



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

- 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

- 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

- 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

- 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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