

# Position Description

## Goulburn Valley Waste and Resource Recovery Group

<b>Role:</b>	<b>Project Officer</b>
<b>Classification:</b>	<b>Grade 4-5 \$77,878 to \$99,293</b> (Metropolitan and Regional Waste and Resource Recovery Groups Agreement 2014)
<b>Directorate:</b>	<b>Operations</b>
<b>Location:</b>	<b>Shepparton</b>
<b>Tenure:</b>	<b>Fixed Term 6 months</b>
<b>Reports to:</b>	<b>Executive Officer</b>

### The organisation

The Goulburn Valley Waste and Resource Recovery Group (GVWRRG) is a Victorian Government statutory body established under the *Environmental Protection Act 1970* to coordinate and facilitate the delivery of waste management activities across six councils in Goulburn Valley. The six councils include Greater Shepparton City Council, Moira Shire Council, Shire of Campaspe, Strathbogrie Shire Council, Mitchell Shire Council and Murrindindi Shire Council.

GVWRRG provides a strategic and operational interface between the Victorian State Government, local government and industry. While GVWRRG works in close partnership with other Victorian waste management portfolio agencies, GVWRRG's role in procuring resource recovery and disposal services for the Goulburn Valley councils is unique.

### Our purpose

Through collaboration with the six councils, the Department of Environment, Land, Water and Planning (DELWP), the Environment Protection Authority (EPA), Sustainability Victoria (SV), other waste and resource recovery groups (WRRGs), industry, business and the community, GVWRRG aims to:

- **integrate statutory planning for waste and resource recovery.** We will work to ensure that waste and resource recovery is supported by statutory planning processes and decisions
- **attract investment and market development.** We will initiate the provision of high quality planning and advice that informs the market and supports procurement processes
- **maximise the sustainable recovery of materials from waste**

- **reduce the generation of waste**
- **improve waste and resource recovery infrastructure.** We will facilitate development and continual improvement of waste and resource recovery infrastructure
- **manage residual waste**, thereby minimising the damage to the environment caused by waste disposal
- **improve delivery capacity.** We will build capacity and promote best practice in the sector through integrated projects and the provision of expertise and resources.

## Our values

We:

- recognise the role we play in an integrated waste management framework
- will work harmoniously together and collaborate to achieve shared objectives
- will be responsible and equitable in our dealings and communication
- will provide quality information, facilitation and advice.

## The position

The Project Officer develops, coordinates and manages projects that contribute to GVWRRG's objectives and priorities identified in the Goulburn Valley Waste and Resource Recovery Implementation Plan. You will work with councils and collaborative Victorian Government portfolio teams to implement Government waste and resource recovery projects.

To be successful in this role, you will need reasonable knowledge of the waste and resource recovery sector and experience in project management and delivery. Applicants with specific knowledge and experience in joint procurement initiatives and/or expertise in statutory or strategic planning will be highly regarded. You will also enjoy working in multi-disciplinary teams and forming productive relationships with stakeholders.

## Accountabilities

1. Work in a small team to develop and deliver a range of waste and resource recovery projects and programs.
2. Manage projects and budgets to achieve agreed objectives, scope and timelines, and prepare regular progress reports.
3. Coordinate and support council and / or community projects that GVWRRG funds and supports, working with the funding recipient to ensure objectives are realised and processes are followed.
4. Participate in cross portfolio project teams to deliver waste and resource recovery projects.
5. Develop and manage constructive stakeholder relationships to support successful

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project delivery, and provide secretariat support for governance forums and technical advisory groups where required.

6. Support the GVWRRG executive team with research and analysis and prepare briefs and correspondence.
7. Plan and facilitate networks and events with GVWRRG stakeholders.

## Key selection criteria

***Knowledge and skills (Please note, it is desirable to meet all the criteria, but not essential)***

### 1. Waste and resource recovery knowledge

- Has a sound knowledge of the waste and resource recovery sector.
- Understands the Victorian Government policy and strategy context for waste and resource recovery.

### 2. Project management

- Produces project plans with clear objectives, scope, budget, and risk management.
- Coordinates and facilitates project delivery against agreed objectives, scope and budget.
- Prepares accurate project documentation and reports with a good attention to detail.
- Collaboratively works with stakeholders to support successful project development and delivery.

### 3. Analytical skills and problem solving

- Identifies emerging issues and opportunities and their causes, and works with stakeholders to find solutions.
- Analyses and evaluates information to create strong evidence for project development and delivery.
- Looks for strategic links with other projects and develops options for achieving 'win-win' outcomes.

### 4. Experience and qualifications

- Project management skills, capabilities and experience are a requirement of this role.
- A relevant qualification and /or appropriate professional development will be highly regarded.
- Procurement and/or land use planning experience specific to local government will be highly regarded.

## ***Personal qualities***

### 5. Managing self

- Has a good degree of self-awareness and actively reflects and learns from successes and mistakes.
- Is open to new ideas, approaches and constructive feedback.
- Is comfortable with ambiguity and can work with others to find solutions.

- Establishes systems and procedures to guide work and track progress.
6. Communication skills
- Writes for a wide range of purposes and audiences in clear, concise English. Develops engaging narratives that successfully influence outcomes.
  - Describes and discusses technical concepts and sensitive, complex issues.
  - Actively listens and understands the needs of others, and appropriately responds.
7. Accountability
- Is motivated and a self-starter.
  - Seizes opportunities and acts on them.
  - Takes responsibilities for own actions.

### Other information

- The successful applicant will be employed pursuant to the Metropolitan and Regional Waste and Resource Recovery Groups Agreement 2014. This agreement has been renegotiated and awaits final approval.
- Employment is located at the GVWRRG office at 30 Benalla Road Shepparton.
- A National Police Record check will be conducted prior to any offer of employment.
- Applicants will be subject to a probation period of 1 month.
- GVWRRG will make a 9.5% superannuation contribution to a complying fund of the choice of the successful applicant, with employee salary sacrifice options available.
- GVWRRG is an equal opportunity employer. The organisation values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds.
- GVWRRG employees act in an environmentally responsible manner at all times.
- The role is a 1.0 FTE for a period of 6 months (possibility for extension, subject to funding)
- For further information on the role, please contact Executive Officer Nicholas Nagle on 0358221300 or [nick.nagle@gvwrrg.vic.gov.au](mailto:nick.nagle@gvwrrg.vic.gov.au)

### Privacy notification

The collection and handling of information will be consistent with the requirements of the *Privacy and Data Protection Act 2014 (Vic)*.