



## Employment Application Pack

|                           |   |
|---------------------------|---|
| Position Title:           | Senior Resources Management Coordinator |
| Vacancy Reference Number: | 21/22-094                               |
| Department:               | Council Services                        |
| Location:                 | Biloela                                 |
| Employment Status:        | Full Time, Maximum Term – 2 years       |
| Recruitment Status:       | External Candidates                     |
| Recruitment Commences     | 31 August 2022                          |
| Recruitment Closes:       | 14 September 2022                       |

### TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences are not required – please include details in the application form.

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

### BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

#### APPLICANT DETAILS

|   |   |  |   |
|---|---|--|---|
| <b>POSITION APPLYING FOR: Senior Resources Management Coordinator</b>   |   | <b>VRN21/22-094</b>  |   |
| <b>FAMILY NAME:</b>   |   | <b>GIVEN NAME(S):</b>  |   |
| <b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____   |   |  |   |
| <b>MAILING ADDRESS:</b>   |   | <b>MOBILE NO:</b>  |   |
|   |   | <b>TELEPHONE NO:</b>   |   |
| <b>POSTCODE:</b>  |   | <b>EMAIL ADDRESS:</b>  |   |
| <b>IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?</b>  |   |  |   |
| <input type="checkbox"/> Facebook   | <input type="checkbox"/> SEEK                                   | <input type="checkbox"/> LinkedIn                                      |   |
| <input type="checkbox"/> Newspapers _____   | <input type="checkbox"/> Posters/Mail outs                      | <input type="checkbox"/> The Australian Local Government Job Directory |   |
| <input type="checkbox"/> Banana Shire Council Website   | <input type="checkbox"/> On-Line (Please specify website) _____ |  |   |
| <b>ELIGIBILITY TO WORK IN AUSTRALIA</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)   |   |  |   |
| Are you an Australian/New Zealand citizen or Permanent Resident?   Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |  |   |
| If no, do you have a working visa? (Please specify type)   Yes <input type="checkbox"/> No <input type="checkbox"/>   |   |  |   |
| <b>LICENCES</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)   |   |  |   |
| Class of Licence:   | <input type="checkbox"/> Car (C)                                | <input type="checkbox"/> LR  | <input type="checkbox"/> MR             |
|   | <input type="checkbox"/> HR                                     | <input type="checkbox"/> HC  | <input type="checkbox"/> MC             |
|   | <input type="checkbox"/> RE/R                                   |  |   |
| <input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners  |   |  |   |
| Licence issued in   | <input type="checkbox"/> Queensland                             | <input type="checkbox"/> Another State/Territory                       | <input type="checkbox"/> Another Nation |
| <b>PLANT OPERATOR TICKETS</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)   |   |  |   |
| Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):   |   |  |   |
| <b>BLUE CARD</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)  |   |  |   |
| Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |  |   |
| <b>WHITE CARD</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)   |   |  |   |
| Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |  |   |
| <b>QUALIFICATIONS</b> (Please provide details on separate sheet if more than one Qualification is held)   |   |  |   |
| Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School |   |  |   |
| Course Name:  |   | Year Qualification Obtained:   |   |
| Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School                                    |   |  |   |
| Name of Establishment: _____ Country (If outside Australia): _____  |   |  |   |

#### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

#### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

#### EMPLOYMENT HISTORY (Mandatory)

| Employer | Length of Service | Year Completed Service | Summary of duties | Business phone no. |
|----------|-------------------|------------------------|-------------------|--------------------|
|          |                   |                        |                   |                    |
|          |                   |                        |                   |                    |

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

#### PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PRIVACY COLLECTION NOTICE:**

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned*

# Senior Resources Management Coordinator POSITION DESCRIPTION

## POSITION DETAILS

|                        |   |                    |                         |
|------------------------|---|--------------------|-------------------------|
| Position Title:        | Senior Resources Management Coordinator   |                    |                         |
| Classification:        | Level 6   | Position Status:   | Maximum Term, Full Time |
| Employment Conditions: | Queensland Local Government Industry (Stream A) Award – State 2017<br>Banana Shire council Certified Agreement 2021 |                    |                         |
| Department:            | Council Services  | Location:          | Biloela                 |
| Reports to:            | Manager Waste & Environment   | Number of reports: | 2                       |

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

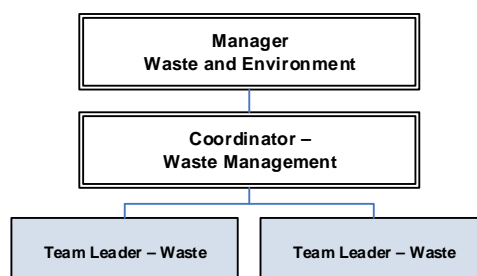
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council’s operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To coordinate the planning and delivery of Council’s waste management and resource recovery in a safe and efficient manner in accordance with Council Policies, industry standards and environmental standards.

## ORGANISATIONAL REPORTING ARRANGEMENTS





## DUTIES AND RESPONSIBILITIES

- Lead, mentor and maximise the performance of Council's Waste Services team
- Coordinate the development, implementation and review of Council's waste management and resource recovery planning, including site management and legislative compliance
- Manage the administration of relevant Acts relating to Waste Reduction and Recycling and other related current and repealed legislation, research relevant changes, preparing responses and/or submissions where appropriate
- Design and coordinate the implementation of waste management education programs to encourage community participation in best practice of waste and sustainable practices
- Manage staff administrative tasks, including rolling staff rosters, relief staff arrangements, time sheet approvals, and performance assessment and training administrative processes
- Provide expert advice and direction to Council, contractors and members of public
- Coordinate contract administration, including development and auditing to deliver outsourced waste collection services, projects and all other associated tasks
- Undertake risk identification, assessment and mitigation planning, incident investigations and reporting in accordance with Council requirement and establish control measures and monitor outcomes as required
- Develop, implement, monitor, evaluate and regularly review Policy, procedure and processes
- Respond to enquiries from internal and external customers in a prompt, timely and professional manner
- Prepare and monitor the Waste Services section budget, including providing quarterly variation reports to the Director
- Undertake routine administrative tasks as required by the position e.g., timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Queensland C class drivers' licence (minimum requirement – provisional licence)
- Tertiary qualification and/or significant relevant experience in the waste management field

### Desirable

- Qualification in Science, Environmental Science, Engineering, Project Management, Business or equivalent

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Genuine interest in Waste Management
- Project Management skills
- Significant work experience in a related field
- Understanding of current national, state, regional and local waste management and resource recovery legislation and policy
- Attention to detail, time management and problem-solving skills
- High level oral and written communication and interpersonal skills
- Proven ability to meet performance objectives and improve service delivery
- Demonstrated understanding of and commitment to EEO and WHS principles and practices

### Desirable

- Local Government experience
- Ability to read and interpret legislation
- Experience in the planning, delivery and evaluation of waste management operations
- Experience in education and behaviour change programs
- Knowledge of emerging innovations in the waste management and resource recovery arena

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that this role has been identified as working in an 'at risk work location' and/or is an 'at risk worker' and subsequently agrees to be protected by the relevant immunisations in accordance with Council's Staff Immunisation Program and will participate in required health monitoring in accordance with the guidelines set out by council and relevant legislation and industry standards.

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: