

<b>Job title:</b> Waste Management Specialist	
<b>Classification:</b> Band 6	<b>Effective Date:</b> July 2025
<b>Reports to:</b> Coordinator Waste Reduction and Recycling	<b>Tenure:</b> Temporary Full time (to 30 June 2026)

## 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 to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer  
Experience and  
Service Delivery**



**Great  
Organisational  
Culture**



**Innovation  
and Continuous  
Improvement**



**Good Governance  
and Integrity**



**Long Term  
Financial  
Sustainability**

## 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 will assist in the delivery of Council's Waste Management Strategy 2018-2028 (as updated) and kerbside waste management services and circular economy projects so that Council's environmental and service objectives are achieved.

## Key Responsibilities

### *Position Specific Responsibilities*

- Implement and support designated actions from Council's Waste Management Strategy 2018-2028 (as updated) and accompanying action plans.
- Support planning and implementation of Council's requirements under the Circular Economy (Waste Reduction and Recycling) Act 2021.
- Support the day-to-day operations of Council's kerbside waste services and hard waste services in accordance with contract specifications, relevant regulations and seek innovation and continuous improvement.
- Liaise with waste contractors, Council staff, government agencies, developers and consultants on waste services and projects.
- Support the delivery of waste and circular economy projects. This includes Council's kerbside transition plan to a 4-bin system to comply with State Government's Circular Economy (Waste Reduction and Recycling) Act 2021. Other projects include but not limited to Council's customer service recycling hubs and reuse and repair programs.
- Provide input into the development and delivery of community education and engagement programs, promotional and marketing strategies for changes to waste and recycling services, including new contract arrangements.
- Respond with a customer focus to community and staff waste and recycling service requests and issues.
- Provide technical waste advice to Council, staff, government agencies, industry representatives, and the public as required.
- 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.
- Assist and review Waste Management Plans referred as part of planning applications for new developments, to ensure they meet satisfactory requirements.
- Keep up to date with current and emerging industry practices in order to see improvements to Council's waste and recycling services.

### *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:** Support the Coordinator of Waste Reduction and Recycling in managing contracts and overseeing the daily operations of kerbside services, while assisting in the delivery of circular economy projects on time and within budget.

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

### **Judgement and Decision Making**

The position deals with a range of routine and complex issues related to the day-to-day management of kerbside service and implementation of projects. It is often necessary to think laterally and be flexible in finding solutions to a range of problems. Guidance is usually available within the organisation.

### **Specialist Knowledge and Skills**

#### **Qualifications and Experience**

- Qualifications in Engineering, Environmental Science/Management or other relevant (similar) qualification.
- Demonstrated experience in waste operations and the delivery and supervision of kerbside service contracts.
- Demonstrated experience in waste or environmental projects, and project management.
- Ability in managing time, setting priorities, achieving goals and meeting deadlines.

Technology:

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

Other technical skills and experience:

- Knowledge of kerbside contract management, the waste industry, community engagement and project management.
- Sound calculation and data management skills.
- Strong problem-solving skills.
- Good research and investigation skills.
- An understanding of community education and community engagement practices and programs, preferably related to waste services or waste issues.
- Strong understanding of key environmental sustainability issues such as waste avoidance and minimisation, resource recovery, recycling, and waste processing.
- A good understanding of behaviour change principles.

### 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.

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

Notes and comments:

- Short listed candidates may be required to attend a pre-employment medical examination.
- A current driver's licence that meets the requirements of VicRoads is desirable.
- May be required to attend out of hours meetings.

### 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.
3. Demonstrated experience in the delivery and supervision of kerbside and hard waste service contracts.
4. Excellent communication, problem solving and influencing skills, and well-developed customer service skills.
5. Strong understanding of key circular economy, resource recovery, recycling, and waste processing.

## Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Kneeling/Squatting</b> Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		None	
<b>Hand/Arm Movement</b> Tasks involve use of hand/arms		None	
<b>Bending/Twisting</b> 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	
<b>Standing</b> Tasks involve standing in an upright position	Attending training or events.	Very occasionally	
<b>Reaching</b> Tasks involve reaching above head, and above and equal to shoulder height		None	
<b>Walking</b> Tasks involve walking on slopes and walking whilst pushing/pulling objects	Attending training or events.	Very occasionally	
<b>Lifting/Carrying</b> 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	
<b>Pushing/Pulling</b> Tasks involve pushing/pulling away, from and towards the body		None	
<b>Keyboard Duties</b> Tasks involve sitting at workstation and using computer.	Office based work	Frequently	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
<b>Satisfactory Vision</b>  Standard of vision required equal to that required for driver's licence	Using computers and reading materials	Frequently	

**Any other relevant comments:**