



Position Description Senior Strategy Officer

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees can develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Senior Strategy Officer – Waste Futures
AWARD CLASSIFICATION:	Band 7
DEPARTMENT:	Construction, Contracts and Operations
DIVISION:	Customer, Operations and Infrastructure
DATE APPROVED:	June 2021
APPROVED BY	Executive Manager, Construction, Contracts and Operations

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Coordinator Waste Futures
SUPERVISES:	N/A
INTERNAL LIAISONS:	Council Employees and Managers and Executive Leadership Team
EXTERNAL LIAISONS:	Government representatives, Statutory Authorities, clients, community, suppliers, consultants and contractors.

POSITION OBJECTIVES

This role is responsible for working with the Coordinator Waste Futures to ensure that Council's Don't Waste It! Waste Management Strategy is fit for purpose and is delivering on Council's objectives. The role is also responsible for coordinating and delivering initiatives under the auspices of the strategy.



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KEY RESPONSIBILITY AND DUTIES

- Work with stakeholders and the Port Phillip community to deliver and evaluate key projects that deliver on the outcomes and targets of the Strategy.
- Assist in the evaluation of the Strategy including managing consultants, analysing data, preparing reports, editing and drafting, and providing evidence-based recommendations.
- Assist in the review of the Strategy, ensuring that it aligns to the requirements of 'Recycling Victoria, a new economy' and that it addresses community expectations and the challenges the City faces now and over the next 10+ years.
- Apply Council's Project Management Framework to projects and initiatives.
- Support the Coordinator Waste Futures to manage the team budget, organisational and Strategy reporting, and on the Waste Transformation Project Control Group.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Deliver and evaluate agreed Strategy projects to deliver specified outcomes within agreed scope, timeline and budget.
- Manage consultants and the delivery of their outputs in line with project scopes, timelines and budgets.
- Operate within a corporate structure and show initiative in producing outcomes that contribute to attaining organisational goals.

JUDGMENT AND DECISION MAKING

- The ability and confidence to exercise judgement and decision making based on knowledge of the City of Port Phillip's priorities relating to waste.
- Ability to be creative in seeking solutions to complex problems and recommend/determine appropriate courses of action.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of the current waste management, resource recovery, recycling and circular economy industry challenges and practices, including current Federal and Victorian Government policies and their delivery plans.
- Well-developed project management skills.
- Ability to think conceptually and creatively and to develop strategic approaches that deliver practical outcomes for complex waste management and circular economy issues.

MANAGEMENT SKILLS

- Ability to deliver and evaluate projects on time, within scope and on budget that target and support the realisation of specified waste outcomes.
- Ability to oversee projects, resources and meet both short- and long-term timeframes, including management of personal day-to-day workload to ensure multiple project timelines are met.
- Demonstrated ability to plan and organise work, including that of consultants and contractors.



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OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

INTERPERSONAL SKILLS

- Well-developed ability to gain the cooperation of and work effectively with co-workers and the community to deliver outcomes.
- Highly developed written and presentation skills including the ability to communicate complex ideas and issues to a variety of audiences.

QUALIFICATIONS AND EXPERIENCE

- A relevant qualification (environmental science, behaviour change, or similar) and significant professional experience in the waste and resource recovery sector.
- Comprehensive understanding of current national, state, regional and local policy context for environmental sustainability, waste management and resource recovery, relevant to local government.
- Experience working across an organisation in waste management, resource recovery, circular economy and/or environmental management and sustainability, in a team and/or interdisciplinary environment.
- Experience in the review, development and implementation of organisational strategies.
- Project management and project team leadership experience.



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SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- evidence of mandatory evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.

Employment of successful candidates will be subject to a National Police Check.

Employment of successful candidates will be subject to evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

KEY SELECTION CRITERIA

- A relevant qualification (environmental science, behaviour change, or similar) and significant professional experience in the waste and resource recovery sector.
- Experience in qualitative and quantitative data collection, management and reporting for the purposes of informing progress against strategic organisational outcomes and targets.
- Demonstrated ability to develop and maintain positive rapport and collaborative relationships with internal and external stakeholders, to achieve strategic outcomes in a complex working environment.
- Ability to identify challenges and emerging trends and prepare responses and recommendations and which are innovative, policy-backed and evidence-based.