

**JOB DESCRIPTION**  
**August 2024**

**Title & Reporting Relationships**

**Position Title:** **Waste Minimisation Advisor, Āpiha Ratonga Whakaiti Para, Waste projects Team, Infrastructure and Asset Management Group**

**Grade:** SP 14

**Reports to:** Manager Waste Projects

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Purpose of the Group and the Position:** **The Infrastructure and Asset Management Group**

comprises: Project Management Office; Operations; Access and Transport; Stormwater and Coastal Assets; Water and Wastewater Services; and Property and Facilities Maintenance.

The Group is responsible for developing, implementing and maintaining the appropriate infrastructural and asset management processes and practices to achieve the Council's required levels of service in an efficient, effective sustainable and customer friendly manner.

Within the council Operations team, the Waste Projects team work to deliver the Waste Management & Minimisation Plan (2023-2029), implement and oversee the Solid Waste Bylaw (2021), and develop new initiatives, policies and processes to create better outcomes for waste in Kāpiti.

The Waste Minimisation Advisor role works within the Waste Projects team to develop and deliver a wide range of programs including waste education, workshops, management of waste Levy funds and data, and is an advocate for sustainable waste management practices within Council, local businesses, and the community. The role is varied and will assist the Waste Projects Manager where required and contribute to both the regional and local action plans of the WMMP (2023-2029).

The current priorities for this role are:

- Implementation of the Solid Waste Bylaw (2021), in particular:

- Providing feedback on resource consent applications for multi-unit development (MUD) waste storage and collections as required under the Soli.
- Implementation of Waste Minimisation plans for construction
- Process and provide feedback on waste minimisation plans
- Network and build relationships with developers to reduce waste to landfill from new developments
- Conduct on-site follow ups and audits
  
- Implement and oversee the WMMP (2023) Local Action Plan
- Contribute to implementation of the WMMP (2023) Regional Action Plan, including working with the regional implementation team

This role is responsible for establishing and maintaining effective, co-operative, and professional working relationships with all stakeholders including:

- Community Groups
- Local Businesses
- Regional WMMP Implementation team
- Residents
- Schools
- Waste Industry
- Developers
- Other Councils

**Internal Customers:**

This role works across Council to improve sustainable practices within Council as well as assist teams that deliver work where waste minimisation is relevant (e.g. contracts, events). In this role the Waste Minimisation Advisor will be responsible for establishing and maintaining effective, co-operative and professional working relationships with all stakeholders including:

- Waste Projects Manager
- Team members of the Waste Projects team
- Group Manager Infrastructure and Asset Management
- Operations Manager
- Staff from other Council teams
- Elected Members

**External Customers:**

- Members of the general public.
- Contractors and Consultants
- Schools, Day Care Centers, Retirement Villages and a variety of community groups
- Waste Collectors & Operators
- Local Businesses
- Community Groups
- Property Developers
- Other Councils

## KEY RESPONSIBILITIES AND OUTCOMES

In the current local government environment, Council must be well positioned and supported to meet the current and future needs of our communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is cost-effective for businesses and residents. The Council needs to be ready for, and respond appropriately to, changes in external operating environments (such as shifts in government policy), which in turn influences how we do things. The Council is working to be well-positioned not only to see what is coming but also to take opportunities to influence the shape of these externally driven changes.

We require all staff to demonstrate behaviours that underscore our commitment to build and maintain an organisation that is acknowledged and respected for being:

- Caring – we understand our customers' needs, share information and work as a team;
- Dynamic – we bring a can-do attitude to make it happen; and
- Effective – we get it right and deliver consistent, value for money services.

Staff will be aware of political sensitivities, support equal employment opportunities, and demonstrate an understanding of Te Tiriti o Waitangi within the context of a local authority.

## Functional Key Requirements

### **IMPLEMENT AND OVERSEE THE SOLID WASTE BYLAW (2021):**

- Provide feedback on resource consent applications for multi-unit development (MUD) waste storage and collections as required under the Solid Waste Bylaw (2021)
- Implement Waste Minimization plans for construction above a certain threshold.
- Process and provide feedback on waste minimisation plans.
- Network and build relationships with developers to reduce waste to landfill from new developments
- Conduct on-site follow ups and audits.
- Work with the Otaihangā Zero Waste Hub to divert construction materials from landfill.

### **IMPLEMENT THE WMMP (2023-2029):**

- Oversee delivery of education programs including Zero Waste Education, Community Workshops, Waste Audits, and develop new initiatives.
- Contribute to development and implementation of local and regional actions of The Wellington Regional Waste Management and Minimisation Plan (WMMP 2023-2029)
- Contribute to the delivery of Council's sustainability projects and activities, including internal initiatives, procurement, and development of new projects.
- Evaluate effectiveness of waste minimisation projects and services by comparing waste diversion, environmental and financial benefits.
- Keep up to date with development of waste minimisation options and pro-actively research local viability and present for discussion to the Waste Projects Manager.
- When required write waste minimisation reports and present at Council meetings.

### **STRATEGY/POLICY**

- Assist the Waste Projects Manager with development of policies and strategies.

- Assist with Activity and KPI reporting when required.
- Implement the Waste Levy Grants Policy and co-deliver the contestable funding process for community projects and businesses including report writing and (when required) presentation to Council.
- Manage annual license renewals under the Solid Waste Bylaw together with the Projects Support Officer.

### **ADMINISTRATION AND OPERATION**

- Attend to resident and customer queries in cooperation with the team, Customer Engagement team and the Communications Team.
- Manage expenditure of waste levy budgets in cooperation with the Senior Waste Minimisation Advisor and the Waste Projects Manager within the role's financial delegation.
- Administer waste data from various sources in excel and other IT data systems.
- Attend to ongoing day to day operational business as agreed with the Waste Projects Manager

### **Personal Key Results**

- Demonstrate commitment to organisational values through behaviour that is consistent with our caring, dynamic and effective approach to customer service.
- Establish and maintain effective and efficient working relationships with all stakeholders.
- Contribute collaboratively, positively, and effectively to the operation of the team, the Group, and the organisation as a whole.
- Take responsibility for your own self-development to enhance skills and knowledge applicable to current and future positions.
- Exhibit behavior which is consistent with the understanding of Te Tiriti o Waitangi and its application for the Council.

### **Health and Safety**

All employees have a responsibility to work towards keeping a safe and healthy work environment by following all safe work methods, identifying work place risks and hazards and using appropriate safety equipment. This includes but is not exclusive to demonstration of the following:

- Taking all reasonable steps to ensure your own safety at work, and that no action or inaction of yours while at work causes harm to any person or the environment;
- Reporting any risks and/or hazards you become aware of in the workplace;
- Observing all safety policies, procedures and precautions, including wearing and using the protective clothing and equipment;
- Notifying your manager/Group Manager/H&S Advisor immediately if you have an accident/incident/near miss at work and completing the required forms within 24 hours;
- Notifying your manager/Group Manager/H&S Advisor within 24 hours of filing any ACC claim for a work related accident or gradual process injury, and provide your manager/Group Manager/H&S Advisor with copies of relevant medical information specific to your claim; and
- Complying with all policies and procedures that are in place.

At the discretion of the Council, as part of a rehabilitation programme, you may be required to return to work to undertake such alternative duties as are available and are as reasonably within your capability and level of fitness as determined in consultation with a registered medical practitioner.

### **Essential Skills, Knowledge and Experience**

- A related professional qualification or tertiary qualification, however consideration will be given to sufficient relevant working experience.

- Effective interpersonal skills with a demonstrated commitment to customer service and willingness to and capability for working with a wide range of people within and outside the organization.
- Effective time management skills and ability to work effectively without supervision and collaboratively as an effective team member.
- Demonstrated effective communication skills, both written and oral including the ability to:
  - write concise reports/correspondence for internal and external use; and
  - develop and deliver waste education presentations to residents, businesses etc.
- Demonstrated environmental awareness combined with a pragmatic approach to implementing viable waste minimisation initiatives.
- Demonstrated analytical skills.
- Data collection and administration skills.
- Ability and willingness to work in a flexible manner when required including evenings and weekends in relation to work related promotional events and/or Council activities
- Experience developing policies and strategies – to achieve waste targets.
- Demonstrated ability using computer database and mapping systems.
- Holder of a current and valid NZ Drivers' licence.

Experience working in waste minimisation and education is preferred.

#### **OTHER INFORMATION**

From time to time, the position holder may be required to perform other duties in conjunction with the role and which are reasonably within their experience and capabilities.

#### **Te Tiriti o Waitangi**

Kapiti Coast District Council has a responsibility to contribute to meeting obligations under Te Tiriti o Waitangi. Meeting our commitment to Te Tiriti will contribute towards creating an organisation that is grounded, dynamic and resilient and supports our organizational values of being Caring, Dynamic and Effective in how we work.

Staff will contribute to the promotion of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for matters related to and important to them within the Council management processes and procedures.

Inclusion of Te Tiriti o Waitangi within all aspects of the role and its outcomes is necessary, while ensuring the engagement processes include appropriate mechanisms to meet the needs and aspirations of our hapori Māori, informed by our mana whenua partners – in an appropriate and safe manner.

To give effect to our responsibilities and achieve our respective outcomes – Tiriti training will be appropriate and organised through Te Rōpū Hononga ā-Iwi / Iwi Partnerships Group.

#### **Civil Defence, Emergency Management and Business Continuity Duties**

All staff of Kāpiti Coast District Council may be required to undertake Civil Defence and/or Emergency Management duties in the event of an emergency. (Training will be given as appropriate.) Staff will also be required to assist with maintaining business continuity in the event of a disruption to Council business and/or the impact of a pandemic by undertaking duties in accordance with how the Council responds to the interruption.

The Council likewise recognises the staff member's need to ensure their family's needs are adequately catered for.

#### **Performance Review**

Performance in this position will be assessed in terms of an agreed performance plan.

### JD APPENDIX - GENERIC ORGANISATIONAL COMPETENCIES

<b>Leadership</b>	<ul style="list-style-type: none"><li>• All employees of the Council are expected to be leaders in supporting the Council's vision, role modelling the delivery of consistent high customer service levels to internal and external customers and championing Council values.</li><li>• Leaders are expected to actively contribute to achieving the Council's aspirations with respect to the relationships with Te Āti Awa ki Whakarongotai, Ngāti Toa Rangatira and Ngā Hapū o Ōtaki; and be willing and able to provide thought leadership and quality advice to enable our elected members to make good decisions.</li><li>• <b>People Leaders</b> are expected to: effectively build and maintain an engaged, healthy, thriving and high performing team; ensure their people are current in their knowledge of legislation and training is available to keep pace with best practice.</li><li>• Ensure people policy and practices are consistently observed and implemented and opportunities exist for ongoing professional growth and development; ensure their people are consistently working collaboratively with other Council teams in the delivery of operational and strategic outputs; effectively manage day to day work output and timeframes; schedule and conduct regular team meetings to enable opportunities for team members to be informed and up to date in their areas and those areas that cross over with other teams.</li></ul>
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	<ul style="list-style-type: none"> <li>• Ensure individual team member performance is monitored, reviewed with appropriate and timely feedback, and written performance reviews are formally completed in a timely manner; ensure adequate provision of backup/cover for team members; establish an effective performance culture within their team, including ongoing performance appraisals with clear performance indicators and consistent standards.</li> <li>• Team Leaders/Supervisors/Managers are accountable for the leadership, support and coaching of their team members, the fostering of a teamwork approach to the delivery of both the team and the Group's outputs, and the identification of training and development as appropriate; enable, create and encourage linkages across the Council and the region for the benefit of all, the delivery of work programmes and the achievement of strategic priorities; embed strong leadership within their team and across the wider Council leadership group that drives increased diversity, engagement, capability and performance.</li> </ul>
<b>Legislative Compliance</b>	<ul style="list-style-type: none"> <li>• Keep up to date with legislation/amended legislative frameworks and be able to demonstrate the application of such changes (in work and or communicate them to others).</li> </ul>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Effectively manage assigned projects to ensure on time and within budget, monitor and report regularly to manage risk and provide updates to key stakeholders.</li> <li>• Ensure documentation is current, available as required and is prepared using Council standard templates/documentation.</li> <li>• Ensure Council processes and procedures are complied with.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Maintain a professional, courteous, and helpful attitude to all customers (internal and external) ensuring communication is accurate, succinct and in a manner which promotes customer service excellence and demonstrates organizational values.</li> <li>• Always maintain confidentiality.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate willingly and positively in the orientation, training and support of new staff in specific areas, providing coaching/buddy support as required.</li> <li>• Provide a contribution to or participate in any projects and initiatives within the Group/organisation where required and the opportunity arises.</li> <li>• Participate in initiatives and contribute suggestions as to improvements and/or efficiencies to enable ongoing quality improvement.</li> <li>• Demonstrate a collaborative working style and participate as a member of the team undertaking all tasks maintaining positive working relationships with other staff members and internal and external customers.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure all financial activity is conducted in accord with current policy and procedures.</li> <li>• Ensure you work within your financial delegation.</li> </ul>
<b>Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure any written reports are produced using Council standard templates and are provided within the required Peer Review timeframes.</li> <li>• Review, monitor and report on activity or projects as required by the manager.</li> </ul>

<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional working relationship with all key stakeholders.</li> <li>• Build and maintain effective working relationships with other council staff members based on a collaborative, collegial and cooperative working style.</li> </ul>
<b>Information Management</b>	<ul style="list-style-type: none"> <li>• Take responsibility for ensuring Council information is stored with the appropriate accessibility in the designated systems, using processes and tools as described in the current Information Management Policy.</li> </ul>