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Position Description

Manager Environmental and Waste Compliance Operations

Position Details

**Position Title** Manager Environmental and Waste Compliance Operations

**Classification** Negotiated Contract

**Position Number** A0091A

**Basis of Employment** Full Time

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

Position Objectives

* To ensure the Red Hill Waste Management Facility and Hazelmere Resource Recovery Operations are operated in a manner that meets, or exceeds, the environmental conditions of its licence.
* To provide advice and assistance to the Director, Waste Services and other members of the Directorate with environmental compliance issues.

**Within Team**

* To ensure the development, implementation and review of the Environmental Management System (EMS) is based on the ISO 14001 standard for the Red Hill Waste Management Facility.
* To ensure groundwater contamination issues are investigated and reported according to regulatory requirements.
* To ensure technical advice and support provided by the Environmental Waste Service team is at the forefront of advice, reporting and research.
* To ensure documentation and compliance reports associated with the Red Hill Waste Management Facility are completed.
* To ensure advice is provided on the requirements for disposal of contaminated material to the Red Hill Waste Management Facility.
* To explore and identify opportunities to improve environmental outcomes at Red Hill and Hazelmere.
* To explore and identify opportunities to grow consultancy services within the Waste Services Business unit in the area of environmental waste management.

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

* Manage groundwater investigations and associated consultants at Red Hill to ensure compliance obligations are met.
* Provide environmental management support to the Director, Waste Services and others.
* Ensure the Red Hill Waste Management facility’s annual licence is maintained.
* Prepare licence amendments and associated documentation to the satisfaction of relevant statutory agencies.
* Coordinate the National Pollutant Inventory Requirements.
* Coordinate the National Greenhouse and Energy Reporting requirements.
* Manage the development, implementation and review of an Environmental Management System (EMS) for Red Hill Waste Management Facility based on ISO 14001 standards.
* Facilitate environmental research opportunities that will benefit waste management practices.
* Prepare written reports for EMT, Council and Committees where required.
* Provide high level of advice to EMRC employees and other stakeholders on environmental issues affecting the Red Hill waste management facility and Hazelmere.
* Develop and maintain effective working relationships across government, industry and community stakeholders.
* Motivate and lead team members by way of providing timely advice and feedback.
* Represent EMRC and Red Hill Waste Management Facility at Waste Management forums.
* Develop and manage the Environmental Waste Management budget.
* Supervise professional employees including annual performance reviews, performance management and identifying training and development requirements.

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

* Excellent knowledge of Environmental Management Systems (EMS) requirements in accordance with the ISO 14001 standard.
* Sound knowledge of environmental law, particularly in relation to waste management and contaminated sites.
* Sound knowledge of environmental waste management principles and their practical application particularly in regard to solid waste and water quality.
* Sound knowledge of relevant state government agency responsibilities in the area of environmental regulation and waste management.
* Sound knowledge of community consultation practices.
* Sound knowledge of Local Government operations and procedures.
* Ability to manage a team of professional employees and consultants, including performance management.
* Well developed written communication skills, with the ability to produce professional reports when required.
* 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 ten (10) years experience in the field of Environmental Management and/or Waste Management.

Experience

* Significant experience in Environmental Management Systems (EMS) based on ISO 14001 standard.
* Significant experience with employee supervision including performance management.
* Significant experience dealing with the waste management industry (e.g. contractors, regulators, operators etc.) and negotiating outcomes aimed at protecting the environment in accordance with legislative requirements.
* Significant experience in interaction with government, local government, industry, academic institutions and public through seminars, workshops, briefings, negotiations, etc.

Qualifications

* Tertiary qualifications in the area of Environmental Science, Environmental Engineering or other related discipline.
* Training in any of the following areas would be beneficial:
  + Environmental monitoring (surface water and groundwater)
  + Solid waste management
  + Hazardous waste/dangerous goods management
  + Contaminated site management and
  + Environmental chemistry

Organisational Relationships

**Responsible to** A0081A – Chief Project Officer

**Supervision of** A0083A – Coordinator Environmental and Waste Compliance Operations

A0084A – Environmental Officer – Waste and Compliance

A0086A – Environmental Officer – Waste and Compliance

**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 limited supervision and has the authority to act within the parameters of the objectives, strategies and priorities set by Council and Council policies, management guidelines and delegated authority. The incumbent may exercise discretion in the development and performance of research and operational programs that meet the objectives and strategies and priorities set by Council.

Selection Criteria

**Essential**

* Tertiary qualifications in the area of Environmental Engineering, Environmental Science or related discipline.
* Significant experience and demonstrated knowledge in Environmental Management Systems (EMS) based on ISO 14001 standard.
* Sound knowledge of environmental law, particularly in relation to waste management and contaminated sites.
* Sound knowledge of environmental waste management principals and their practical application particularly in regard to solid waste and water quality.
* Demonstrated knowledge of and approximately ten (10) year’s experience in waste management and/or environmental management issues.
* High level research, analytical and conceptual skills.
* Strong communication and interpersonal skills, including the ability to liaise with clients and influence others.
* Proven project management and time management abilities.
* Current and valid WA ‘C’ class drivers licence or equivalent.

**Desirable**

* Knowledge of Local Government operations and procedures.
* Knowledge of community consultation practices.

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** October 2020

**Reviewed** Manager Human Resources

**Updated** Manager Human Resources

**Approved** Manager Human Resources