners.
- Government authorities and agencies, including Western Australian Local Government Association and Environmental Protection Authority.
- Mindarie Regional Council.
- Municipal Waste Advisory Council.
- Contractors.
- Residents and ratepayers.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	6
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