



Position Details

Position title:	Kerbside Waste Reform Project Officer
Award Classification:	Band 6
Department:	Waste and City Maintenance
Division:	Operations and Infrastructure
Date Approved:	April 2026
Approved By:	Executive Manager Waste and City Maintenance

Organisational Relationships:

Reports To:	Senior Strategy Officer Waste Futures
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Residents, members of the public, government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

- Work with the Senior Strategy Officer Waste Futures to deliver key waste reform projects in line with Council's Don't Waste It! Waste Management Strategy 2025-28 and Victorian legislation.
- With a project management focus, the position will assist with the implementation of Council's kerbside glass service and lid standardisation project by carrying out defined tasks such as supporting procurement activities, providing administrative support for contracts, and assisting with change processes, stakeholder engagement and community education, under direction from senior staff.

Key Responsibilities and Duties

- Support the implementation and monitoring of the kerbside waste reform project plan, timeline, budget and milestones to ensure delivery within agreed parameters.



- Support stakeholder engagement and assist with complaints in accordance with established procedures, escalating matters to the Manager or Project Working Group where required to minimise impacts on the project.
- Coordinate the change management activities for the project to ensure internal and external stakeholders are adequately prepared.
- Support the procurement process for assets required for the project.
- Support the Manager to help maintain regular waste services during the project, in accordance with established processes and directions.

Accountability and Extent of Authority

- Coordinate contractor activities and oversee the delivery of their outputs to ensure alignment with the approved project scope, timeline and budget.
- Operate within a corporate structure and apply established methods to progress outcomes aligned with organisational goals.
- For resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives.
- When providing specialist advice, the freedom to act is subject to regulations and policies and regular supervision.

Judgement and Decision Making

- Apply standard techniques to resolve project issues, with guidance available and escalation to the Manager or Project Working Group as needed.
- Apply established methods to resolve project-related issues, including situations where those methods must be adapted to new or unfamiliar circumstances, with guidance available as required.

Specialist Skills and Knowledge

- Knowledge and understanding of the current waste management, recycling and circular economy industry challenges and practices, including Victorian Government policies.
- Demonstrated project management skills, including implementation, risk management and resource coordination, to support delivery within agreed budgets and timelines.
- Apply standard methods to assist in developing project-level approaches to waste infrastructure issues, under established policies and guidance.
- Prior experience coordinating contract activities, including overseeing contractors to ensure timely and safe delivery of works and services, supporting issue resolution, and maintaining productive working relationships.
- Skilled in facilitating project-related workshops, working groups and cross-functional meetings to support productive discussion and agreement on defined outcome.



Management Skills

- Ability to support the delivery and evaluation of projects within agreed scope, budget and timelines.
- Ability to build and maintain productive relationships with staff across departments to transition smoothly and understand the purpose behind change resulting from the project.
- Ability to coordinate project activities, resources and manage personal workload to meet short- and long-term project timelines.
- Demonstrated ability to plan and organise own work and coordinate contractor activities.
- Supports working group processes by clarifying roles, expectations, timelines and deliverables in line with established governance requirements.
- Ability to identify project risks and apply Council's risk assessment framework to support appropriate mitigation.

Interpersonal Skills

- Ability to gain the cooperation and assistance of co-workers, contractors and community members to support project outcomes.
- Written and presentation skills, including the ability to communicate technical or project-related information to a range of audiences.
- Ability to work with and support cross-functional team members to achieve agreed project outcomes.

Qualifications and Experience

- A relevant qualification in project management, environmental management, sustainability, behaviour change or circular economy, or substantial practical and relevant experience.
- Experience coordinating engagement with a range of stakeholders.
- Understanding of the current state policy context for waste management and resource recovery relevant to local government
- Experience working across an organisation in project management, waste management, resource recovery and sustainability un a team and/or interdisciplinary environment.
- Project Management certification desirable but not mandatory.



Child-Safe Standards

- Maintain a child safe culture at 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.



Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Support Council's business continuity, emergency management and municipal recovery activities when required.

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 qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- A relevant qualification (project management, environmental management or behaviour change) and/or experience in the waste and recovery sector or project management.
- Demonstrated ability to develop and maintain positive rapport and collaborative relationships with internal and external stakeholders, to achieve strategic and operational outcomes in a complex working environment.



- Demonstrated project management experience – delivering, monitoring and evaluating projects.
- Demonstrated contract management experience, to ensure that that contractors deliver outputs in line with the project scope, timeline and budget.
- Demonstrated ability to analyse complex issues, clearly define problems and develop practical solutions to resolve identified issues.

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 are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.