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Position Description

Manager Operations

Position Details

**Position Title** Manager Operations

**Classification** Negotiated Contract

**Position Number** A0191A

**Basis of Employment** Full Time

**Team Name** Operations – Hazelmere Resource Recovery Park Team and Community Recycling Centres

Position Objectives

* Manage the day-to-day activities at the Hazelmere Resource Recovery Park and Community Transfer Stations.
* Manage relationships with member Councils to develop business opportunities.
* Ensure the requirements of all license obligations are carried out for the site.
* Ensure OH&S legislative requirements are met and site issues managed to minimise accidents and incidents.
* Maintain good relations with land owners adjacent to the site so as to minimise the impact of the Hazelmere Resource Recovery Park on neighbouring sites.
* Investigate and implement best practice processes and procedures so as to achieve continuous improvement.
* Manage all set safety and quality KPIs.

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 ensure 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

**Resource Recovery Responsibilities**

* Manage the ongoing operations at the Hazelmere Resource Recovery Park and Resources Recovery Centers and Transfer Stations.
* Provide input into future and strategic planning related to Resource Recovery and alternative waste/materials treatment.
* Prepare agendas and reports for operational purposes.
* Manage contracts being undertaken by consultants as part of all Resource Recovery Projects.
* Assist with management of community engagement on Resources Recovery projects.
* Maintain partnerships with member Councils in regional waste management projects.
* Provide support for community engagement processes relevant to the projects.
* Monitor Business Unit budget.
* Assist in the preparation and implementation of annual Business Plans for the Resource Recovery Team.
* Manage and achieve all set KPIs.

Occupational Safety and Health (OS&H) Responsibilities

* Ensure systems and processes are in place to achieve compliance with all statutory requirements.
* Ensure, as far as practicable, OSH risk management systems are in place to ensure workers are able to identify and control workplace hazards.
* Ensure effective communication and consultation processes are in place to inform workers (including contractors and volunteers), elected Safety and Health Representatives and relevant stakeholders about their rights, roles and responsibilities regarding health and safety at work and changes to processes, premises and plant equipment which may impact on safety and health.
* Ensure that recommendations to improve safety and health management are acted upon.
* Ensure a workplace inspection process is implemented and communicated.
* Participate in and lead any Safety Management training.
* Ensure provision of reasonable time for OSH Representatives to complete their duties.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* 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**

* A well-developed knowledge and understanding of waste management operational activities.
* Knowledge of tender and contract administration and management practices and standards.
* Highly developed research, analytical, and problem solving skills with the ability to develop strategies and recommendations.
* Highly developed project planning and management skills.
* Highly developed oral communication and interpersonal skills with the ability to relate effectively to a diverse range of stakeholders.
* Well-developed written communication skills with the ability to produce professionally competent reports.
* Well-developed negotiation and conflict resolution skills.
* Highly developed ability to manage approved budgets.
* Proficiency in the use of MS Office applications including Word, Excel, Outlook and project management software.
* Capability of working within budgetary and time constraints to ensure objectives are achieved.

Organisational Relationships

**Responsible to** A0144A – Chief Operating Officer

**Supervision of** A0168A – Works Coordinator Hazelmere Resource Recovery Park

A0078A – Administration Supervisor

AxxxxA – Site Supervisor (TBA)

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

**External** Member Councils and other Local Government authorities

Western Australian Local Government Association (WALGA)

Other Government Agencies and departments (State and Federal)

Private and Non-Government Organisations

Suppliers and Contractors

General Public

Extent of Authority

* This position is authorised to make recommendations to the Chief Operating Officer, within predetermined guidelines, Council policy and procedures, and legislative requirements.
* The incumbent has the authority to take reasonable action to ensure the safe and efficient undertaking of work activities, which are consistent with the responsibilities of the position.

Selection Criteria

**Essential**

* Experience of leading and supervising diverse multi-disciplined teams.
* A well-developed knowledge of, and experience with, waste management and resource recovery issues and practices.
* Knowledge of, and experience of contract management.
* Highly developed research, analytical, and problem solving skills with the ability to develop strategies and recommendations.
* Highly developed project planning / management skills.
* Highly developed oral communication and interpersonal skills.
* Well-developed written communication skills with the ability to produce professionally competent reports.
* Well-developed negotiation and conflict resolution skills.
* Highly developed ability to manage approved budgets.
* Proficiency in the use of MS Office applications including Word, Excel, Outlook and project management software.
* Current and valid WA ‘C’ class driver’s license (or equivalent).

**Desirable**

* Post graduate qualifications in business or lengthy relevant experience in substitution of official qualifications.

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** November 2021

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources