

Chief Operating Officer (COO) Operations Team

(Position Reference: VAC 20/06)

Applications Close: 5:00pm Monday, 24 February 2020

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff 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.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Applications Close: 5:00pm Monday, 24 February 2020

Chief Operating Officer

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- A cash salary of \$170,000 (Up to \$194,650 total annual remuneration package)
- Package inclusive of up to 14.5% superannuation
- Full private use of an EMRC motor vehicle
- 5 year fixed term contract
- Belmont based location

An exciting opportunity has arisen to join the Eastern Metropolitan Regional Council (EMRC) as its Chief Operating Officer (COO). This newly created position will focus on driving business excellence across its operational areas including the Red Hill Waste Management Facility, Hazelmere Recovery Park and Community Recycling Centres. The EMRC has a passion for combining business innovation with community projects and this role will be responsible for contributing to the successful implementation of new initiatives and schemes.

With a passion for OSH, keen business acumen and a proven track record in influential leadership you will have the ability to deliver outstanding results across multiple locations in accordance with the EMRC's values.

If you feel you have the drive and passion to undertake this challenging but extremely rewarding role contact us NOW!

Join us and help us achieve outstanding results for our member Councils and our Community.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR VAC 20/06, Recruitment, PO Box 234, Belmont WA 6984.

MARCUS GEISLER
Chief Executive Officer

For a confidential discussion about this role please contact Marcus Geisler, Chief Executive Officer on (08) 9424 2203.

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	Chief Operating Officer (COO)
CLASSIFICATION:	Negotiated Contract
POSITION NUMBER:	A0144A
BASIS OF EMPLOYMENT:	Full Time
TEAM NAME:	Operations Team - WARR Services

POSITION OBJECTIVES

- To lead the operations of EMRC's waste facilities including the Red Hill Waste Management Facility, Hazelmere Resource Recovery Park, Mathieson Road Community Recycling Centre, Coppin Road Community Recycling Centre and Bayswater Community Recycling Centre.

POSITION REQUIREMENTS

Competencies

- High level analytical, evaluative, change management and problem solving skills.
- Well developed written communication skills, including report writing
- Well developed oral communication and interpersonal skills with the ability to relate to a diverse range of stakeholders.
- Well developed negotiation and conflict resolution skills.
- Ability to demonstrate a strategic focus with regard to waste management and resource recovery.
- Ability to lead employees within a multi-disciplinary team.
- Self-motivated, results orientated and able to initiate actions to ensure objectives are achieved.
- Commercial and financial awareness, and a highly developed business acumen in relation to waste management operations.

Knowledge

- Knowledge of commercial waste management practice from collection through to processing and disposal.
- Knowledge of the environmental impacts of the circular economy and the associated challenges.
- Knowledge of financial modelling practices that can be applied to engineering and waste management programs.
- Knowledge of tender processes and contract administration, management practices and standards.
- Understanding of social and environmental concerns relating to waste management.
- Knowledge of local government structure, functions and requirements under the Local Government Act 1995.

Experience

- Minimum of 5 years' experience at a senior executive level leading operations.
- Experience in project and contract management.
- Extensive experience of managing large diverse, multi-functional teams across numerous sites.
- Experience in implementing quality and safety management systems.
- Demonstrated experience in analysing business risks and driving business excellence.

Qualifications

- Tertiary qualifications in Civil or Environmental Engineering, related discipline or demonstrated experience of leading at an executive level.
- Possession of a current valid WA 'C' class driver's licence (or equivalent).
- Post graduate qualifications in business or related discipline would be desirable.



KEY DUTIES/RESPONSIBILITIES

Position Responsibilities – Red Hill and Hazelmere Operations

- Oversee the operational activities at the Red Hill Waste Management Facility, Hazelmere Resource Recovery Park and Community Recycling Centres.
- Oversee development activities at the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park to ensure that the sites are available for waste management activities when required.
- Develop relationships within the waste industry to maintain the EMRC's leading position as a best practice waste management service provider.
- Investigate and implement best practice processes and procedures so as to achieve continuous improvement.
- Improve EMRC financial viability in the area of waste management operations.
- Prepare financial models of existing and alternative waste management programs and operations.
- Ensure the Red Hill Waste Management Facility and Hazelmere Resource Recovery Park have the resources available to meet the future need of the Region with regard to waste management.
- Contribute to the medium term and long term planning of the EMRC's waste management activities by developing business plans, operating procedures and the design of new facilities.
- Provide input into future and strategic planning related to Resource Recovery and alternative waste treatment.
- Prepare agendas, reports and minutes for Council and Committee meetings and attend meetings as required.
- Develop tender specifications for capital Resource Recovery works in accordance with the Local Government Act.
- Develop 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.

- Manage contracts being undertaken by consultants as part of the Red Hill Waste Management Park and the Hazelmere Resource Recovery Park.
- Oversee the implementation of the Hazelmere Wood Waste to Energy Project in conjunction with the Chief Project Officer.
- Assist with management of community engagement on Resources Recovery projects.
- Maintain research on resource recovery/alternative waste treatment technologies and the development of resource recovery products and report on these to Committee and Council.
- Keep informed of industry and technology developments by liaising with other Councils and waste industry bodies, attending conferences and seminars.

Occupational Safety and Health (OS&H) Responsibilities

- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

Business Unit Responsibilities

- Provide oversight and monitor the Operations budget.
- Supervise employees within the team including coordination of workflow, performance management and identification of training needs.
- Identify continuous improvement opportunities in order to deliver an efficient and effective Waste Operations service.



- Regularly consult with employees to understand workforce needs and continuously improve functions.

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.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- A001A – Chief Executive Officer

Leadership of

- A0043A - Manager Red Hill Waste Management Facility
- A0109A - Manager Resource Recovery Park
- A0080A - Coordinator Sales and Marketing

Internal and External Liaison

Internal: All EMRC management and employees

External: Member Councils

Local Government authorities
 State and Federal Government agencies
 Contractors and consultants
 Other waste management and research organisations

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 Civil or Environmental Engineering or related discipline (desirable), or relevant operational experience.
- Minimum of 5 years' experience at a senior executive level of leading operations.
- Experience of leading employees within a multi-disciplinary team.
- Significant experience in tender and contract administration and project management.
- Knowledge of commercial waste management practices from collection through to processing and disposal.
- Knowledge of financial modelling practices that can be applied to engineering and waste management programs.
- Demonstrated leadership skills
- High level analytical, evaluative and practical problem solving skills.
- Well developed interpersonal, negotiation and conflict resolution skills.
- Proficiency in the use of MS Office applications including Word, Excel, Outlook and project management software.
- Understanding of social and environmental concerns relating to waste management.
- Possession of a current and valid WA 'C' class driver's licence (or equivalent).



Desirable

- Post graduate qualifications in business or related discipline.
- Experience with landfill management and landfill operations.
- Knowledge of civil environmental engineering design, construction and operations.
- Knowledge of local government structure, functions, and requirements under the Local Government Act 1995.



Summary of Employment Conditions

Location	Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104
Hours of work	This position is required to work a minimum of 76 hours per fortnight. Current office hours are 8:30am to 5:00pm, Monday to Friday.
Special Conditions	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
Pre-Placement Medical	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> ▪ General pre-employment medical; ▪ Drug and alcohol screen
National Police Clearance Certificate	The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

4. Selection Criteria Summary

Selection criteria specify the minimum skills, knowledge, experience and qualifications that are required for the position.

The information you provide should demonstrate when and how you have put to use your skills, experience and knowledge relevant to the criterion.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Statement addressing the selection criteria
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.