

Position title: Strategic Waste Specialist	
Classification: Band 7	Effective Date: July 2026
Reports to: Coordinator Waste Reduction and Recycling	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The position is to lead strategic projects including the rollout of kerbside waste reform projects and provide leadership and outcomes for Council and the community towards the circular economy principles of reduce, reuse, repair and recycle. The position is to provide senior support to the Coordinator Waste Reduction and Recycling to deliver on the team goal to provide Council's kerbside waste and recycling services and to update, manage and implement Council's Waste Management Strategy to achieve Council's strategic objective to responsibly and sustainably manage waste.

Key Responsibilities

Position Specific Responsibilities

- Lead strategic projects including the rollout of kerbside waste reform projects, including the transition to a new glass recycling bin service and universal food organics and garden organics bin service. This includes modelling options, community engagement, stakeholder and contract management, budgets, reporting and implementation.
- Provide leadership and outcomes for Council and the community towards the circular economy principles of reduce, reuse, repair, and recycle. This includes collaboration across Council departments to drive cross-organisational engagement and delivery support.
- Provide senior support to assist Council's Coordinator Waste Reduction and Recycling to provide Council's waste and recycling services. The support is to be as directed, and may include support in some of the following areas:
 - Manage the performance and delivery of Council's kerbside waste and recycling services to the community to ensure they are delivered in a safe, effective and reliable manner and within contract specifications and relevant regulations and Acts.
 - Respond to and address escalated customer service requests and issues on waste and recycling service matters.
 - Oversee, develop and monitor Council's Waste Management Strategy, including undertaking implementation and review and preparing Council reports.
 - Influence best practice waste reduction and recycling outcomes for Whitehorse and provide technical advice to Council, management, staff, government agencies and the public as required.
 - Consider new waste reduction and recycling industry practices and technological improvements, and generally liaise with State, Regional, Council and relevant industry representatives as required to keep up to date.

- Plan for future waste and recycling kerbside services and contracts, including the preparation of recycling and waste contract specifications, tendering, tender evaluation and contract implementation.
- Lead and implement key waste and recycling projects and actions from Council's Waste Management Strategy 2018-2028 (as updated) and accompanying action plans.
- Monitor Council's kerbside waste services in accordance with contract specifications, relevant regulations and seek innovation and continuous improvement.
- Respond with a customer focus to community and staff requests on issues with waste and recycling services.
- Assist and review Waste Management Plans referred as part of planning applications for new developments, to ensure they meet satisfactory requirements.
- Provide technical advice to assist with planning, preparation, tendering, evaluation and award of Council's contracts on waste and recycling.
- Assist capture of current waste data and find improved methods of allowing Council to understand waste trends and report findings as well as respond to surveys as required.
- Liaise with waste contractors, Council staff, government agencies, developers and consultants on waste services and projects.
- Keep up to date with current and emerging industry practices in order to see improvements to Council's waste and recycling services.
- Provide technical waste advice to Council, staff, government agencies, industry representatives, and the public as required.

Corporate Responsibilities

- Ensure adherence to all Corporate Policies, Procedures and the Organisational Goals and Values Principles in the current Whitehorse City Council Collective Agreement by all staff under supervision.
- Ensure the organisation is aware of and compliant with relevant statutes and legislation.
- Identify and develop changes to policy and procedure in areas of responsibility.
- Ensure that risk management principles are adopted in all decision-making processes within the team.
- Undertake identification, reporting and resolution of risk management activities (including that staff are appropriately trained) and ensure that all relevant operating procedures provide for a safe working environment.
- Apply sound financial management techniques to team budget processes.
- Provide equitable and sound supervision of staff, (including ensuring appropriate training, development and motivation) to ensure that team KRA's are met and contribute to the strategic objectives of the team.
- Ensure appropriate care and use of assets and equipment.

Accountability and Extent of Authority

Budget: Manage strategic project budgets and assist the Coordinator Waste Reduction and Recycling with the preparation and monitoring of the waste-related project and program budgets, including the management of allocated projects or programs within budget.

Staff responsibility: Supervise temporary staff, external consultants and volunteers.

- Actions taken will have significant impact on the kerbside waste collection program.
- Formal input to develop and set policy.

Judgement and Decision Making

The position is to:

- Act autonomously to lead key strategic projects including the rollout of kerbside waste reform projects and provide judgement and advice to senior management and Council for the successful project delivery.
- Input to policy and strategy development.
- Assist the Coordinator Waste Reduction and Recycling in a range of routine and complex issues in day-to-day management and implementation of strategies, projects and services, and provide input into long term strategic management and policy development.

Guidance is not always available.

Specialist Knowledge and Skills

Licences and Experience:

- Proficiency in the application theoretical/scientific discipline in search of solutions to new problems or opportunities.
- Uses Analytics and investigation into formal policy Development.

Technology:

- Proficiency in MS Office products including Word, Excel; PowerPoint; and Outlook.

Other technical skills and experience:

- Knowledge of service contracts, the waste industry, community engagement and service promotion.
- Sound calculation and data management skills.
- Strong understanding of key environmental sustainability issues such as waste avoidance and minimisation, resource recovery, recycling, and waste processing.
- Good research and investigation skills.
- An understanding of community education and community engagement practices and programs, preferably related to waste services or waste issues.



- A good understanding of behaviour change principles.

Qualifications and Experience

Qualifications/ Certificates:

- Qualifications in Engineering, Environmental Science/Management or other relevant (similar) qualification.
- Demonstrated experience in waste or environmental projects, and project management.
- Demonstrated experience in waste management and the delivery and supervision of service contracts.
- Ability in managing time, setting priorities, achieving goals and meeting deadlines.
- Knowledge and familiarity with budgeting and accounting.
- List essential qualifications (including any qualifications including certificates).

Interpersonal Skills

- Must have excellent communication, interpersonal and networking skills.
- Excellent customer service, problem solving and influencing skills, and good report writing and research skills.
- Ability to work with and align stakeholders from across the organisation on strategic projects.

Key Relationships:

- Liaise with the public, contractors, project consultants, community organisations and industry personnel.
- Liaise across various departments within Council, and various staff levels from senior management to operational staff.
- Maintain professional relationships with industry consultants, other councils, private sector and government organisations such as Recycling Victoria and Sustainability Victoria.

Management Skills

- Demonstrated ability to manage the delivery of strategic project, services and contracts to the required standards, timelines and budgets.
- Demonstrated ability to make positive contributions to teams and their performance.

Application Requirements

- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- A valid Victorian driver's licence is desirable.



Key Selection Criteria

1. Tertiary qualifications in Engineering, Environmental Science/Management or a similar field, combined with a minimum of 3 years of relevant experience.
2. Demonstrated experience in waste or environmental projects or project management is required.
3. Demonstrated experience in waste management and the delivery and supervision of service contracts.
4. Excellent communication, problem solving and influencing skills, and well-developed customer service skills.
5. Strong understanding of key environmental sustainability issues, such as waste avoidance and minimisation, resource recovery, recycling, and waste processing.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Rarely	
Hand/Arm Movement Tasks involve use of hand/arms	Computer use	Frequently	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.	Collating and distributing documents – moving items around the office or at events	Very occasionally	
Standing Tasks involve standing in an upright position	Attending training or events.	Very occasionally	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		None	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects	Attending training or events.	Very occasionally	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Collating and distributing documents – moving items around the office or at events	Very occasionally	



Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer	Office based work	Frequently	
Satisfactory Vision Standard of vision required equal to that required for driver's licence	Using computers and reading materials	Frequently	

Any other relevant comments: