

ROLE DESCRIPTION
Approved Month April 2022

Title & Reporting Relationships

Position Title:	Waste Projects Manager
Grade:	SP 19
Reports to:	Sustainability and Resilience Manager
Direct Reports:	2 Waste Minimisation Advisors
Delegated Authority	Financial: This position holds a financial delegation of \$25,000 The position holder is authorised to enter into any contracts in relation to the duties of the position up to this specified limit in accordance with the Council's procurement policy.
Purpose of the Group and the Position:	<p>The Infrastructure Services Group is made up of seven main teams: Water & Wastewater Assets; Access and Transport; Stormwater & Coastal Assets; Sustainability and Resilience; Wastewater & Water Treatment; Operations; and the Project Management Office.</p> <p>The teams work collaboratively to ensure the Council is able to develop, implement and maintain the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.</p> <p>Within this Group the Waste Projects Manager works in the Sustainability and Resilience team to provide management for solid waste assets, contract management, management of capital and operational projects, implementation of the Wellington Region WMP and develop and review strategies, policies and processes with regard to solid waste services and waste minimisation.</p>
Indirect Reports:	Contractors and service providers

Internal Customers: This role is responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:
Sustainability and Resilience manager
Group Manager Infrastructure Services
Members of the Infrastructure Services Group
Other staff from across Council teams
Elected members

External Customers: Contractors and Lessees
Consultants
Regional Waste Management and Minimisation Steering Group and Joint Committee Elected Members

KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, the Council must be well positioned and supported to meet the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for businesses and households. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influence how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

Our behaviours demonstrate our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers’ needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of the implications of the Treaty of Waitangi on the operations of a local authority.

KEY RESULTS AND OUTCOMES

Technical

Asset Management:

- Review and implement the Solid Waste Activity/Asset Management Plan including life cycle asset management of solid waste assets (Long Term Plan cycle)
- Develop and implement good asset management practices for maintenance and renewals of solid waste assets including financial management and budgets
- Manage the remaining landfill capping works and connected stormwater works and leachate monitoring review

Environmental Management:

- Lead the process towards consenting of landfill closure
- Develop management plans for the aftercare and future use of solid waste assets

Contract Management

- Provide contract management for Council’s lease agreements and operational agreements regarding solid waste services including the management of related operational and capital budgets
- Manage the review of existing lease agreements and the development of new lease agreements and other operational contracts in line with Council policies

Resource Recovery Development

- Lead and manage the process to develop and support the establishment of a community-led Resource Recovery site in collaboration with the Lessee/Operator of the Otaihangā RRF and other relevant third parties (2021/22 and 2022/23)

Strategic/Regional Management

- Implement the Regional Solid Waste Management and Minimisation Plan and its actions plans
- Attend meetings for the Regional WWMP Steering Group
- Contribute to the review of the Regional Solid Waste Management and Minimisation Plan (every 6 years)
- Review and update the Solid Waste Bylaw and implement processes and procedure as required by the Bylaw (events, licensing, C&D waste building requirements)
- Manage Waste Levy Budgets and expenditure in line with the WMMP
- Provide input into the annual report to the Ministry for the Environment on Waste Levy spending
- Contribute to the development and implementation of policies and strategies for the reduction, reuse, recycling, recovery and residual disposal of solid waste.
- Contribute to development of new waste levy policies

Reporting

- Provide input to Activity reports and KPI reporting as required.
- Contribute to the development of the Annual and Long Term Plans with regard to solid waste services.

Waste Minimisation Education

- Oversee management of service requests with regard to solid waste services
- Oversee and support implementation of waste education programme

Leadership

- Build and maintain a happy, high performing team.
- Ensure that your staff are current in their knowledge in legislation and training is available to keep pace with best practice.
- Ensure that people policy and practices are consistently observed and implemented and that opportunities exist for ongoing professional growth and development.
- Ensure the teams are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs.
- Effectively manage day to day work output and timeframes.
- Schedule and conduct regular team meetings to enable the team to be informed and up to date in their areas and those areas that cross over with other teams.
- Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner.
- Ensure adequate provision of backup/cover for team members.
- Be a role model for the delivery of consistent high customer service levels to internal and external customers and champion Council values.
- Establish an effective performance culture within the team, including ongoing performance appraisals with clear performance indicators and consistent standards. Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate.

Legislative Compliance

- Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).

Project Management

- Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.
- Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.
- Ensure Council processes and procedures are complied with.

Customer Service

- Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.
- Maintain confidentiality at all times.

Teamwork

- Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.
- Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.
- Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.
- Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.

Financial Management

- Ensure all financial activity is conducted in accord with current policy and procedures.
- Ensure you work within your financial delegation .

Monitoring and Reporting

- Review, monitor and report on activity or projects as required by the manager.
- Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.

Relationship Management

- Build and maintain effective professional working relationship with all key stakeholders.
- Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.

Information Management

- Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated EDRMS system, using processes and tools as described in the current Information Management Policy.

Personal Key Results

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of the Treaty of Waitangi and its application for the Council.

Health and Safety

All managers are expected to be champions for health & safety excellence.

All employees have a responsibility to work towards keeping a safe and healthy work environment by following safe work methods, identifying work place hazards and risks, using appropriate safety equipment, and complying with all policies and procedures that are in place. Employees must take reasonable care of their own health and safety and ensure their actions or inactions do not cause harm to themselves or others.

Expectations of manager responsibilities for health and safety include but are not exclusive to;

- Visibly demonstrating to their team and stakeholders that good health and safety practices are an integral part of the Council culture
- Integrating health and safety requirements and expectations into daily business making decisions
- Proactively monitoring the resources required achieve agreed health and safety performance targets
- Reviewing health and safety performance with an inquiring mind, looking to understand and gain insight and assurance that risk is being effectively managed and balanced along with other Council priorities
- Hold self to account through setting clear expectations and performance goals that enable each person to contribute towards making Council a safe and healthy place to work.

At the discretion of the Council, as part of a rehabilitation program, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

Essential Skills, Knowledge and Experience

- A relevant tertiary qualification is desirable, however consideration will be given to practical waste management experience and knowledge, planning and contract management experience.
- Demonstrated project and/or contract management experience including procurement.
- Proven experience with all aspects of waste management including sound knowledge of the NZ solid waste environment
- Demonstrated effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Demonstrated customer service orientation.
- Effective communicator who can write reports (and make presentations to management and Council), which are concise, accurate and which can explain technical matters in a manner easily understood by non-specialist people.
- Demonstrated analytical skills which include problem solving, the ability to understand and to come to terms quickly with a very wide range of often complex material and the ability to identify relevant information and present it in an oral or written report, in a timely manner.
- effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated experience using computer database and mapping systems.
- A current & valid NZ Driver Licence.

OTHER INFORMATION

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

Civil Defence Duties

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence duties in the event of an emergency. (Training will be given as appropriate.)

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

Performance Review

Performance in this position will be assessed in terms of an agreed performance plan.