

PROJECT MANAGER, WASTE SERVICES

POSITION DESCRIPTION

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| Position Title: | Project Manager, Waste Services |
| Responsible To: | Team Leader, Waste and Cleansing |
| Council Portfolio: | City Shaping |
| Council Program: | City Operations |
| Classification Level: | Salaried, Level 7 |

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well-presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

| | |
|-----------------|---|
| Internal | Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams |
| External | State and Federal Government departments Stakeholders impacted by project(s) Non-government organisations Consultants and Contractors Community members and groups Local Government Councils |

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Primary Purpose

As part of the City Operations Program, the Project Manager, Waste Services will provide strategic leadership and delivery of the waste services project that delivers essential waste services for the Community.

Key Responsibilities

The Project Manager, Waste Services is responsible for:

- Providing strategic leadership for the planning, delivery, and evaluation for the delivery of Waste Services for the Community.
- Assist with identifying achievable, creative and innovative opportunities and solutions that will respond to the critical waste issues and opportunities affecting Council.
- Develop and deliver high-quality reports and other waste management insights in both written and presentation formats.
- Present and communicate to a range of audiences through reports, presentations and memos to elected members, senior leadership and external stakeholders in a range of different working environments.
- Undertake and support in a wide range of waste related procurement activities including RFI, EOI, contracts, contract management, service level agreements and negotiations.
- Develop and maintain detailed project plans, milestones, budgets, and risk registers.
- Coordinate and collaborate with cross-functional teams and stakeholders to deliver integrated outcomes and ensure services are co-designed, inclusive and responsive to community needs.
- Lead the complex end-to-end delivery of multi-stakeholder projects, ensuring it meets scope, time, strategic objectives, cost and quality objectives.
- Ensure alignment with Corporate, Strategic, Community Outcomes, and relevant legislation.
- Establish reporting frameworks and decision-making processes that ensure accountability and transparency.
- Engage with community representatives, service users, and stakeholders
- Represent the Council in meetings, networks and forums to build trust and promote the projects benefits.
- Ensure compliance with financial, procurement and audit requirements.
- Develop a framework for the preparation of high-quality reports that inform future decision making and service planning.
- Establish performance measures, KPI's, and reporting arrangements to ensure contractor accountability and service quality.

Responsibilities for all leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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Position Criteria

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| <p>Qualifications & Experience</p> | <p>A tertiary qualification in Project Management, Contract Management or related field and/or commensurate demonstrated experience in lieu of formal qualifications.</p> <p>Extensive experience in waste management, contract management, procurement, or service delivery.</p> | <p>Essential</p> |
| <p>People Management and Resource Management</p> | <p>Extensive experience in managing allocated resources, which includes planning, delegating and prioritising.</p> <p>Ability to prioritise and be flexible in responding to changing priorities and demands which may be within short time frames.</p> | <p>Essential</p> |
| <p>Financial Skills & Business Acumen</p> | <p>Ability to understand and appreciate the financial implications of decisions and their impact.</p> <p>A thorough knowledge of financial management procedures relating to project planning, resource allocation, budgeting, cost management and reporting.</p> | <p>Essential</p> |
| <p>Technical Knowledge and Experience</p> | <p>Extensive experience in delivering complex community focused end to end project in an environment of balancing complex issues, political sensitivities and competing priorities.</p> <p>Significant experience in project development, management and delivery including budgeting and cost tracking, reporting, business case development, cost benefit analysis and forecasting / projections.</p> <p>Extensive experience in managing procurement and contractual arrangements for complex projects and initiatives.</p> <p>Ability to perceive the political implications of various decision paths before acting and proven ability to integrate across interrelated program or groups to achieve outcomes.</p> | <p>Essential</p> |
| <p>Innovation and Initiative</p> | <p>Proven ability and demonstrable experience to think strategically, analyse complex situation, develop creative solutions and achieve outcomes that advance program objectives.</p> <p>High level of self-drive and initiative to deliver service outcomes.</p> | <p>Essential</p> |
| <p>Professional Development</p> | <p>A commitment to ongoing professional development and continuous learning.</p> | <p>Essential</p> |
| <p>Customer Commitment & Integrity</p> | <p>A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility.</p> <p>Demonstrates strong customer skills, highly ethical approaches and professional standards.</p> | <p>Essential</p> |

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| <p>Collaboration & Communication</p> | <p>Proven ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and the community, both verbally and in writing.</p> <p>The ability to build and maintain cross program relationships will be critical to project scoping, strategy and policy development.</p> | <p>Essential</p> |
| <p>Administration Skills</p> | <p>Highly developed skills in project management techniques, including the use of computer-based project planning, scheduling and management tools.</p> <p>Extensive experience in but not limited to report writing and procurement documentation relating to preparation, review and delivery.</p> | <p>Essential</p> |
| <p>Government Experience</p> | <p>Experience working in a government environment.</p> | <p>Desirable</p> |

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

Our Values



- ACHIEVEMENT**
- COLLABORATION**
- CUSTOMER COMMITMENT**
- INTEGRITY**
- INNOVATION**

Achievement

- Deliver what matters
- Ensure clarity of direction and unity of purpose
- Inspire excellence and strive for outstanding results

Collaboration

- Work together to build successful teams and partnerships
- Be open, inclusive, and share knowledge
- Seek, provide and act on feedback

Customer Commitment

- Know your customers and put them first
- Listen to and understand customer needs
- Be responsive, close the loop and deliver on promises

Integrity

- Own your actions, successes and mistakes
- Act with transparency, honesty and respect
- Do what you say you will do

Innovation

- Look for ways to improve and create positive change
- Think broadly and take a wider viewpoint
- Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

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|-------------------------------|---------------------------|
| Task | Office Workstation |
| Work Area | Various |
| Physical Demand Rating | Very Light Work |

The below table summarises the physical demands of this role.

| Physical Demand | O | F | C | Description | FCA Notes |
|-----------------|---|---|---|--|--|
| Sitting | | ✓ | | Ergonomic adjustable chair | Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 10kg (Mobile Garbage Bins). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear. |
| Standing | ✓ | | | Accessing folders, p/copier, talking to others | |
| Walking | ✓ | | | Meeting with others, moving between rooms | |
| Climbing | ✓ | | | Option to take the stairs | |
| Bending | ✓ | | | Reaching down to low shelves, p/copier | |
| Squatting | ✓ | | | Reaching down to low shelves, p/copier | |
| Gripping | | ✓ | | Mouse, stationery, phone | |
| Forward Reach | ✓ | | | Typing, using the mouse, phone usage | |
| Lift | ✓ | | | Light items, folders, paper and documents | |
| Carry | ✓ | | | Short distances within the building /office | |

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.