

POSITION DESCRIPTION

Position Details

Title:	Executive Officer
Appointment type:	Public Sector Executive
Salary range:	\$120,000 - \$145,000 per annum (total remuneration package)
Work location:	Wangaratta
Employment type:	Government Sector Executive Remuneration Panel
Contract Term:	12-month role
Position reports to:	North East WRRG Board
Direct reports:	There are currently four positions reporting directly to the Executive Officer

Context

North East Waste and Resource Recovery Group (North East WRRG) is one of seven waste and resource recovery groups in Victoria established on the 1st of August 2014 under the Environment Protection Act 1970 (The Act).

The Act specifies that the region which makes up the North East region comprises of seven local government areas and three alpine resorts.

The Act defines the functions of the Waste and Resource Recovery Groups as:

- a) To plan for the future needs of waste and resource recovery infrastructure within its waste and resource recovery region consistently with the State-Wide Waste and Resource Recovery Infrastructure Plan; and
- b) To facilitate the provision of waste and resource recovery infrastructure and services by councils within its waste and resource recovery region; and
- c) To facilitate the development of contracts for the joint procurement of waste management facilities and waste and resource recovery services within its waste and resource recovery region; and
- d) To manage contracts in the performance of its objectives and functions; and
- e) To work with Sustainability Victoria, councils, businesses and communities to ensure State-wide waste and resource recovery education programs are adapted to the needs of its waste and resource recovery region and to facilitate the delivery of those education programs; and
- f) To advise, with Sustainability Victoria, councils and businesses within its waste and resource recovery region on best practice for waste and resource recovery systems, facilities and services; and
- g) To support its waste and resource recovery region's Local Government Waste Forum to enable the Waste Forum to perform its functions; and
- h) To undertake waste and resource recovery projects as funded by government, councils and other organisations.

Organisational vision – Getting best outcomes from our waste

Organisational mission - Improve our waste and resource recovery systems by facilitation, collaboration, research, planning, and education with our stakeholders.

Description

The Executive Officer is the critical leadership position supporting and enabling the North East WRRG board to carry out its governance and statutory obligations in accordance with relevant legislation, policy and directions, and consistent with regional needs and priorities. In this role, you will:

Strategically support the board in the development and implementation of its plans, budgets, programs, projects and activities for waste management and resource recovery in the region.

Direct and implement the key North East WRRG functions of waste and resource recovery infrastructure planning for the region, the development and coordination of more efficient procurement arrangements for regional waste and resource recovery infrastructure and services and facilitate delivery of state-wide waste and resource recovery education strategies in the region.

Directly manage and supervise all North East WRRG staff and their day to day activities, including having overall responsibility for their selection, training and development.

Position's key accountabilities

1. Review the organization's structure and capacity to deliver on the Minister's Statement of Expectations.
2. Provide authoritative and strategic advice on matters of governance and legislative obligations to the North East WRRG Board in meeting its statutory and other responsibilities, and to enable the Board's directions to be achieved in an efficient and timely manner.
3. Provide strategic leadership to the delivery of the region's Waste and Resource Recovery Implementation Plan, ensuring that it aligns and integrates with state-wide planning priorities in close consultation with Sustainability Victoria, the Department of Environment and Land, Water and Planning and waste and resource recovery region councils and alpine resorts.
4. Manage staff and provide organisational leadership consistent with the public sector code for the North East WRRG so as to provide foundational capability to meet the group's strategic and business planning objectives.
5. Lead the identification of opportunities to reduce costs and/or otherwise improve waste management and resource recovery outcomes, including through the facilitation of joint procurement opportunities between member councils and the sharing of expertise and resources.
6. Contribute to the development of state-wide waste and resource recovery education strategies. Facilitate the implementation of these education delivery strategies in the region.
7. Manage budget, provide detailed financial reports to the board and explain any variations.
8. Engage a qualified external accountant to ensure that the annual financial statements are prepared in accordance with the Australian Accounting Standards and the Financial Management Act 1994.
9. Proactively build and maintain positive relationships that foster a culture of cooperation between waste and resource recovery entities in the region, including ensuring projects are informed by local government, business and communities, and building support for key North East WRRG activities such as strategic planning.
10. Prepare and present detailed and comprehensive reports, briefings and submissions on complex policy and operational issues to or on behalf of the Board.

Key selection criteria

Qualifications and requirements

- An appropriate tertiary qualification in environmental management or a related field or extensive relevant experience.
- A current Australian driver's licence.
- This position requires a National Police Check and Working with Children's Check prior to appointment.

Personal attributes

- **Conceptual and analytical ability:** deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
- **Creativity and innovation:** generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas into workplace improvements; reflects on experience and is open to ongoing learning and growth and new ways to improve practice.
- **Drive and commitment:** enthusiastic and committed; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
- **Relationship building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises, facilitates a collaborative approach.

Key competencies

- Proven record of achievement at a senior level in the planning, management and/or delivery of significant services or programs, particularly in the environmental, waste management or local government areas.
- Knowledge and/or experience of the governance and working to a Board or Council.
- Experience in interpreting and communicating detailed financial reports and in the oversight of financial systems and budgets.
- Sound knowledge of key relevant legislation and regulatory frameworks including in the areas of governance and human resources.
- Understanding of aspects of waste management and/or resource recovery and/or the statutory planning will be well regarded.
- **Strategic planning:** thinks at the 'big picture' level; entertains wide-ranging possibilities in developing a vision for the future; works across a number of time frames; translates strategic direction into day-to-day activities.
- **Stakeholder management:** identifies issues in common for one or more stakeholders and uses to build mutually beneficial partnerships; identifies and responds to stakeholder's underlying needs; uses understanding of the stakeholder's organisational context to ensure outcomes are achieved; finds innovative solutions to resolve stakeholder issues.
- **Influence and negotiation:** gains agreement to proposals and ideas; builds behind-the-scenes support for ideas to ensure buy-in and ownership; uses chains of indirect influence to achieve outcomes; involves experts or other third parties to strengthen a case.
- **Leadership:** builds team commitment by demonstrating personal conviction; translates organisational strategy into meaningful long-term plans and objectives for own area of responsibility; motivates others to deliver against goals.

Privacy notification

The collection and handling of applications and personal information will be consistent with the requirements of the *Information Privacy Act 2000*.