

Role Description

Waste Management Facility Coordinator



Cluster	Planning, Industry & Environment
Agency	Lord Howe Island Board
Division/Branch/Unit	Infrastructure and Engineering Services
Location	Lord Howe Island
Classification/Grade/Band	LHI Officer Grade 5
ANZSCO Code	899611
PCAT Code	1112292
Date of Approval	January 2021
Agency Website	www.lhib.nsw.gov.au

Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. "Island" as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball's Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board is part of the Department of Planning, Industry and Environment (DPIE) cluster, which brings together specialists in urban and regional planning, natural resources, industry, environment, heritage, Aboriginal and social housing, and regional New South Wales.

The Group within DPIE undertakes a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, waste management and resource recovery, and environmental and mine safety regulation. The work of the Group is supported by centres of excellence in science; policy and strategy; and data analytics and insights.

The Group also has oversight of the Lord Howe Island Board administration.

Primary purpose of the role

This role co-ordinates and undertakes day-to-day operations and maintenance of the Lord Howe Island Board's Waste Management Facility (WMF). The role includes coordinating a small team of field staff and contractors at the Facility, ensuring that the work is undertaken safely and efficiently to assist in the delivery of Board waste management programs, plans, initiatives and responsibilities.

Key accountabilities

- Operate and maintain the waste management facility to provide a compliant, efficient, safe and uninterrupted operation for staff and users.

- Implement maintenance works and operate plant and equipment at the waste management facility in a safe manner. This includes coordinating field staff in the implementation of maintenance works and operations and providing advice and direction to staff and contractors.
- Undertake administrative tasks, including rostering, data collection, ordering and coordination to ensure supply and removal of materials and resources for effective and uninterrupted operation and maintenance of the waste management facility.
- Provide information and advice to businesses, the community and visitors, about waste minimisation, disposal, recycling and resource recovery.
- Under supervision from the Team Leader Asset Management, deliver Waste Management Facility operations according to environmental regulator licence conditions, relevant resource recovery arrangements and specific pollution reduction programs.

Key challenges

- Coordinating supply arrangements and logistics in a remote, isolated location to minimise disruption to the Facility operation.
- Balancing the need to conduct hands-on operational tasks while also conducting planning, rostering, team coordination activities.
- Maintaining a flexible and responsive approach to accommodate changes to work plans in an environment that can involve uncertainty due to equipment breakdowns, staff availability and severe weather.

Key relationships

Who	Why
Internal	
Team Leader - Asset Management	<ul style="list-style-type: none"> • Escalate issues as required and keep informed of matters at the Waste Management Facility. • Agree on priorities; advise and receive instruction. • Participate in meetings to represent work group and share information. • Collaborate on coordination of work.
Work Team	<ul style="list-style-type: none"> • Provide direction, advice and coordinate team activities. • Encourage feedback from work team where they identify opportunities to improve operations.
Other Internal Staff	<ul style="list-style-type: none"> • Collaborate on coordination of work. • Provide practical advice on waste management issues.
External	
Island Businesses, Residents, Visitors	<ul style="list-style-type: none"> • Effectively communicate information and advice to businesses, residents, visitors and stakeholders on waste management initiatives, facilities and regulations. • Encourage a sense of pride in the Island Community for striving to improve waste management practices.
Environmental regulator	<ul style="list-style-type: none"> • Liaise and seek advice on Waste Management Facility operations.
Contractors	<ul style="list-style-type: none"> • Liaise with contractors to ensure successful delivery of agreed services.

Role dimensions

Decision making

The WMF Coordinator provides advice to the Team Leader – Asset Management regarding implementation and completion of agreed or necessary works and maintenance programs. The WMF Coordinator is

responsible for decision making within Waste Management Facility team where decisions relate to the utilisation of staff, and resources such as plant and equipment.

Reporting line

Team Leader - Asset Management

Direct reports

Field Officers (typically one to two).

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated experience in coordinating the activities of a small team of field staff.
- Demonstrated experience in plant operations, including telehandler and excavator and in the general maintenance of equipment and facilities, including awareness of Work Health and Safety requirements.
- Demonstrated organisational and problem solving skills with an ability to identify and prioritise issues.
- Demonstrated communication skills, with the ability inform and advise the community on waste management practices and procedures.

Essential requirements

Current Australian Driver's Licence (minimum C Class).

Willingness to obtain a First Aid Certificate.

Willingness to obtain a ChemCert Chemical Handling Certificate.

The role of the WMF Coordinator is very physically demanding, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of plant and vehicles. The WMF Coordinator must meet the requirements of a specific medical assessment. The WMF Coordinator will be required to receive and maintain current vaccination for Hepatitis A, Hepatitis B and Tetanus.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.






The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Focus on providing a positive customer experience Support a customer-focused culture in the organisation Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Cooperate across work areas to improve outcomes for customers 	Intermediate
 Results	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	Adept
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Collaborate to set clear performance standards and deadlines in line with established performance development frameworks Look for ways to develop team capability and recognise and develop individual potential 	Intermediate






- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational