

WASTE MANAGEMENT & MINIMISATION OFFICER

Position Title	Waste Management and Minimisation Officer
Group	Infrastructure
Location	Carterton
Reports to	Group Manager Infrastructure
Direct Reports	Nil
Delegated Authority	As per Delegations Manual
Employment Status	Permanent, full-time

Role of the Infrastructure Team

The Infrastructure Team supports the delivery of the Council's Long Term Plan objectives and community wellbeing outcomes through the management of infrastructure services and functions including Water Services (Drinking Water, Wastewater, Stormwater and Water Races), Asset Management, Waste Management and Roading.

Purpose of the Role

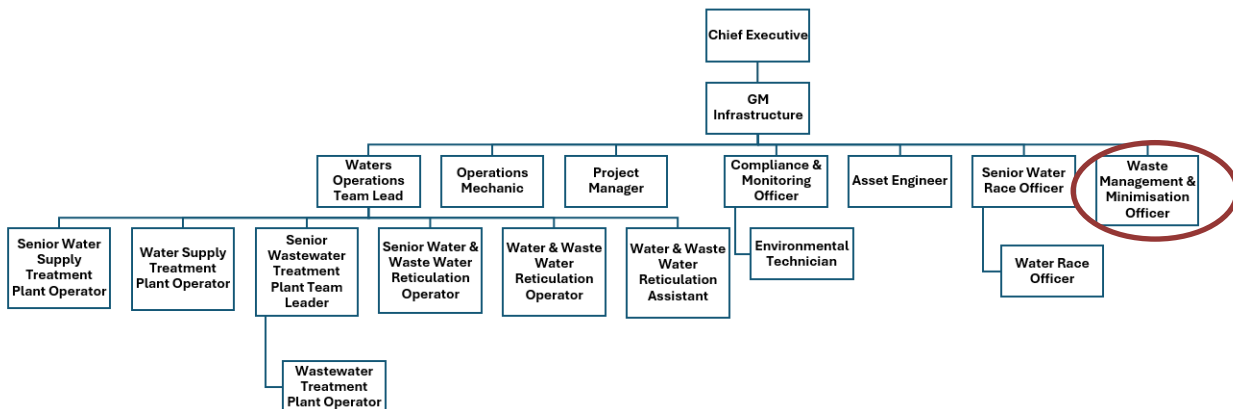
The role of the Waste Management and Minimisation Officer is to support the Wellington Waste Management and Minimisation Plan (WMMP) goals and objectives through the delivery of the Local Action Plan (LAP), and management of waste initiatives and timeframes as set out by the Ministry for Cities, Environment, Regions & Transport.

Responsibilities

- Support the Wellington Waste Management and Minimisation Plan (WMMP) goals and objectives through the delivery of the Local Action Plan (LAP) and the monitoring of the Solid Waste Bylaw.
- Support Council waste operations including the delivery of the Wairarapa Regional Waste Management shared service.
- Oversee and coordinate solid waste facilities, assets and service providers.
- Collect, manage and report on data, in accordance with the National Waste Data Framework including working with licenced waste collectors and operators to improve the quality and comprehensiveness of data.

POSITION DESCRIPTION

Organisational Context



Working Relationships

The Waste Management and Minimisation Officer reports to the Group Manager Infrastructure and contributes to the Wairarapa Waste management shared services. The role has no direct reports however works closely with the Regional Zero Waste Coordinator, and other solid waste staff across the three Wairarapa councils.

Additionally, the role will have contact with a number of internal and external contacts including, but not limited to:

Internal Relationships	External Relationships
- Mayor and councillors particularly the WMMP Joint Governance Committee - CDC Executive Leadership Team - CDC Infrastructure Services Team - Solid waste operations staff and contractors - CDC Community Services Team - Councils' community engagement, communications - Other CDC council units. - Mayor and Councillors - Chief Executive - Executive Leadership Team and other managers and team leaders - Other council staff	- Solid Waste customers - Waste and recycling operators - Community groups and stakeholders including schools and ECC's - Businesses and industry sectors - Other Wairarapa councils - Central Government Agencies including Ministry for the Environment (MFE), and the Department of Conservation (DOC) - National waste minimisation networks and colleagues. - Wellington region Waste Management and Minimisation Plan (WMMP) Steering Group (Officers) - Joint Committee (Elected Members)

POSITION DESCRIPTION

Key Result Areas	
Key Result Area	Deliverable Measures
Local Action Plan and Solid Waste Bylaw	• Contribute to the delivery of the Local Action Plan including the investigation of new initiatives and preparation of business cases and implementation strategies. • Monitor, enforce and review the Solid Waste Bylaw. • Encourage the regional and territorial councils to develop consistent policies and approaches to the matter of clean spoil within their respective statutory plans. • Promote the adoption of MFE's Cleanfill Guidelines for all cleanfill sites. • Encourage Central Government to take a consistent national approach to Waste Policy including implementing a consistent statutory and regulatory framework, identifying the benefits and costs of waste management initiatives, and facilitating national e-waste and product stewardship schemes. • Complete government and MFE submissions as required. • Take a collective approach to waste management, where appropriate, including identifying targets specifying achievable reduction, reuse, recycling, and diversion of waste. • Ensure the residual disposal needs of the community are provided for now and in the future. • Keep up to date with MFE new waste policies and other relevant legislation.
Council Operations	• Support Council waste operations including the delivery of the Wairarapa Regional Waste Management shared service. • Determine and commit to implementing optimised kerbside systems that maximise diversion and are cost effective to communities. • Develop and implement guidelines for safe collection, storage and disposal (where appropriate) of hazardous and difficult wastes, including hazardous household wastes in landfills and transfer station management plans. • Encourage good waste management practices in rural areas and holiday communities including the provision of extra collection services to meet demand. • Provide information on the management of hazardous chemicals in rural areas and facilitate the collection, transportation and disposal where appropriate of rural hazardous wastes. • Support the sustainable reduction and diversion of organic waste by supporting collection initiatives. • Participate in grants review panel • Encourage council collection and disposal systems that will achieve full cost recovery of waste management operations through appropriate waste collection and disposal charges including hazardous or difficult wastes, and green waste. • Provide a local recycle and/or reuse method for polystyrene and divert it from disposal in landfill. • Work in collaboration with other Wairarapa councils and investigate, and where appropriate, develop partnerships, joint working and co-operation across the private and community sectors. • Investigate and support applications for contestable waste levy funding from MFE for both council and community waste reduction and minimisation initiatives.

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Solid Waste Facilities, Assets, and Service Providers	• Oversee and coordinate solid waste facilities, assets, and service providers. • Produce, comply with, and regularly revise management plans for council transfer stations and landfills. • Provide for effective kerbside recycling and ensure that recycling facilities are available within a 20minute drive to at least 95% of the community. • Ensure effective collection and delivery mechanisms of recycled material and residual waste. • Facilitate periodic collection of unwanted hazardous chemicals in the Wairarapa through coordination with Agricoverly. • Provide for green waste separation and recycling facilities at all transfer stations ensuring the provision of clear and consistent signage. • Reduce the volume of land filled organic waste through the promotion of home composting and vermiculture, provide drop-off facilities for green waste at all transfer stations and landfills, investigating end markets for compost and vermiculture products, and monitoring the organic waste stream. • Investigate options for achieving increased diversion of commercial organic waste from transfer stations and landfills. • Support and promote private and community resource recovery and reuse facilities throughout the Wairarapa. • Investigate and develop a region-wide resource recovery network – including facilities for construction and demolition waste, food and/or biosolids and other organic waste. • Liaise with New World staff & Council waste operator for soft plastic bin bags changing for Earthlink to be stored & collected from council Operations Yard.
Data and Reporting	• Collect and report transfer station quantities to MCERT (New Zealand Online Waste Levy system). • Complete reporting for waste levy spending from council to TAWLS system (MCERT) • Collect and manage data, ideally in accordance with the National Waste Data Framework, including working with licensed waste collectors and operators to improve the quality and comprehensiveness of data reported to Council as well as conducting SWAP surveys and other measures to improve data availability and management. • Monitor the Wairarapa measurement programme in order to reduce the quantity of construction, demolition waste and cleanfill to landfill. • Provide input & liaise with other officers in Wairarapa councils for waste data, reports & project updates for wider Wairarapa. • Record the amount of material diverted to recycling each year. • Record and monitor the amount of hazardous chemicals collected. • Undertake regular reviews of the level of service provided for waste management in rural areas and rural residential settlements. • Monitor recovery and recycling rates for priority wastes to increase diversion from landfill to reuse, recovery or recycling.
Health, Safety & Wellbeing	• Actively participate in Health Safety and Wellbeing (HS&W) activities • Demonstrate your understanding of HS&W related policies and procedures • Always be accountable for your actions while adhering the Health and Safety at Work Act (2015) • Actively raise awareness to others about HS&W in the workplace Actively participate in safety reporting and hazard management

POSITION DESCRIPTION

	• Demonstrate HS&W practices to colleagues.
Council Contribution	• Deliver on overall Council contribution to ensure Council's overall business goals are achieved as well as developing own professional abilities on a continuous basis • Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with staff, and internal and external stakeholders • Act as an ambassador for Council and its services • Contribute to the promotion of the principles of Te Tiriti o Waitangi and work in partnership with Māori • Always act within professional guidelines and Council policies. • Participate in Council's emergency preparation, training, and response as practicable, including working with the Emergency Operations Centre when directed • Actively participate in and contribute to performance improvement and development • Participate and contribute to management support initiatives. • Additional tasks, duties or responsibilities as directed by the Communications and Engagement Manager.

Qualifications, Skills, Experience, Knowledge and Ability

Essential

- Waste minimisation, solid or liquid waste management qualifications or experience
- Understanding of Environmental Management Systems
- Demonstrated leadership and facilitation skills, and a personal style that motivates, supports and empowers others
- Strong stakeholder management, influencing and advisory skills
- Highly developed coordination, organisational and project management skills
- Strong written and oral communication skills, including an ability to communicate with a wide range of diverse groups and individuals and prepare formal reports
- Self-motivated and ability to work independently
- General understanding of the Local Government Act 2002, the Resource Management Act 1991, the Waste Minimisation Act 2008 (WMA) and the Litter Act 1979.
- Sound judgement and confidence
- A proactive, collaborative approach
- An adaptable and flexible approach to work and changing priorities and moving deadlines
- Intermediate to high level of proficiency in MS Office tools
- Current NZ Driver's Licence
- The ability to meet the physical demands of the role

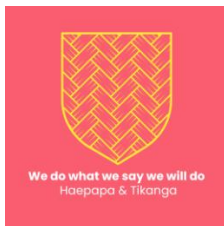
Desired

- Demonstrated knowledge of waste management practices and principles, preferably within a local government setting
- Technical knowledge of landfill operations, environmental compliance and resource recovery

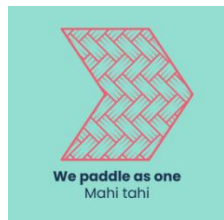
Our Values



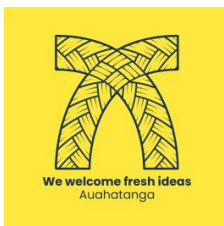
- Respect in the glue that holds us together
- People are at the heart of everything we do
- It's okay to disagree; what matters is that we respect each other



- We take responsibility, without excuses and hold each other accountable
- We get the job done
- We do the right thing, even when no one is looking



- We stand together; we put "we" before "I"
- We've got each other's backs
- Different views, stronger together



- We think outside the box
- We're open to new ideas that benefit our community
- We work together for the greater good

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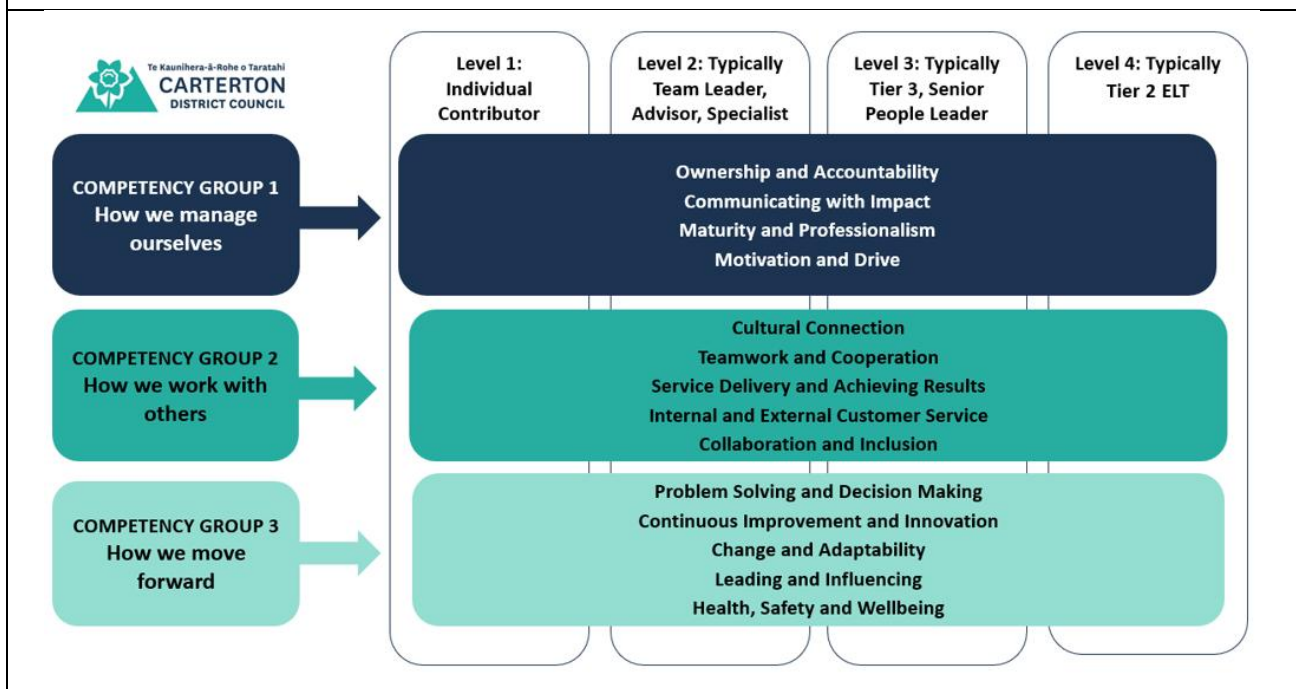
Our Competency Framework

The Carterton District Council Competency Framework defines a set of competencies and what success looks like at an organisational level and provides a benchmark for evaluating performance and identifying skill gaps. Our framework includes:

- Core competencies
- A descriptor for each competency
- Organisational levels so that all positions within CDC are part of the framework
- Examples of what success looks like at each level

These also link to our values.

This position sits at **Level 2** of the Carterton District Council Competency Framework.



POSITION DESCRIPTION

Competency and its definition	Behavioural Descriptors
Ownership and Accountability <i>The commitment to taking responsibility for own actions, decisions, and their consequences</i>	Embraces ownership of role responsibilities, ensuring high-quality results. Identifies potential challenges proactively, taking initiative to find solutions and learn from experiences. Accepts responsibility for outcomes (positive or negative) of own work. Self-reflects.
Communicating with Impact <i>The ability to convey messages clearly and persuasively while engaging the audience, ensuring the intended meaning is understood by listeners</i>	Communicates complex ideas effectively to a variety of audiences, utilising tailored communication as needed. Engages in active listening and provides constructive feedback to enhance discussions and outcomes.
Maturity and Professionalism <i>The ability to act and interact in a responsible and respectful manner, displaying emotional intelligence and a commitment to personal and organisational values</i>	Exhibits a high level of professionalism by consistently delivering quality work and adhering to ethical standards. Navigates workplace challenges with maturity, demonstrating emotional intelligence and a thoughtful approach to problem-solving. Maintains composure in stressful situations and manages emotions appropriately.
Motivation and Drive <i>The ability to take action, pursue goals, and maintain persistence in the face of challenges. Setting high standards for oneself and inspiring others to achieve their best and get things done.</i>	Exhibits a strong commitment to achieving results and overcoming challenges. Motivates peers through knowledge sharing and support, actively seeking opportunities to enhance skills and drive team performance towards shared objectives. Takes initiative to identify opportunities and tackle challenges without waiting for direction.
Cultural Connection <i>Understanding, respecting, and effectively engaging with Māori, fostering positive relationships, and promoting inclusivity, demonstrating knowledge of the Te Tiriti o Waitangi, te reo Māori and tikanga Māori</i>	Applies knowledge of Māori culture and practices to enhance service delivery and community engagement. Collaborates with stakeholders to develop culturally appropriate solutions and actively promotes cultural awareness within council.
Teamwork and Cooperation <i>Working collaboratively with others toward a common goal, leveraging diverse skills and perspectives while fostering a supportive and inclusive environment</i>	Works collaboratively within and across teams, leveraging expertise to enhance group outcomes. Shares knowledge and skills, supports colleagues in problem-solving, and actively engages in team discussions to drive innovation and efficiency.
Service Delivery and Achieving Results <i>Setting and delivering on priorities, goals, timetables and quality standards. A drive for achieving results.</i>	Delivers results by applying specialised knowledge and skills to ensure work is completed on time and within scope. Proactively identifies potential obstacles and implements solutions to enhance productivity and effectiveness. Actively seeks out relevant information related to role. Ensures workflow is as effective and efficient as possible.
Internal and External Customer Service <i>Meeting the needs and expectations of internal (colleagues) and external (community members, customers, or other stakeholders) customers, ensuring satisfaction and positive relationships.</i>	Understands and addresses the unique needs of internal customers, external customers, community stakeholders, and ratepayers. Collaborates with colleagues to create effective solutions and enhances service delivery, actively seeking feedback to improve the experience for all parties.

POSITION DESCRIPTION

Competency and its definition	Behavioural Descriptors
Collaboration and Inclusion <i>Fostering an environment where everyone feels valued, respected, and empowered to contribute to shared goals.</i>	Facilitates collaboration among colleagues and stakeholders by promoting open communication and mutual respect. Recognises and values diversity in the workplace, actively seeking input from various perspectives to inform decisions and improve outcomes.
Problem Solving and Decision Making <i>Identifying, analysing, and finding solutions to issues or challenges.</i> <i>The process of selecting a course of action from multiple options, to achieve a specific or solve a problem.</i>	Analyses complex issues and develops practical solutions based on data and expertise. Collaborates with team members to evaluate options and make informed decisions that align with project goals and council standards.
Continuous Improvement and Innovation <i>The ongoing effort to enhance processes or services through incremental improvements and creative thinking, fostering a culture that encourages new ideas.</i>	Identifies opportunities for innovation within their area of expertise and contributes ideas for process improvements. Analyses trends and best practices, applying them to enhance performance and drive quality in deliverables.
Change and Adaptability <i>Effectively responding to and managing change, demonstrating flexibility, resilience, and a proactive approach to challenges and opportunities.</i>	Effectively navigates changes within council, proactively seeking to understand current trends and developments. Adapts strategies and approaches to ensure continued success, while supporting colleagues through transitions.
Leading and Influencing <i>Guiding and motivating others toward achieving goals; shaping others' thoughts, behaviours, or decisions through persuasion and relationship-building.</i>	Engages and influences colleagues by sharing expertise and insights, fostering collaboration and knowledge sharing. Builds relationships and earns trust, effectively guiding team members toward successful outcomes.
Health, Safety and Wellbeing <i>Promoting a safe and healthy work environment that supports physical, mental, and emotional wellbeing of all employees, ensuring compliance with relevant regulations.</i>	Applies knowledge of health, safety, and wellbeing best practices to identify potential risks and implement effective solutions. Provides guidance and support to colleagues on maintaining a safe work environment and contributes to initiatives that enhance overall wellbeing.

Position Description Agreement

I have read and understood the above position description and accept all the above responsibilities incorporated within this document.

Signed:		
Group Manager:		Date
Jobholder:		Date