



Mahi Tahī

We are one team, stronger together as we work with and for our community to deliver outcomes that matter.

#arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Manaakitanga

We put our people first by showing them that they matter, through a focus on whānau's needs and aspirations.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana - leaving a legacy which future generations will embrace.

Details

JOB TITLE	Waste Minimisation Officer
REPORTS TO	Solid Waste Manager
GROUP	Community Infrastructure
DIRECT REPORTS	Solid Waste Manager
FINANCIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Local Government Act 2002 – 171, 172, 173, 174 Litter Act -5 Resource Management Act 1991 - 38
GRADE	Strategic Pay - 14

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

The purpose of the Community Infrastructure Group is to provide operations and services for Local Waters, Roding and Solid Waste infrastructure, with a sharpened focus on delivery of the capital programme across these activities. The groups focus is on long term planning and annual programming of maintenance, renewal and capital development works, and operations of the infrastructure services and support for design and delivery of the capital programme.

To effectively implement and promote the District's Waste Management and Minimisation Plan (WMMP) action plan, this role will involve collaborating with waste education providers, schools, event organizers, and businesses. The focus will be on supporting educational initiatives and community groups in waste minimisation practices while assisting the Solid Waste Team with the development and execution of new projects. Additionally, this position will contribute to the team's various responsibilities, ensuring all tasks are completed efficiently and to a high standard, in alignment with the District's goals for reducing waste to landfill.



Skills, Knowledge and Experience

EXPERIENCE	Previous solid waste experience is desirable, however not essential. A passion for the environment and driven towards contributing to waste minimisation within the district. Experience in project management with community groups would also be valuable.
KNOWLEDGE	Knowledge of the solid waste industry is desirable but not essential. Knowledge of IT applications would be helpful. E.g. Magiq, document management systems.
SKILLS	Good working knowledge of Microsoft Excel, confidence in speaking with large groups of people, report & document writing, effective time management, proven ability to meet tight deadlines, and to work as a high functioning Team member.
ACHIEVEMENT	Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations. Displays initiative and is personally driven by successfully completing tasks.
RELATIONSHIPS	Ability to build strong working relationships and become a trusted support person and colleague.
INTEGRITY	High level of professionalism and confidentiality. Ability to appropriately manage sensitive information. Honest, respectful and continuously builds trust through actions.
COMMUNICATION	Communicates in a clear, confident and articulate manner. Is able to adapt communication style to meet the needs of the audience. Is confident and effective at influencing others. Is able to communicate in a way that builds trust and positive relationships.
IMPLEMENTATION	Is reliable, detail-focused and meticulous within a fast-paced environment. Follows through on plans to ensure they are carried out accordingly.
STRATEGIC AGILITY	Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies and manages risks.
SELF-INSIGHT	Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.
RESILIENCE	Remains calm, composed, and optimistic in stressful or high pressure situations.
TEAMWORK	Supports and collaborates with team members to achieve targets and strives to get the best out of others. Is resourceful with a can-do attitude.
GROWTH MINDSET	Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.



Key Responsibility and Expected Outcomes



**'You'
Matter**

Health, Safety & Wellbeing

Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership and Influence

Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



**Partnerships
Matter**

Te Tiriti o Waitangi

Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work ensuring HDC projects are delivered in a culturally sensitive way.

Community and Customer Focus

Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction. Identify and engage with communities and community groups to encourage involvement in the development of community initiatives and programmes.

Relationship Management

Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



**Performance
Matters**

Personal Development

Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Risk Management

Effectively identify and manage risks, take actions to resolve and/or escalate issues to contribute to the maintenance of the risk management framework.

Continuous Improvement

Identify continuous improvement practices to support the implementation and delivery of council's outcomes.

Customer Centric

Maintain a customer centric focus, ensure services are delivered in an effective and customer focussed way, and that effective working relationships are maintained with key stakeholders.



**Work
Matters**

Coordinate Management and Delivery of the Waste Management & Minimisation Plan (WMMP)

Assist in transforming the Council's WMMP Action Plans into practical actions and projects, with a focus on minimizing contamination in kerbside bins and working towards achieving meaningful reductions in waste sent to landfill from events, as well as from industrial, commercial, and construction sources. Assist the Solid Waste Manager and Solid Waste Officer with the procurement and project management of SWAP audits at solid waste facilities, as well as the management of kerbside rubbish bins, bags, and future organics kerbside bins. You will also support reviewing the WMMP, and when required assisting with the development of a new WMMP.

Solid Waste Bylaw, Licensing and Event Management Plans

Assist in the development and implementation of the HDC Bylaw Waste Collection, Licensing Plan and Event Waste Management Plans. Ensuring compliance with Solid Waste Bylaws and related plans is a key responsibility, and you will work closely with the Solid Waste Officer to manage compliance efforts. This includes liaising with residents, businesses, and other parties regarding any non-compliance, ensuring that all parties adhere to the relevant waste management regulations.

Customer Service and Operational Support

Respond to service requests, inquiries, applications, and complaints related to waste minimization services, ensuring timely, customer-focused solutions, keeping the Solid Waste Manager informed of emerging issues, incidents, and customer satisfaction levels. You will address operational challenges, particularly with kerbside collections and transfer stations, and provide backup for the Solid Waste Officer during peak periods and absences. Assist with the monthly invoicing and receipting of various contracted services. Additionally, you will enhance, manage and analyse monthly waste data and systems to support forecasting and costings, lead communications for waste minimization programs, and promote and assess applications for the annual waste minimization grant. You will also oversee new waste minimization projects, ensuring timely and successful implementation.

Community Education

Coordinate the management and delivery of waste minimization programs and services as outlined in the Waste Management and Minimisation Plan (WMMP) Action Plans, ensuring that all initiatives are implemented effectively and within established timeframes. Assist with the school waste minimisation education programs and work with Enviroschools and Zero Waste Education to actively minimise the waste generated within their schools.

Council Contribution

Actively and positively participate as a member of the Organisation Performance Group and perform all reasonable duties as needed. Be a positive culture contributor. Participate in Emergency Management activities.



Alignment with our community outcomes



We uphold Te Tiriti o Waitangi and its principles and recognise the role of Mana Whenua as kaitiaki of their rohe. We support them to maintain and enhance tikanga with their ancestral lands and waterways, wāhi tapu and other taonga, and build mutually respectful partnerships with tangata whenua, supporting whanau, marae, hapū and iwi in achieving their aspirations.



We contribute to improving our natural environment for current and future generations to enjoy, and protect the important natural features in our district.

We ensure our built environment supports the wellbeing of our people and manage competing pressures on resources sustainably.



We provide efficient, reliable and affordable infrastructure, developing and maintaining facilities and infrastructure to meet the needs of current and future generations. Our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, working with partners to develop infrastructure that enables growth.



We are business friendly, supporting diversity and resilience in our local economy and work with others to make our economy grow. We aspire for economic security for all of our people and seize growth opportunities for our district.



We value the diversity of our people, and how our district's heritage shapes our community's sense of identity and pride.

We provide infrastructure, services, facilities and places to build resilient and connected communities where people of all ages and backgrounds feel included and safe. We are building collaborative relationships with service providers to enable all people to live positive and healthy lifestyles, encouraging our people to participate in local decision making.

