

Waste Management and Minimisation Officer

Part one: Job Description

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| **Job title:** | Waste Management and Minimisation Officer | **Location:** | Carterton |
| **Status:** | Permanent full-time (40hrs pw) | **Effective:** | July 2023 |
| **Team:** | Infrastructure Services |  |  |

1. Role of the Infrastructure Services Team

The Infrastructure Services 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, and Roading.

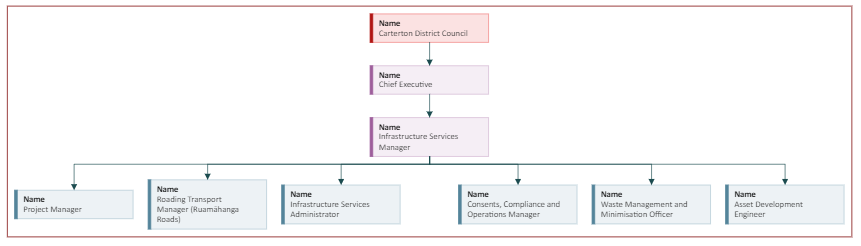
1. **Purpose of the Role**

The purpose of the Waste Management and Minimisation Officer is to support the Wellington Region Waste Management and Minimisation Plan (WMMP) goals and objective**s** through the delivery of the Local Action Plan (LAP), and management of waste initiatives and timeframes as set out by the Ministry of the Environment (MFE).

1. **Responsibilities**

* Support the Wellington Region Waste Management and Minimisation Plan (WMMP) goals and objectives though the delivery of the Wairarapa 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 licensed waste collectors and operators to improve the quality and comprehensiveness of data.

1. Organisation Context:



1. Working relationships/reporting lines

The Waste Management and Minimisation Officer reports to the Infrastructure Services Manager 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:

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| **External relationships** | **Internal relationships** |
| * 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. | * 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. |

1. **Key Result Areas**

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| **Key result areas** | **Expected Outcomes** |
| **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 achieveable 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. * 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. |
| **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 Agricovery. * 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. |
| **Data and Reporting** | * Collect and report transfer station quantities to MFE (New Zealand Online Waste Levy system). * 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. * 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 and Wellbeing** | * Actively participate in Health Safety and Wellbeing (HS&W) activities at CDC. * Demonstrate your understanding of HS&W related policies and procedures. * Be accountable for your actions at all times 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. * Demonstrate HS&W practices to colleagues. |
| **Council Contribution** | * Deliver on overall Council contribution if and when required 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. * Act within professional guidelines and Council policies at all times. * Participate in Council's emergency preparation 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 Infrastructure Services Manager. |

Part two: Person Specification

1. **Qualifications, skills and experience**

* 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
* 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
* 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.
* Current NZ Driver’s Licence

1. Personal attributes and behavioural competencies

**WORKING CO-OPERATIVELY**

Working effectively with others inside and outside the organisation. Taking actions that demonstrate consideration for the feelings and needs of others and awareness of the impact of ones behaviour on others.

**ANALYSIS (PROBLEM IDENTIFICATION)**

Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data form different sources; identifying relationships.

**JUDGEMENT (PROBLEM SOLUTION)**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into account resources, constraints and organisational values.

**LEADERSHIP (INFLUENCE)**

Using appropriate interpersonal styles and methods to inspire and guide individuals and groups (staff, peers and managers) toward goal achievement; modifying behaviour to accommodate tasks, situations and individuals involved. Gaining agreement/commitment to ideas, plans or courses of action.

**ORGANISATIONAL AWARENESS**

Having and using knowledge of systems, situations, pressures and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and implications of decisions on other components of the organisation.

**CLIENT SERVICE ORIENTATION**

Making efforts to listen to and understand clients (both internal and external); anticipating client needs; giving high priority to client satisfaction.

**EXTRA-ORGANISATIONAL AWARENESS**

Having and using knowledge of societal, technical, political and governmental issues outside the organisation to identify potential problems and opportunities; perceiving the organisational impact and implications of decisions relative to these factors.

**WORK STANDARDS**

Setting high goals or standards of performance for self, staff, and the organisation; being dissatisfied with average performance; self-imposing standards of excellence rather than having standards imposed by others.

**PLANNING AND ORGANISING**

Establishing a course of action for self and others to accomplish a specific goal; planning proper assignment of personnel and resources.

**PROJECT PLANNING**

Establishing a course of action to accomplish a specific project or goal; planning proper personnel assignments and appropriate allocation of resources; developing contingency plans.

**INTEGRITY**

Maintaining and promoting social, ethical, and organisational norms in conducting internal and external business activities.

**COMMUNICATION**

Expressing ideas effectively in individual and group situations (including non-verbal communication); adjusting language structure or terminology both orally and in memoranda, letters and reports to the characteristics and needs of the audience.