

# CITY OF BALLARAT



## Information Pack

### Coordinator Environmental Services

Thank you for your interest in applying for the position Coordinator Environmental Services with the City of Ballarat.

Please find enclosed an information package for the position. The package includes the following documents:

- Employment Details
- Benefits of working with the City of Ballarat
- Position description including the 'Key Selection Criteria'
- 'How to Apply'

For general details of the Council, please refer to the following web site: [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

For further information about the position or duties involved; please contact Steve Van Orsouw, Manager City Services, on 03 5320 7406.

If you wish to apply for this position, please refer to '**How to Apply**' notes at the end of this document.

## Employment Details for the Position

Status:	Permanent, full-time
Hours:	Normal hours are between 8.15am to 5:00pm, with a 45 minute lunch break, Monday to Friday.
Location:	The position will be based at the City Services Depot, Ring Road Wendouree.
Agreement:	Ballarat City Council Enterprise Agreement No 5, 2010
Classification:	Band 8 Annualised
Salary:	\$91,915 to \$102,054 per annum plus 9.25% superannuation
Payment Details:	Salary is paid on a fortnightly basis into a nominated bank account by direct bank deposit.
Superannuation:	Council will contribute 9.25% of salary to a complying superannuation fund nominated by an employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
Qualifying Period:	This position is subject to an initial six (6) month qualifying period.
Annual Leave:	Four (4) weeks annual leave per annum.
Sick Leave:	Twelve (12) days sick leave per annum.
Long Service Leave:	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
Pre-Employment Medical:	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position
Professional Development:	Council recognises the importance of the employee maintaining an adequate level of skill and will allow for appropriate training opportunities.

## Benefits of working with the City of Ballarat

Working at the City of Ballarat, you will be rewarded with flexible working arrangements, work/life balance, an attractive salary, study assistance programs, discounted gym memberships and an encouraging and supportive work environment.

As the Council provides a diverse range of services to the Ballarat community, employment opportunities can vary from Administration, Engineering, Planning, Home Care and Management with the majority of staff working on a full-time basis and the remainder part-time and casual.

- Salary Sacrifice
- Study Leave
- Wellness Program including discounted gym membership
- Dry Cleaning Services
- Payment of rates through payroll deduction if you are a ratepayer
- 10% discount of purchases from the Art Gallery of Ballarat Gift Shop

### Family Friendly and Flexible Working Arrangements

- 13 weeks Paid Maternity Leave
- 2 weeks Paid Paternity leave
- 48/52 arrangements
- Job sharing
- Baby feeding facilities

### 24 Hours Employee Assistance Program (EAP)

- Converge International is the Council's preferred EAP supplier
- Designed to help employees deal with any work-related or personal problems
- Confidential

### Professional Development

- Committed to developing its people by strategically identifying, developing and evaluating learning opportunities
- Access to learning opportunities will be non-discriminatory, based on corporate, team and individual needs and developments

## Position Description

<b>POSITION</b>	Coordinator Environmental Services
<b>POSITION NUMBER</b>	1530
<b>CLASSIFICATION</b>	Band 8
<b>AGREEMENT</b>	Ballarat City Council Enterprise Agreement No. 5 2010
<b>DIVISION</b>	City Infrastructure
<b>BUSINESS UNIT</b>	City Services
<b>APPROVING MANAGER</b>	GM City Infrastructure
<b>DATE UPDATED</b>	December 2013
<b>NAME OF INCUMBENT</b>	_____
<b>SIGNED</b>	_____
<b>DATED</b>	_____

### 1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The City Infrastructure Division is one of three Divisions within the City of Ballarat and is charged with building and maintaining the City. The division includes the functional business units of City Services, Infrastructure Development and Delivery, Facility Management, Property Management, Sport and Recreation and Community Amenity.

City Services is responsible for a diverse range of programs and activities focused primarily on developing, maintaining and preserving the City's civil infrastructure and public open space assets. The City Services Business Unit (the "Unit") comprises the functional areas of the, Road Maintenance, Environmental Services, Strategic Waste and Water and Parks and Gardens.

From a Health and Safety perspective the City of Ballarat requires the following:

- Demonstrate safety leadership.
- Provide strategic direction.
- Communicate a clear set of goals to your team.
- Measure performance regularly against a clear set of goals.
- Act and apply a balance of consequences as required.

- Escalate up relevant issues of importance in a timely fashion.

## **2. POSITION OBJECTIVES**

- To manage strategic waste and operational activities of Waste Services including Street Cleansing and Waste Collection.
- Oversee the management and functioning of the City's waste disposal sites under contract, including the Smythesdale Regional Landfill and Gillies Street Transfer Station.
- Providing policy and strategic direction and advice to the Manager City Services on a broad range of waste and waste management activities.
- Develop, implement, monitor and evaluate waste management strategies and programs to ensure they meet the needs of Ballarat's projected population growth.
- Identify business cases and external funding opportunities for implementation relating to waste, water and environmental programs and projects.
- Responsible for the efficient and effective management and coordination of municipal and contract resources to ensure timely completion and within budget constraints.

## **3. KEY RESPONSIBILITY AREAS**

### **Waste Management**

- Manage the waste and recycling collection and handling practices and develop quality systems and specifications aimed at achieving industry "best practice" in a competitive environment.
- Manage the operations of the street cleansing section to ensure compliance with defined KPIs and in line with the Council Plan and unit policy.
- Manage and supervise the contract for the development and operation of the Smythesdale Regional Landfill to ensure compliance and performance objectives are met and that landfill capacities are capable of serving Ballarat's community on a regional basis.
- Manage and supervise the operation of the Gillies Street Transfer Station under contract. Ensure compliance and achieve performance objectives within the contract.
- Prepare Business Plans and vision documents as required for the Waste Services sections and contracted Waste Facility operations.
- Constantly review and research industry technology to ensure the implementation of modern practices to advance and lead the unit.
- Develop Service Standards, set priorities and establish goals to ensure effective and cost efficient Waste Services and Street Cleansing.
- Preparation of reports for the City Services Manager and General Manager to present to Leadership Team.
- Provide management support and operational direction to the Waste Services and Street Cleansing sections.
- Participate as an active member in management team meetings providing advice on all matters within the scope of this position.
- Supervise outdoor works staff, comprising, coordinators, plant operators and labourers.
- Engage, Induct, organise and supervise contractors when required in accordance with the contractor induction manual.
- Ensure that all works practices carried out are in accordance with current requirements, Acts and regulations relevant to the activity taking place.

### **General**

- Prepare, monitor and control budget in accordance to approved works programs for waste and street cleansing maintenance activities and strategic waste programs.
- Preparation of waste and street cleansing maintenance reports setting out details of works and maintenance undertaken during the period.

- Preparation of estimates for works as requested.
- Liaise with the Manager City Services on a continuous basis on matters relating to the overall waste and street cleansing programs, budget control, variations from the proposed program and budgets to ensure effective control and co-ordination of all works and expenditure.
- Arrange the organisation of training programs for employees in consultation with the Business Support Officer.
- Prepare advice and information accurately reflecting updates or changes to existing services and infrastructure assets to the Manager City Services.
- Other duties as required by Manager City Services within the skills competency of the employee.

#### **Health & Safety**

- Perform at least one 'walk the talk' per month.
- At a minimum >90% of operational health and safety plan actions are complete.
- Ensure investigations are completed and corrective actions are implemented within policy timeframes.
- Attend and participate in health and safety meetings (CHSC or Area Safety Meeting).
- All meetings to have safety on the agenda.

#### **4. ORGANISATIONAL RELATIONSHIPS**

Reports to	Manager City Services
Supervises	Supervisor Waste Supervisor Street Cleansing Strategic Waste Officer Waste Water Energy Officer
Internal Liaisons	CEO General Managers Councillors All Council Staff
External Liaisons	Government agencies Community organisations Advisory Groups and committees Neighbouring councils and other regional bodies Contractors Service Authorities Regional Waste Management Group

#### **5. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Prepare the annual budget, monitor and ensure completion of all works within the Council approved budget amount reporting any variations.
- Ensure Waste and Street Cleansing Maintenance is completed to a high presentation standard.
- Efficient and effective allocation of resources planning works well in advance and monitoring progress reporting to the Manager City Services.
- Provision of sound advice to Manager City Services relating to areas of responsibility and accountability.
- Accountable for accurate, timely gathering and input of asset information into the asset management system.

- Accountable for the performance and conduct of all employees/contractors under the supervision of this position.
- Ability to contribute to and assist others in the development of policies, procedures, strategies and guidelines.

## **6. JUDGEMENT AND DECISION MAKING**

- Required to provide accurate advice on the provision of strategic waste, waste services, waste facilities and functions to staff and Council based on the thorough analysis of options.
- Required to research, investigate, identify and solve problems using established procedures, practices and guidelines and application of knowledge gained through experience.
- Ability to identify and analyse a range of options relating to strategic waste, waste and street cleansing maintenance and develop appropriate solutions.
- Appropriate allocation of labour, plant and materials to works.
- Monthly programming of works in advance to meet overall works programs.

## **7. SPECIALIST SKILLS AND KNOWLEDGE**

- A working knowledge of legislation governing the handling and disposal of wastes and a general knowledge of other waste related environmental statutes impacting on the region.
- Knowledge of waste handling techniques and an appreciation of best practice within the industry. An ability to develop new initiatives is essential.
- High level knowledge of relevant legislation and policies pertaining to environmental management (specifically waste management) and ability to interpret and apply that information, along with exposure to business planning and contract administration.
- Demonstrated experience and knowledge in preparation of both technical and policy-oriented reports, particularly the ability to synthesis data and other information into clear conclusions and recommendations.
- Understanding of relevant technology, procedures and processes used within the operations involved and required by this Position Description.
- Sound knowledge of the use of plant and equipment used in the carrying out of works.
- Excellent written and verbal communication skills and demonstrated ability to prepare concise and accurate reports.
- Understanding of ledger accounting system, chart of accounts and budget document giving the ability to carry out allocated works within budget.
- Understanding of the function of this position within an organisational context.
- Computer literacy skills, including knowledge of spread sheets, database and word processing applications.
- Knowledge of Councils applications to manage budgets, mail, reports and customer requests.

## **8. MANAGEMENT SKILLS**

- Ability to manage time and work at a proficient level, meet deadlines, set priorities plan and organise the work required of this position and employees under the control of this position to achieve the position objective.
- Self-motivated to achieve position objectives with a “Can do” approach.
- Understanding of and ability to implement relevant personnel practices relating to EEO, OH&S and employees training and development.

- Supervisory and Project Management skills and the ability to maximise performance and efficiencies is essential.

## **9. INTERPERSONAL SKILLS**

- Developed skills in oral communication and in the preparation of written and verbal reports.
- Ability to lead, motivate and develop employees under direction.
- Ability to gain cooperation and assistance and be able to negotiate and achieve set objectives with customers, clients and staff.
- Provide detailed information and advice for enquiries by the public both onsite and at the office and promote good public relations by providing effective, efficient and timely services in accordance with council policies. This includes advice and information on all aspects of services provided by City Services.

## **10. QUALIFICATIONS AND EXPERIENCE**

- Relevant tertiary qualifications in Applied Sciences or Engineering or in a field related to the roles requirements with experience in a management role within a medium to large organisation.
- Extensive knowledge and management experience of waste collection and processing operations.
- Relevant experience in supervision of employees in the fields related to this position.

## **11. KEY SELECTION CRITERIA**

- Relevant tertiary qualifications in Applied Sciences or Engineering or in a field related to the role requirements with experience in a management role within a medium to large organisation.
- Extensive knowledge and management experience of waste collection and processing operations. Landfill development and operation experience will be highly valued.
- Relevant experience in supervision of employees in the fields related to this position.
- Experience in preparation of quotations and tenders, management plans and programs for waste and street cleansing services.
- Skills in developing, implementing, managing and evaluating policies in relation to waste management for the benefit of the community including the evaluation and analysing of issues relating to service delivery.
- Demonstrated ability in written and oral communication skills, including experience in preparation of written reports.
- Demonstrated Experience and knowledge of contract management and supervision in local government operations related to this position.
- Experience in customer liaison, including development of customer liaison and related administrative processes.
- Sound computer skills, including specific knowledge of and experience with financial and data base packages.
- Possession of a current Victorian Driver's License.



## How to Apply

These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application.

### Application Cover Sheet

Please ensure you complete the 'Application Cover Sheet' and include in your application. The personal information collected on this form will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information.

### Addressing Key Selection Criteria

The Key Selection Criteria are listed in the Position Description. Each criterion must be addressed and it is essential that the information you provide is clear, concise and most importantly relevant, so that the selection panel can readily assess your application for the above position. It is up to you to demonstrate that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. It must be noted that it is not practical to interview all applicants and therefore only those who best meet the requirements will be short-listed for interview.

### Applications

- Ensure that you have read the position description and understand the requirements of the position
- Your application should include;
  - Application Cover Sheet
  - A covering letter
  - A document addressing the key selection criteria
  - A current resume

All applications will be treated with the strictest confidentiality and are to be submitted by email to: [applications@ballarat.vic.gov.au](mailto:applications@ballarat.vic.gov.au).

Alternatively, you may post your application to;

"Private and Confidential"  
Human Resources  
City of Ballarat  
PO Box 655  
BALLARAT VIC 3353

*Please do not hand - deliver your applications. Please use a paperclip to secure all documents; do not staple your application or enclose your application in a folder.*

Applications close: **Friday 21 February 2014 at 5.00pm**

*Please Note: Late Applications cannot be accepted.*

# CITY OF BALLARAT



## Application Cover Sheet

**Position Applied for:** \_\_\_\_\_

*Note: Applicants are required to respond to the Key Selection Criteria in their applications*

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Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

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### Do you have?

Current Driver's License	Y/N
Current First Aid Certificate	Y/N
Current Police Check (not more than 6 months old)	Y/N
Are you willing to undertake a Police Check if required?	Y/N
Have you completed the attached <u>Professional Referees</u> form?	Y/N
Have you read and understood the <u>Position Description</u> ?	Y/N
Have you read 'How to Apply' instructions in the Information Pack?	Y/N

What is your availability to work e.g. hours, days and date of commencement?

\_\_\_\_\_

Where did you see this position advertised?

\_\_\_\_\_

**\*\*\*\* Don't forget to attach your Resume and address the Key Selection Criteria \*\*\*\***

## [Right to Work](#)

Please note that in order to work at the City of Ballarat, you must have the legal right or be in the process to obtain permission to work in Australia. If you do not currently have that right, you may apply for this position and the Council may be able to assist you in obtaining that right; however the Council offers no guarantee of such assistance.

**Are you an Australian citizen?      Yes    No**

**If No, please tick appropriate evidence that you can provide:**

- Certificate of evidence of resident status
- Valid visa with work right

## **PRIVACY ACT INFORMATION AND DECLARATION**

The personal information requested on this form is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

## [Professional Referees](#)

I hereby agree to the following nominated persons acting as referees and being contacted for the purpose of seeking referee information regarding my previous employment performance and my suitability for future employment:

<b>Name of Referee</b> (Direct Manager if possible)	<b>Company and Position</b>	<b>Contact Phone Number</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		

I confirm that the above referees have been contacted by me and have consented to acting as referees on my behalf. I understand that failure to gain the consent of the persons listed above to act as referees may result in the City of Ballarat not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the City of Ballarat's Privacy Act Policy and *Victorian Information Privacy Act 2000*, including the provision of access to that information.

**Name of Applicant** .....

**Signature** .....

**Date** .....