



APPLICANT PACK

Section Leader Waste Services

City of Coffs Harbour



RECRUITING FOR:



CONTACT

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We respectfully acknowledge the Traditional Owners, the Gumbaynggirr people as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

The City of Coffs Harbour is entering a critical period of transition in its waste services function and is seeking an experienced, credible and resilient leader to take full accountability for the strategic direction and operational performance of the waste portfolio.

This is a senior leadership role within the City Infrastructure Directorate, reporting to the Group Leader Water and Waste Services, with responsibility for waste services, waste strategy and landfill operations. The role combines long term planning, asset and contract strategy and regulatory oversight with hands on leadership of day to day service delivery in a high risk operational environment.

The appointment comes at a time when waste services decisions will shape the City's environmental outcomes, infrastructure investments and community experience for decades.

The Section Leader Waste Services provides strategic, operational and technical leadership to ensure the effective planning, management and delivery of the City's waste services. The role leads waste strategy development, asset management, landfill operations, regulatory compliance and contractor performance, while driving continuous improvement, innovation and sustainability.

A key accountability is building a capable, customer focused workforce and embedding a strong culture of safety, accountability and high performance across both indoor professional staff and outdoor operational crews.



The Organisation

City of Coffs Harbour’s vision is “Empowering the community and visitors to enjoy and grow our opportunities.” The organisation is guided by values of innovation, collaboration, accountability, respect and empowerment. These values are expected to be demonstrated consistently through leadership behaviours, decision making and operational practice.

The City Infrastructure Directorate plans, delivers, operates and maintains transport, open space, water and waste infrastructure across the local government area, including complex civil construction and asset programs.

Within this, the Water and Waste Services Group is responsible for the planning, operation and maintenance of water supply, wastewater systems, waste management and resource recovery facilities.

The Opportunity

Waste services at Coffs Harbour are at an inflection point. The function is now strengthening its structure, expectations and accountability across waste operations, contracts, compliance and long term planning. The Section Leader Waste Services will be central to stabilising the function, restoring credibility and establishing a sustainable operating model.

The role oversees a complex operating environment with multiple contractors, regulatory interfaces, community scrutiny and ageing infrastructure, alongside significant future capital and contract decisions.

Key Strategic Priorities

Major Contract Transition – Biomass Facility (March 2027)

The City's green waste and biosolids processing contract with Biomass Solutions expires in March 2027. There is currently no settled transition plan.

The incoming leader will be responsible for:

- Managing the contractor exit process and associated risks
- Developing future options for FOGO and green waste processing
- Leading procurement and contract strategy for the next operating model
- Ensuring continuity of service across waste and water interfaces

Landfill Capacity and Future Disposal Strategy

The City's landfill is forecast to reach capacity within five to seven years. Planning must commence immediately for:

- Landfill closure and rehabilitation
- Transfer station development
- Long term disposal pathways beyond the current site
- Major capital and investment decisions with long cycle consequences

Operational Discipline, Safety and Compliance

Waste operations occur in a high risk environment involving heavy machinery, public access, multiple contractors and regulatory oversight. Safety performance and site controls require uplift. The role is accountable for:

- Embedding professional operational standards and safe systems of work
- Ensuring compliance with EPA licences, legislation and environmental standards
- Improving risk management and contractor oversight



Leadership and Cultural Reset

Beyond technical complexity, the most pressing challenge is leadership.

This role requires a leader who can rebuild trust, set clear expectations and lead sustained behavioural and cultural change. Success will come from strengthening alignment and cohesion between operational and professional staff through calm, visible leadership that reinforces clear direction, accountability and follow-through.

This is not a passive role. It demands calm authority, emotional control, resilience and the ability to implement change with clarity while maintaining service continuity.



Key Responsibilities

The Section Leader Waste Services will:

- Provide visible, credible leadership aligned with City values
- Lead, mentor and develop staff to build a skilled, flexible and capable workforce
- Drive organisational change, business improvement and capability uplift
- Embed a strong safety culture and ensure WHS compliance
- Develop and implement waste strategies, policies, asset management plans and works programs
- Plan and deliver capital, operational and maintenance programs for waste assets and facilities
- Oversee waste collection, recycling, separation, disposal and facility management services
- Manage budgets, procurement and contractor performance to ensure value for money
- Promote sustainability and minimise environmental impact in decision making
- Provide clear, accurate advice to executives, Councillors and stakeholders



Stakeholder Environment

The role works closely with a broad range of stakeholders.

Internal stakeholders include:

- Group Leader Water and Waste Services
- Executive Leadership Team
- Water and wastewater teams (biosolids interface)
- Planning, development and customer service teams

External stakeholders include:

- Environmental Protection Authority
- Biomass Solutions (green waste contractor)
- JJ Richards (collections contractor)
- Haulage, landfill, weighbridge and transfer station contractors
- Community and commercial customers

The role will focus on building mature, high-performing contract relationships, underpinned by strong commercial judgement, clear expectations and a professional partnership approach.



Candidate Profile

Council is seeking a leader with:

- Extensive experience across waste operations, infrastructure and strategy
- Strong capability in contractor management, procurement and budget oversight
- An engineering or engineering aligned mindset, particularly in site operations and civil infrastructure
- Demonstrated ability to lead change and stabilise underperforming teams
- High credibility in technical and operational environments
- Strong stakeholder engagement and communication skills
- Resilience, maturity and calm leadership in high risk settings

Local government experience is desirable but not essential. Strong waste and resource recovery leadership skills are critical.

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



What Success Looks Like in the First 12–18 Months

The first 12–18 months in this role will be critical. Success will be measured less by long-term strategy documents alone, and more by visible stabilisation, restored confidence and disciplined execution across the waste portfolio.

By this point, the successful Section Leader Waste Services will have:

- Re-established clear leadership authority and credibility across the waste workforce, with improved relationships between operational crews, professional staff and management.
- Embedded consistent operational discipline at key facilities, including clearer site controls, improved safety performance and stronger contractor compliance.
- Stabilised contractor relationships, with firmer commercial oversight, clearer performance expectations and reduced operational friction.
- Developed and commenced execution of a clear transition pathway for the Biomass contract, including defined options, risk mitigation strategies and procurement readiness.
- Initiated a credible, evidence-based pathway for future landfill capacity and disposal solutions, including early planning for closure, rehabilitation and alternative infrastructure.
- Improved the quality, timeliness and confidence of advice provided to the Executive Leadership Team on waste-related risks, investments and strategic decisions.
- Established a forward-looking waste strategy and asset planning framework that moves the function from reactive decision-making to planned, defensible investment and service delivery.

Collectively, these outcomes will signal that waste services have shifted from a position of operational vulnerability to one of control, professionalism and strategic intent.

Why This Role Matters

Waste services decisions made over the next two years will shape Coffs Harbour's infrastructure, environmental outcomes and community experience for decades.

This is a rare opportunity to take ownership of a critical public service, restore operational credibility, and leave a lasting legacy for a growing regional city.



Salary Package Information

The City of Coffs Harbour supports its employees, granting them the opportunity to achieve positive results. They work collaboratively to find solutions, both within the organisation and in collaboration with external partners, all while maintaining transparency and responsibility in all their pursuits.

An enhanced package will be available for quality candidates. Benefits of the role include:

- Permanent full time position based on a 35-hour week
- Salary of \$130 000 per annum plus superannuation
- Based at Yarrila Place, Coffs Harbour, with regular attendance at operational sites
- On call and out of hours work may be required
- Optional Leaseback vehicle available
- Flexible working arrangement, including flextime, to support work-life balance for its employees
- Delegated authority under the Local Government Act
- Health and Wellbeing programs
- Social club



About Council

Coffs Harbour, a coastal resort town cherished for its banana plantations, inviting resorts, and temperate climate, finds its home amidst the breathtaking convergence of mountains and sea. In a significant milestone in 2021, Coffs Harbour proudly earned the distinction of becoming the first certified ECO destination in New South Wales.



City of Coffs Harbour governs the vibrant regional centre, strategically located between Sydney and Brisbane on the mid-north coast of New South Wales. With a population of 78,759 and an expansive 1,175-square-kilometer territory, the region seamlessly blends urban, suburban, and rural environments.

Within its boundaries, the council encompasses not only the coastal city of Coffs Harbour but also several neighbouring suburbs, towns, and rural localities. These include the charming communities of Sawtell, Toormina, Woolgoolga, and Coramba, among others, each contributing to the rich tapestry of this region.

Coffs Harbour features a primarily rural character with expanding residential zones, rural residential enclaves, resorts, and industrial and commercial areas. This extensive jurisdiction includes valuable natural assets such as national parks, state forests, parklands, pristine coastlines, and inviting beaches. Agriculture plays a pivotal role, particularly in banana cultivation and timber production, while tourism flourishes along the picturesque coastline.

The governance of City of Coffs Harbour is entrusted to eight councillors and a Mayor, and the local government area is not divided into wards. As one of the city's largest employers, the council boasts a dedicated workforce of over 550 staff, reflecting its pivotal role in shaping and sustaining this dynamic and flourishing region.

Links to Council Information



Regional City Action Plan 2036 - Summary

The Coffs Harbour Regional City Action Plan provides a strategic framework to guide the city's growth and development towards 2036. It aligns with the North Coast Regional Plan 2036 and aims to capitalise on economic opportunities while preserving the region's unique environment and community character.

Vision and Strategic Pillars:

The plan envisions Coffs Harbour as a thriving, connected, and sustainable regional city, offering high-level services, business opportunities, and a vibrant cultural scene. The plan is structured around five key strategic pillars:

1. **Meet** – Strengthening community inclusivity and liveability through cultural, heritage, and placemaking initiatives.
2. **Move** – Enhancing connectivity within the city and to surrounding regions via improved transport networks and infrastructure.
3. **Play** – Developing recreational spaces and fostering an active, playful city.
4. **Work** – Driving economic development through industry growth, tourism, and employment hubs.
5. **Live** – Delivering diverse housing options and sustainable urban development.

Key Projects and Initiatives:

- **City Centre Revitalisation** – Positioning the city centre as a cultural and economic hub.
- **Transport and Infrastructure** – Expanding the role of Coffs Harbour Airport and creating a modern, integrated transport network.
- **Green and Blue Open Space Network** – Enhancing parks, reserves, and waterways for a healthier city.
- **Urban Renewal and Housing Growth** – Coordinating infrastructure to support housing development across the Coffs Coast.
- **Sustainability and Climate Resilience** – Striving for carbon neutrality, strengthening resilience to natural hazards, and protecting biodiversity.

The successful implementation of the plan depends on collaboration between state and local governments, community groups, and industry partners. Progress will be monitored in alignment with the [North Coast Regional Plan](#) to ensure its objectives are effectively delivered.

For a comprehensive understanding of the [Regional City Action Plan 2036](#), including its objectives and implementation strategies, stakeholders are encouraged to review the full document available on the council's official website.



Organisational Culture and Community Satisfaction Survey Results

Organisational Culture

The City of Coffs Harbour is committed to fostering a positive organisational culture that emphasizes community engagement, transparency, and continuous improvement. While specific internal organisational culture survey results are not publicly available, the council's dedication to these values is evident through its regular community interactions and responsiveness to feedback. The council actively seeks to understand and address the needs of its residents, reflecting a culture that prioritizes service excellence and community well-being.

Community Satisfaction Survey Results

To gauge community sentiment and satisfaction, the City of Coffs Harbour conducts regular surveys, notably the Community and Wellbeing Scorecards. These surveys assess residents' perceptions of council services and overall quality of life in the area.

In the 2022 Community and Wellbeing Scorecard, key findings included:

- **Positive Regional Changes:** 76% of respondents observed positive changes in the region over the preceding two years.
- **High-Performing Areas:** The council received commendable ratings in sport and recreation, lifeguard services, library services and respect for Gumbaynggirr people and their culture.
- **Business Environment:** 78% of respondents considered Coffs Harbour a favorable place to own or operate a business.
- **Health Perception:** Self-reported general health improved, with 87% of respondents rating their health as good to excellent, up from 78% in 2020.

These results indicate a generally positive perception of the council's efforts and the quality of life in Coffs Harbour. The council utilises this feedback to inform strategic planning and service delivery, ensuring alignment with community expectations.

The City of Coffs Harbour demonstrates a strong commitment to nurturing a positive organisational culture and actively engaging with the community to assess satisfaction levels. Through regular surveys and responsive planning, the council strives to enhance service delivery and foster a thriving, satisfied community.

Source: "Community and Wellbeing Scorecards" and "There's No Place Like Coffs" media release— prepared by City of Coffs Harbour.



Living in the Region



Housing

In the City of Coffs Harbour region, you'll find a diverse housing landscape, from urban apartments to suburban homes, coastal cottages, and rural properties. The region's commitment to sustainability and quality of life makes it an attractive place to call home.



Educational Facilities

The City of Coffs Harbour region boasts a well-rounded education landscape catering to residents of all ages. It hosts a range of primary and secondary schools, both public and private, providing quality education for local students. Additionally, the region is home to TAFE (Technical and Further Education) campuses offering vocational training and courses for career development. For higher education, students can access various tertiary institutions through distance learning or at the local Southern Cross University.



Healthcare

The City of Coffs Harbour region is well-equipped with a comprehensive healthcare infrastructure. It features a range of medical facilities, including public and private hospitals, clinics, and general practitioners, ensuring accessible and quality healthcare services for residents. The area is also home to specialised healthcare centres, offering services in various medical fields. Additionally, the region places a strong emphasis on community health and well-being, with numerous allied health professionals, mental health services, and wellness programs available.

**For further information about living in the region visit
[“Relocating to Coffs”](#)**



Living in the Region



Shopping & Dining

The region offers diverse shopping and dining experiences to residents and visitors alike. The area boasts a mix of shopping options, from modern shopping centres featuring well-known retailers to boutique stores and local markets showcasing unique finds. Dining is equally varied, with numerous restaurants, cafes, and eateries serving everything from seafood to international dishes. From casual to upscale, the food scene caters to all tastes, ensuring a satisfying meal for everyone. The region has a wealth of options to explore and enjoy.



Sports & Recreation

The region provides an extensive array of sports and recreation facilities, catering to the active and leisurely pursuits of residents and visitors alike. Sporting enthusiasts can enjoy well-maintained sports fields, courts, and facilities for various activities such as soccer, rugby, cricket, tennis, and more. The region's natural beauty is complemented by numerous parks, walking trails, and scenic spots, offering opportunities for outdoor recreation, picnics, and relaxation. For water enthusiasts, the pristine coastline provides ample options for swimming, surfing, and fishing. Additionally, there are golf courses, gyms, and fitness centres to support health and wellness goals.



Getting Around

Coffs Harbour is served by an airport, the Coffs Harbour Airport (CFS), which provides domestic flights connecting to major cities in Australia. For ground transportation, the region is well-connected by road, with the Pacific Highway (M1) running through the area, linking it to Sydney and Brisbane. Public transportation includes bus services connecting different parts of the city, making commuting and exploring the area accessible. For those who prefer rail travel, the nearby city of Grafton offers a railway station on the North Coast Line. Overall, the region's transportation options ensure that residents and visitors can easily get around and connect to nearby regions and cities.

Council and Community



Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the **Candidate Profile (Page 9)**



Evaluation Process

Leading Roles and City of Coffs Harbour will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. City of Coffs Harbour may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Week Commencing Monday 9 February 2026



Applications Close

- 5:00 pm AEST Monday 9 March 2026



Initial Assessment

- Week Commencing 9 March 2026



Council Interviews

- Week Commencing 16 March 2026 (TBC)

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



BELINDA WALKER

Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years’ experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

Client Rating 

Candidate Rating 

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ATTACHMENT

Position Description

POSITION DESCRIPTION

POSITION: Section Leader Waste Services	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Waste Services	REPORTS TO: Group Leader Water and Waste Services
GRADE: K	EMPLOYMENT TYPE: Permanent Full-Time
HOURS/WEEK: 35	POSITION No.: 1150
DATE: January 2026	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.



THE GROUP

Our Water and Waste Services Group is responsible for planning, delivering, operating and maintaining the City's water, wastewater facilities and networks and waste management and resource recovery facilities.

POSITION OBJECTIVES

The Section Leader Waste provides strategic, operational, and technical leadership to ensure the effective planning, management, and delivery of the City's waste services. The role leads waste strategy development, asset management, service operations, regulatory compliance, and contractor performance while driving innovation, sustainability, and continuous improvement. It is responsible for building a capable, customer-focused workforce and fostering a culture of safety, accountability, and high performance. The position also collaborates across the organisation, provides expert advice to stakeholders, and ensures waste services meet community expectations, environmental standards, and financial requirements.

SERVICES/FUNCTIONS TO MANAGE

- Waste Services
- Waste Strategy
- Landfill Operations

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.



KEY AREAS OF RESPONSIBILITY

- Provide visible, supportive leadership that promotes a customer-focused, high-performance culture aligned with City values.
- Mentor, coach, and develop staff to build a flexible, skilled, and capable Waste Services workforce.
- Lead organisational change, business improvement initiatives, and team capability uplift.
- Embed a strong safety culture and ensure compliance with WHS and safe systems of work.
- Monitor team performance, build trust, and encourage cross-organisational collaboration.
- Develop and implement waste strategies, policies, asset management plans, and works programs.
- Plan and deliver capital, operational, and maintenance programs for waste assets and facilities.
- Oversee design development, cost estimation, contract documentation, and project delivery for waste infrastructure.
- Lead the operation of waste collection, recycling, separation, disposal, and facility management services.
- Ensure compliance with EPA licences, legislation, regulatory obligations, and environmental standards.
- Manage budgets, procurement, and contractor performance to ensure efficient, effective service delivery and value for money.
- Promote sustainability by applying environmental legislation, supporting long-term community wellbeing, and ensuring decisions minimise environmental impact.

KEY RELATIONSHIPS

Internal

- Group Leader Water and Waste Services
- Executive Leadership Team
- Other Section Leaders within the Water and Waste Services Group
- Other Group and Section Leaders within the organisation
- Direct Reports

External

- Environmental Protection Authority
- Waste Contractors

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, working hours are weekdays between 06:00 and 19:00, actual start and finish times to be arranged between the employee and people leader. Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- In accordance with the City's Vehicle and Plant Use Procedure you may be eligible for a vehicle under Council's Leaseback provision whilst you are in this position.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.



- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualification in Environmental Engineering/Science, Waste Management, or equivalent related disciplines or experience.
- Class C Drivers Licence.
- National Construction Industry Induction Certificate (White card)

Desirable

- Leadership certifications / qualifications
- Contractor management qualifications

CAPABILITIES

- Demonstrated leadership experience managing teams and contractors in a complex service environment.
- Strong experience in operating, maintaining, and managing waste management systems within regulatory frameworks.
- Proven capability in contract administration, budget management, and delivering cost, quality, and safety outcomes.
- Solid knowledge of asset operations and maintenance, including WHS and risk management processes.
- Demonstrated project management experience, delivering projects on time, within scope, and on budget.
- Experience leading change and driving continuous improvement.
- High-level interpersonal and stakeholder management skills.

Position Demands Analysis

Section Leader Waste Services

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
<i>All Lifting to be undertaken using effective risk based manual handling techniques.</i>					
Sedentary work lifting 0 - 4.5kg	1	Elevating arms above shoulder height	1	Climbing to access / exit excavations	1
Light work lifting 4.5 - 9.1kg	1	Extend arms for reaching	1	Kneeling for extended periods	0
Medium work lifting 9.1 - 22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7 - 45.5kg	0	Standing for extended periods	2	Balancing	0
Repetitive Lifting	0	Walking for extended periods	2	Hearing above background noise	1
Pulling Loads > 5kg	1	Walking on uneven ground	1	Depth perception	1
Pushing loads > 5kg	1	Frequent bending / stooping	1	Colour vision	1
Lifting with trunk twisting	1	Shovelling / digging	0	Fine manipulation	2
		Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	0	Reflective vest	2
Hard hat	1	Protective eyewear	0	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours / Mists / Fumes	1
Liquids	1			Possible exposure to sharps	1
Herbicide spraying	0			Possible exposure to Q Fever	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	1			Possible exposure to Hepatitis A, B, C	0
Working with solvents	1			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	1
Outside work	2	Operating machinery	0	Low light areas	1
Confined spaces	0	Vibration	0	Shift work	0
Working alone	3	Working at heights	0	Use of computer for screen-based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged driving periods > 2hrs	1
Working with cold substances	0	Low Temperatures < 3 degrees	0	Violence / aggression from customers	1
Noisy work areas	1	Fatigue	2	Violence / aggression from animals / wildlife	0



Leading Roles

People ▶ Performance ▶ Partners

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