Position Description

Coordinator Environmental and Waste Compliance

Position Details

**Position Title** Coordinator Environmental and Waste Compliance

**Classification** EMRC Remuneration Band - Level 9

**Position Number** A0083A

**Basis of Employment** Full Time

**Team Name** Projects Team – Environmental and Waste Compliance

Position Objectives

* To ensure the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park are operated in a manner that meets, the environmental conditions of their respective regulatory requirements.
* To offer professional support to the Manager, Environmental and Waste Compliance by providing environmental advice, reporting, and research relating to the EMRC’s waste management and resource recovery operations.

Within Team

* To coordinate the development, implementation and review of the EMRC’s Environmental Management System (EMS) based on the ISO 14001 standard.
* To provide technical advice and support for the environmental service operations as being at the forefront of advice, reporting and research.
* To prepare documentation and compliance reports associated with the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park.
* To assess, issue approvals and provide advice on the requirements for disposal of contaminated material to the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park.
* To undertake research for the EMRC and member Councils in the area of strategic waste management.
* To assist in the assessment of external tender submissions relating to waste.
* To provide advice and potentially supervise remediation of contaminated waste which includes sampling and analysis of waste prior to disposal at the Red Hill Waste Management Facility.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders make certain that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties / Responsibilities

Position Responsibilities

* Provide advice on the requirements, costs and acceptability of contaminated materials at Red Hill Waste Management Facility.
* Coordinate disposal approvals for contaminated waste to ensure only appropriate wastes are accepted at Red Hill.
* Coordinate the annual Licence Renewal and Compliance Monitoring documentation including assisting in Works Approval and Licence Amendment applications.
* Represent EMRC and Red Hill Waste Management Facility at Waste Management forums.
* Coordinate the preparation of waste management documentation and reports relating to environmental issues at the Red Hill and Hazelmere sites as required.
* Coordinate the monitoring and reporting of surface water and groundwater relating to the Red Hill Waste Management Facility.
* Respond to and/or provide advice to enquiries regarding environmental issues at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park operations.
* Coordinate the development, implementation and review of the EMRC’s Environmental Management System (EMS) based on ISO 14001 standards.
* Assist with the preparation of presentation materials for conferences, seminars and training sessions for site employees and others associated with the waste management industry.
* Assist the Sales Coordinator achieve agreed sales KPIs by providing technical advice and technical support, including being an active participant in customer facing meetings and business development enquiries.

Occupational Safety and Health (OS&H) Responsibilities

* Ensure, as far as practicable, workers (including contractors and volunteers), service providers, customers and visitors are not exposed to hazards and that they are informed about their rights, roles and responsibilities regarding health and safety at work.
* Ensure that recommendations to improve safety and health management are acted upon.
* Ensure that all appointed contractors meet the City’s OSH criteria prior to, and during, contractual engagement and undertaking work for the City.
* Conduct environmental related toolbox and team meetings as required.
* Ensure that workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders are consulted regarding changes to procedures, premises, plant and equipment which may impact on safety and health.
* Ensure that workers (including contractors and volunteers) and other authorised persons do not commence any task without first reading the appropriate safe work procedures.
* Ensure planned workplace inspections are undertaken and documents in accordance with established inspection program and legislative requirements.
* Ensure all tasks are risk assessed and appropriate controls according to the Hierarchy of the Controls implemented.
* Ensure that workers (including contractors and volunteers) are competent to undertake tasks allocated to them.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Excellent knowledge of Environmental Management Systems (EMS) requirements in accordance with the ISO 14001 standard.
* Knowledge of environmental legislation, and state government agencies in relation to waste management and contaminated sites.
* Knowledge of environmental and waste management principles and their practical application particularly in regard to solid waste and water quality.
* Knowledge of Local Government operations and procedures is desirable.
* Ability to work effectively in a team situation.
* Well developed written communication skills, with the ability to produce timely and professionally competent reports.
* Well developed oral communication skills with the ability to liaise effectively with a diverse range of stakeholders.
* Well developed negotiation and conflict resolution skills.
* Well developed project management and project implementation skills.
* Approximately five (5) years’ experience in the field of Environmental Management and/or Waste Management.

Experience

* Previous experience in Environmental Management Systems (EMS) based on ISO 14001 standard.
* Experience dealing with the waste management industry (eg contractors, regulators, operators etc) and negotiating outcomes aimed at protecting the environment in accordance with legislative requirements.
* Experience in interaction with government (State and Local government), industry, academic institutions and the public through seminars, workshops, briefings, negotiations, etc.
* Experience in contaminated site investigations.

Qualifications

* Tertiary qualifications in the area of Environmental Science, Environmental Engineering, Chemistry or other related discipline.
* Training in any of the following areas would be beneficial:
	+ solid waste management;
	+ hazardous waste//controlled waste/dangerous goods management;
	+ contaminated site management; and
	+ Four-wheel driving.

Organisational Relationships

**Responsible to** A0091A – Manager Environmental and Waste Compliance Operations

 A0081A – Chief Project Officer

**Supervision of** A0084A – Environmental Officer

 A0086A – Environmental Officer

**Internal and External Liaison Internal** All EMRC Management and Employees

 **External** Member Council Employees

 Members of the General Public

 Schools, Educational Institutions and Research Organisations

 Environmental Community, Not For Profit and Industry Groups

 Relevant State and Federal Government Departments and Agencies

 Professional Associations and Communities of Practice

 Suppliers, Contractors and Consultants

Extent of Authority

* This position operates under broad direction and is required to exercise a high level of initiative, judgement and responsibility whilst acting within predetermined guidelines, organisational policy and as delegated.
* Negotiation and recommend Waste acceptance fees, not on the schedule of rates and fees

Selection Criteria

Essential

* Tertiary qualifications in the area of Environmental Engineering, Environmental Science, Chemistry or related discipline.
* Previous experience or demonstrated knowledge in Environmental Management Systems (EMS) based on ISO 14001 standard.
* Sound knowledge of environmental legislation, in relation to waste management and contaminated sites.
* Knowledge of environmental and waste management principles and their practical application particularly in regard to solid waste and water quality.
* Demonstrated knowledge of and approximately 5 years’ experience in waste management and environmental management.
* Strong communication and interpersonal skills, including the ability to liaise with clients and influence others.
* Proven project management and time management abilities.
* Knowledge of Contaminated Sites Assessment.
* Landfill waste classifications and waste definitions.
* Current and valid WA ‘C’ class Drivers Licence or equivalent.

**Desirable**

* Experience with employee supervision.
* Knowledge of Local Government operations and procedures.
* Knowledge of controlled waste regulations.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** August 2021

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources