



Te Kaunihera o  
**Te Awa Kairangi ki Uta**  
**Upper Hutt City Council**

# Position Description

**Position:** Sustainability and Waste Team Leader

**Group:** Operations

**Business Unit:** Infrastructure

**Responsible to:** Infrastructure Manager

**Direct reports:** Sustainability and Waste Officer  
Waste Minimisation Officer  
Recycling Station Officer 0.5 FTE

## **OUR PURPOSE:**

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

## **OUR VALUES:**

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

## **OUR GUIDING PRINCIPLES:**

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

## **POSITION SUMMARY:**

The Sustainability and Waste Team Leader is responsible for leading the Sustainability and Waste team. This role is responsible for providing waste and sustainability services to the Upper Hutt community as well as providing advice to Council on sustainability and waste matters and leading the sustainability portfolio within Council.

The position is responsible for delivering Council's Sustainability Strategy and associated outcomes; making recommendations, and driving sustainable practice within the organisation. This will require the development of strong relationships and networks with peers, colleagues and the community.

This role will also be responsible for implementing decisions around Council's kerbside recycling programme.

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## **CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:**

### **1. Policies and Procedures.**

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times
- Ensure the implementation and compliance with Council's Code of Conduct and Policies and Procedures, within all areas of responsibility.

### **2. Customer and Community Relations:**

- Present a positive image of Council at all times
- Ensure an efficient, courteous and professional service to customers at all times
- Promote a culture of understanding and exceeding customer expectations
- Positive relationships with internal and external stakeholders and suppliers are developed and maintained
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate

### **3. Information Management**

- Champion high quality information management within your team and ensure that business documents and information managed by your team are made accessible for staff to use.
- Support and foster a culture that promotes good information management practices and ensure this is considered when designing systems and services.
- Ensure information management is integrated into your team's work processes, systems and services in line with our Information Management strategy, relevant policies and best practice.
- Champion and lead by example the use of our approved Electronic Document and Records Management System (SHED) within your team.

### **4. Continuous improvement and innovation**

- Ensure the on-going evaluation and review of work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Promote a culture of change and innovation by encouraging new ideas
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **5. Health and safety**

- Monitor work practices to ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation and respond to identified risks in a timely manner
- Ensure that the system for the reporting and dealing with all incidents, hazards and risks within the facility is followed by all staff
- Ensure that all staff are properly trained in all relevant aspects of health and safety applicable to their role
- Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.

### **6. Teamwork**

- Promote and maintain harmonious relationships in the workplace

- Ensure that all conflicts are managed properly and in a timely manner, with minimal disruption to Council activities
- Promote a culture that encourages and values the contribution of all staff to the achievement of Council's objectives.

## **7. Training and development**

- Undertake both internal and external training identified as relevant to the role
- Ensure the delivery of relevant training for staff within all areas of responsibility is identified and delivered within budget.
- A staff training plan being in place by 30th September each year
- All training requests meeting the criteria as specified in the annual training plan are approved prior.

## **8. Leadership and Management.**

- Direct reports are coached or developed to ensure expected performance targets are achieved
- Ensure adequate staff communication and performance monitoring practices are in place
- Formal and informal staff performance feedback processes being in place and followed
- Annual performance reviews of all staff are completed as per set out procedures
- Ensure Council Code of Conduct policies and processes are applied consistently and fairly with all employees and inappropriate behaviour is dealt with professionally and effectively.

## **9. Participate in Council's civil defence emergency response**

- Participation in relevant emergency response training and duties as requested by the Chief Executive

## **10. Perform other duties as may be directed from time to time**

- All duties must be carried out to the prescribed timeframes, systems, quality and standards and to the satisfaction of the Director/Chief Executive.

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## **SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:**

Bold text = responsibility

Bullet Point = associated performance measure(s)

### **1. Leadership of the Sustainability and Waste Minimisation Team**

- Ensuring team have performance development plans regularly
- Assisting team to develop relevant skills
- Ensuring workloads are adequately controlled to enable team to deliver on their responsibilities
- Managing conflict issues within team and monitoring wellness issues within team.

### **2. Strategy and Policy**

- Take a leadership and coordination role for sustainability within Council.
- Review Council's Sustainability Strategy in collaboration with the Infrastructure Manager and Group Manager. This will include research, analysis, and identifying challenges, opportunities, and outcomes for Council and the city.
- Develop and get sign off on action plans to support the delivery of the Sustainability Strategy.
- Develop and review any policies required to support implementation of the Sustainability Strategy.
- Support the integration of agreed actions or policies into Council operations.
- Identify, coordinate, and develop council's response to relevant legislative changes and emerging issues that may affect UHCC policies, strategic direction, or capability.
- Assist in the review and development of relevant Council policies where required.

- Provide high quality, clear, consistent advice and subject-matter-expertise to Councillors, other departments and stakeholders on relevant sustainability issues.

### **3. Build strong community networks**

- Develop strong networks across local government, central government, and the private sector to facilitate joint approaches to achieving sustainability and waste outcomes.
- Develop strong community and stakeholder relationships to enhance collaboration with waste minimisation and community resiliency initiatives.
- Work with other council staff and departments to implement sustainability actions within the organisation.
- Work with stakeholders across the region on related workstreams to achieve efficiencies, regional alignment, and deliver regional projects.
- Facilitate working groups with relevant stakeholders as required.
- Actively consult with, and work alongside the community when delivering projects where appropriate.
- Proactively identify ways to leverage networks to improve outcomes for the community.

### **4. Deliver projects and educate people about waste minimisation and sustainable living**

- Implement Council's actions from the Wellington Region Waste Minimisation and Management Plan.
- Coordinate and deliver relevant projects from Council's strategies and action plans to achieve agreed sustainability outcomes.
- Research and evaluate the effectiveness of waste minimisation projects.
- Develop proactive measures to address illegal dumping and littering.
- Co-ordinate, promote and educate recycling at Council-led, and community events.
- Support schools and community groups wishing to explore the effects of waste and waste reduction opportunities.

### **5. Provide policy advice**

- Provide advice on the development of policies and strategies as required.

### **6. Communication, advocacy and advice**

- Supporting the Infrastructure Manager to provide:
  - Representation when required on the Regional Waste Officers Steering Group and the Wellington Waste Forum
  - Providing updates and communication to elected council members on sustainability and waste
  - The development and delivery of educational material to promote sustainability and waste minimisation
  - Effectively and professionally advocate Council's views and policies at working groups, conferences, forums, etc.
  - Actively consult with, and work alongside (where appropriate), the community when delivering projects.

### **7. Project management**

- Manage and co-ordinate sustainability and waste management projects from Council's strategies and plans in an efficient and effective manner to achieve agreed outcomes.
- Develop targets, monitor efficiency and effectiveness, and provide ongoing assessment and reporting of projects and programmes
- Lead and facilitate internal working groups/project teams.
- Manage contractors when project work is outsourced.

- Ensure that contractors meet all requirements for Health and Safety and monitor for on-going compliance.
- Ensure project outcomes are achieved within set timeframes and budgets.

## **8. General**

- Assist the Infrastructure Manager to monitor expenditure of Council's waste levy and provide annual Waste Levy report and Council's annual Sustainability Strategy budget (OPEX and CAPEX).
- Contribute to Council's statutory documents including Long Term Plan and Annual Plan as required.
- Attend to resident and customer queries in collaboration with the customer services team.
- Provide budgeting and planning strategy for implementing the WMMP
- Administer the Environment and Waste Min Fund
- Attend to resident and customer queries in co-operation with the customer services team.
- Provide consistent progress reporting to the Infrastructure Manager/Group Manager Operations
- Undertake any other duties in conjunction with the role as may be required from time to time

## **PERSON SPECIFICATION:**

### **Personal Attributes:**

- Respectful, honest and open.
- Operates with integrity, respecting diversity and other's needs.
- Ambitious, takes on challenges with positivity and enthusiasm.
- Takes accountability for own actions.
- Cooperative and engages with others, share the workload.
- Is an effective team player.
- Excellent written communications skills, including the ability to adapt your writing style and use plain English.
- Effective communication skills, including ability to develop and present ideas and initiatives to groups.
- Effective interpersonal skills with a demonstrated ability to work with a wide range of people both within and outside of the organisation.

### **Technical Knowledge and Skills**

- Computer skills – Microsoft Office
- People leadership management skills
- Experience educating others about waste and sustainable behaviour.
- Public speaking and/or workshop facilitation experience.
- Experience in project management (ideally within the waste, sustainability/environmental sector).
- Experience in designing communication materials (preferred, but not essential).
- Excellent organisational skills including accurate record keeping and managing budgets.
- Demonstrated data collection and analytical skills.
- A good knowledge of standard Microsoft packages (Word, Outlook, Excel and PowerPoint).

### **Education/ Qualifications**

- Educated to degree level or with a comparative vocational qualification, or with a proven track record in a relevant field.

### **Licences**

- A Full Class 1 (light motor vehicle) licence.

*From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirement or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.*

Signed:

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Group Manager/ Manager

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Date

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Employee

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Date