

# POSITION DESCRIPTION



---

**POSITION TITLE:** Waste & Environment Compliance Officer  
**CLASSIFICATION:** Band 7  
**UNIT / DIVISION:** Public Environments / Regulatory & Community Services

**HUMAN RESOURCE MANAGER:** .....  
*Signature & Date*

**GENERAL MANAGER:** .....  
*Signature & Date*

**INCUMBENT:** .....  
*Signature & Date*  
.....  
*Print Name*

---

## **POSITION OBJECTIVES**

As a member of the Public Environments Team, the Compliance Officer will lead, develop, facilitate, implement and review a range of program activities and functions to ensure compliance with legislation, policies, procedures, contracts and agreements.

## **KEY RESPONSIBILITIES**

- Develop and implement a strategic program to manage compliance activities across the Waste and Environment portfolio. Specific compliance related activities include:
  - OHS legislation and obligations across the program
  - Closed landfill environmental compliance
  - Chain of Responsibility legislation and obligations
  - Combustible Recyclables Policy
  - Performance audits for service delivery
  - End of Life auditing of recovered materials
  - Community compliance with the Local Law Waste, Recycling and/or Green Organics Code of Practice
  - Dumped rubbish
- Develop compliance related materials, plans, checklists and procedures to implement and track all program compliance activities.
- Coordinate and liaise with key stakeholders to develop and implement the compliance program.
- In consultation with other members of the team implement compliance procedures for operational areas.
- Develop, review and evaluate strategies, processes, activities, and/or actions to maximise compliance for all program activities.
- Respond to general enquiries regarding the compliance program.
- Represent Council at stakeholder and other relevant meetings
- Collect and analyse information and develop reports for Council consideration.

## **POSITION DESCRIPTION**

---

### **ORGANISATIONAL RELATIONSHIPS**

Reports to: Waste and Environment Coordinator

Supervises/Manages/Coordinates: Contractors

Internal Liaisons: General Manager  
Public Environments Manager  
All staff

External Liaisons: Contractors  
Service providers  
Government organisations  
Consultants  
Members of the public

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Achievement of the team's goals within agreed budgetary, time and quality constraints
- Freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of goals and objectives
- Decisions and actions may have an effect on the public perception of the wider organisation
- Assist with the development of team policies and procedures
- Manage resources with clear objectives and budgets with regular reporting to Manager to ensure adherence to plans
- Oversee the team to meet operational and strategic requirements
- Oversee the quality, effectiveness, cost and timelines of operations to ensure Council assets are managed appropriately
- Ensure safe working practices are adhered to and maintain awareness of all Occupational Health and Safety (OH&S) policies and procedures
- Adopt a proactive risk management approach to all Council activities that the position is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss
- Ability to consider problems, research and present suitable solutions
- Identify and implement mechanisms to ensure Council's governance and legislative obligations are met

### **JUDGEMENT AND DECISION MAKING**

- Act within Statute and Council Policy and refer to Supervisor for decisions on any matter which may have an adverse effect on Council Policy, reputation or budget
- Use specialist knowledge and skills for problem solving
- Determine whether service deliverables are in accordance with Council's strategic and performance standards and raise any matters with Supervisor
- Ability to consider problems, research and present suitable solutions
- Guidance and advice will generally be provided, however may need to be sourced from outside of Council from time to time

## **POSITION DESCRIPTION**

---

### **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to identify and implement business improvement opportunities
- Knowledge of commercial and business management strategies and practices
- Understanding of the key issues and opportunities impacting regional Victoria and Local Government
- Understanding of the long term goals of the wider organisation and of the legal, socio-economic and political context in which it operates

### **MANAGEMENT SKILLS**

- Ability to effectively plan, organise and manage time as well as set priorities for self and others in order to achieve targets
- Administration, coordination and scheduling skills to achieve desired outcomes
- Provide onsite supervision of contractors and sub-contractors where required
- Understanding of, and ability to implement personnel practices for staff and volunteers to ensure compliance with Occupational Health and Safety legislation, Risk Management requirements, Council policies and procedures
- Timely delivery of service deliverables in accordance with approved strategic and operational plans, frameworks and budgets, despite conflicting pressures
- Asset Management involves all areas of Council including those that plan services, provide services, manage assets, and manage financial functions. Asset management is a key element of Council's integrated planning.

### **INTERPERSONAL SKILLS**

- Ability to coordinate staff, volunteers, contractors, equipment and materials efficiently and effectively
- Ability to gain cooperation and assistance from Council staff, stakeholders and members of the public
- Ability to motivate and develop employees
- Highly developed interpersonal communication and decision making skills
- Problem solving and negotiation skills that achieve win-win outcomes
- Demonstrated ability to communicate effectively at all levels of the organisation
- Strong public speaking and presentation skills

### **QUALIFICATIONS AND EXPERIENCE**

#### Mandatory

- Degree or diploma in fields related to waste, environment, risk, OH&S, compliance or regulation, or lesser formal qualification with substantial relevant (at least 5 years) experience
- Highly developed communication abilities including written and oral skills
- Valid driver's licence
- Ability to interpret legislation
- Knowledge and experience working in waste management and/or compliance.

#### Desirable

- Local Government experience and knowledge of the current issues in Local Government in Victoria
- Experience in and understanding of local government environment and processes
- Experience in contract management or supervision

## **POSITION DESCRIPTION**

---

### **Key Selection Criteria**

1. Relevant qualifications and experience
2. Demonstrated experience in the development and implementation of compliance programs across various disciplines
3. Demonstrated experience developing resources, programs, procedures and undertaking data management related to compliance activities
4. Ability to foster positive relationships with a wide range of stakeholders to achieve win-win outcomes

**Other Prerequisites** – Applicants must have a valid Australian visa with work rights and hold an Australian Driver's Licence.