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Position Description

Chief Operating Officer (COO)

Position Details

**Position Title** Chief Operating Officer (COO)

**Classification** Negotiated Contract

**Position Number** A0144A

**Basis of Employment** Full Time

**Team Name** Operations Team

**Key Objectives of Position**

To manage the following Eastern Metropolitan Regional Council (EMRC) services:

* Red Hill Resource Recovery Facility.
* Hazelmere Resource Recovery Park.
* Mathieson Road Community Recycling Centre, Coppin Road Community Recycling Centre, Bayswater Community Recycling Centre.
* Container Deposit Scheme Refund Points
* Regional Waste Collections; and

and deliver the projects of the EMRC in accordance with the organisational Sustainability Strategy.

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 - Red Hill and Hazelmere Operations

1. Oversee the operational and development activities at the Red Hill Resource Waste Management Facility, Hazelmere Resource Recovery Park, Transfer Stations and Community Recycling Centres’ to ensure that the sites are available for resource recovery and waste management services, when required.
2. Develop relationships within the waste industry to maintain the EMRC’s leading position as a best practice resource recovery service provider.
3. Ensure all sites managed by the EMRC have the resources necessary to meet all resource recovery requirements.
4. Prepare agendas, reports and minutes for Council and Committee meetings and attend regular meetings, as required.
5. Prepare, deliver, and oversee the preparation of resource recovery service plans in line with the approved annual budgets.
6. Develop, implement, and grow the Regional Waste Collections service and identify new business and sales opportunities from both within and outside our member Councils.
7. Contribute to the medium and long term planning of the EMRC’s resource recovery activities by developing business plans, operating procedures, and the design of new facilities.
8. Improve EMRC financial viability in the area in resource recovery operations.
9. Implement and monitor reports/KPI objectives for Plant and Labour utilisation.
10. Develop and implement processes and procedures with the objective of increasing accountability and synergy at business unit level.
11. Manage revenue and expenditure monitoring processes that ensure appropriate financial and accounting controls are in place and operating optimally.
12. Ensure that strategic workforce planning at Team and Operational level is completed and that the organisational structure is fit for purpose.
13. Support the implementation of strategies involving infrastructure and economic development and manage the associated risk and governance concerns.
14. Develop tender technical specifications for capital Resource Recovery works in accordance with the Local Government Act.
15. Develop technical specifications for quotations/expressions of interest and tenders for work related to the project, manage the evaluation process, and provide recommendations to the CEO/Council.
16. Manage contracts being undertaken by service providers for the Red Hill Resource Waste Management Facility, Hazelmere Resource Recovery Park and/or other facilities managed by the EMRC.
17. Oversee the construction, commissioning and services of the Hazelmere Wood Waste to Energy Project.
18. Assist with management of community engagement on Resources Recovery projects (Circular Energy Recovery Plant).
19. Keep informed of industry and technology developments by liaising with other Councils and waste industry bodies, attending conferences and seminars.
20. Manage Project Budgets and objectives to ensure on time delivery and all budget targets achieved.
21. Lead, research and promote the development of major infrastructure projects that solidify the EMRC’s position as a leader in Resource Recovery, Waste Management and the Circular Economy.
22. Identify and mitigate all risks at the EMRC and positively address the identified risks for employees, contractors, visitors, and members of the public.
23. Represent the EMRC and its stakeholders as required in meetings, forums, and other channels as appropriate.
24. Liaise with internal and external technical experts to ensure compliance with statutory and other licensing legalities and the Local Government Act.

Work Health Safety (WHS) Responsibilities

Ensure the EMRC meets all its legal obligations related to Work Health and Safety Act 2020 by the:

* Executive Leadership commitment, support, and visible involvement in Safety Management System activities.
* Provision of the resources required and the support for the effective deployment and maintenance of the Safety Management System, Annual WHS Plan and associated procedures and processes.
* Promotion of cooperation and consultation between management, workers, and all relevant stakeholders.
* Ensure the successful implementation of the Safety Management System across all the EMRC’s operations.
* Ensure workers (including contractors and volunteers), service providers and visitors are not exposed to hazards in the workplace (as far as practicable).
* Implement and monitor Safety Key Performance Indicators (KPI’s) for all operational and project leaders.

Organisational Responsibilities

* Ensure all documents are created, stored, and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Identify and manage corporate risks and implement strategies to mitigate any effects on the EMRC’s operations.
* 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.
* Manage working time to ensure efficient productivity as well as work life balance.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Organisational Relationships

**Responsible to** A001A – Chief Executive Officer

**Supervision of** A0043A - Manager, Red Hill Resource Recovery Facility

A0191A – Manager Operations - Hazelmere Resource Recovery Park

A0166A – Waste and Resources Recovery Specialist

A0090A – Manager Engineering

A0138A – Manager Wood Waste to Energy

A0080A – Coordinator Sales and Marketing

A0213A– Coordinator Administration

A0077A – PA to COO

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

EMRC member Councillors

**External** Member Council employees

Non-Member Councils

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

Commercial Entities

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.

Selection Criteria

**Essential**

* Minimum of 5 years’ experience at a senior executive level of leading operations.
* Experience of leading employees within a multi-disciplinary team.
* Well-developed oral communication and interpersonal skills with the ability to relate to a diverse range of stakeholders.
* Significant experience in tender and contract administration and project management.
* Knowledge of commercial resource recovery practices from collection through to processing and disposal.
* Knowledge of financial modelling (P&L) practices that can be applied to engineering and resource recovery programs.
* Demonstrated leadership skills.
* High level of analytical, change management and practical problem-solving skills.
* Well-developed interpersonal, negotiation and conflict resolution skills.
* Understanding of social and environmental concerns relating to waste management.
* Possession of a current and valid WA ‘C’ class driver’s license (or equivalent).

**Desirable**

* Tertiary qualifications in Civil or Environmental Engineering or related discipline (desirable), or relevant operational experience:
* Post graduate qualifications in business or related discipline.
* Experience within resource recovery, landfill management and landfill operations.
* Knowledge of civil environmental engineering design, construction, and resource recovery operations.
* Knowledge of local government structure, functions, and requirements under the Local Government Act 1995.

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**

December 2023

**Reviewed**

Manager Human Resources

**Updated**

Manager Human Resources

**Approved**

Manager Human Resources