



## CITY OF ALBANY POSITION DESCRIPTION WASTE PROJECT OFFICER

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Waste Project Officer	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Executive Director Infrastructure, Development and Environment</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Manager Operations</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Coordinator Sustainability and Waste Strategy</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Waste Project Officer</div>
<b>LEVEL:</b> Level 7, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Coordinator Sustainability and Waste Strategy	
<b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

The Waste Project Officer will support, develop and implement programs and projects related to the closure of the Hanrahan Road landfill and other waste projects in line with Community Strategic Plan objectives for a clean, green and sustainable Albany with a connected and safe built environment. The role includes delivering key action areas of the Community Waste Resource Strategy.

## **4. KEY RESPONSIBILITIES**

### **Project Management**

- Support the development, delivery, monitoring and review of waste projects, guided by the Community Strategic Plan, Community Waste Resource Strategy and other related strategies.
- Coordinate external consultancy services as required.
- Manage and coordinate the administration of contracts from inception through to completion and handover.
- Liaise with internal and external stakeholders to identify needs, challenges and opportunities and work cooperatively to deliver mutually beneficial outcomes in line with sustainability goals.
- Carry out technical tender and quotation specifications, appointments and construction management utilising contractors.
- Supervise projects, including monitoring Workplace Health and Safety requirements and exercising duty of care with regards to worksite safety on work sites.
- Oversee and take responsibility for contractors and consultants as required.

### **Financial / Procurement**

- Develop briefs for a range of projects and coordinate the assessment and award of tenders and quotations for contracts of moderate value.
- Create and manage project budgets including performance reporting and financial analysis.
- Delivery of projects on time and budget.
- Provide information for, and assist in, the preparation of financial monitoring of projects.
- Oversee accurate cost estimations and assist with compilation of documents required for budget purposes.

### **Interpersonal Skills/Customer Service**

- Engage, negotiate and communicate on project matters within the organisation, external stakeholders and other bodies and/or members of the community.
- Promote and implement the City of Albany's customer service focus.
- Establish and foster productive relationships with relevant authorities and community groups.
- Work closely with other business units and directorates to resolve issues or problems.

### **General**

- Maintain and update data and records associated with purchasing, budget management, Council record keeping and communications.
- Represent the City in relevant forums.
- Carry out tasks and responsibilities to support Sustainability, Waste Operations, Engineering and other departments as may be required based on the changing needs of the organisation.

### **Workplace Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

## 5. REQUIREMENTS OF THE JOB

### Skills

- Excellent interpersonal skills to build productive relationships with stakeholders at all levels within and outside the organisation.
- Proven written and verbal communication skills to generate understanding and enthusiasm among internal and external stakeholders using a range of methods.
- Strong organisational and project management skills, with ability to investigate, develop, implement, evaluate and report concurrent projects in line with Council objectives.
- Computer literacy and keyboard skills (competency in the use of email, internet, word processing, spread sheets and project management software).

### Knowledge

- Comprehensive knowledge of contract and project management principles.
- Comprehensive knowledge of construction project management gained through experience, training or education.
- Comprehensive knowledge of statutory requirements relevant to design and construction project management.
- Comprehensive understanding of the Workplace Health and Safety issues relevant to the position including working on construction sites.
- Comprehensive knowledge of the City's policies and procedures (desirable).

### Experience and Qualifications

- Degree qualifications in Contract or Project Management or a related field, or equivalent workplace experience with specialised skills.
- Demonstrated experience in managing projects to ensure efficient and timely delivery.
- Experience managing stakeholder expectations.
- 'C' Class Driver's Licence

## 6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print)

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Manager or above) (Please print)

DATE: \_\_\_\_\_