



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Waste and Environment Coordinator
Position Classification:	Level 6
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A
Directorate:	Engineering Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Waste & Environment Coordinator is responsible for coordinating the planning, implementation and continuous improvement of waste management and environmental initiatives across TSIRC communities. The role oversees the development and evaluation of landfill Site Based Management Plans, engages with communities and key stakeholders to promote sustainable waste practices, undertakes environmental monitoring and reporting, and ensures waste management activities comply with relevant environmental legislation, safety standards and Council policies. The position also monitors and evaluates waste management operations to identify opportunities for improvement and support effective service delivery.

KEY RESPONSIBILITIES

- Development, implementation and evaluation of the Site Based Management Plans for landfill sites across each TSIRC community.
- Responsible for engaging and consulting with community, community groups and external stakeholders to improve on-island waste initiatives and ensure activities are following relevant environmental safety standards and legislation.
- Undertake and assist with environmental monitoring and reporting.
- Coordinate and support environmental management programs, including sustainability initiatives, coastal hazard adaptation and environmental compliance.
- Investigate, verify, and record current solid waste management activities to ensure that improvements and challenges are being tracked.

KEY TASKS

Community and Stakeholder Engagement

- Development and implementation of project communications plan.
- Engage with internal and external stakeholders to promote and improve waste management and achieve project outcomes.

- Deliver community consultations and conduct educational programs, and awareness campaigns for waste management and environmental protection
- Provide information and advice to a range of work groups and community on waste requirements within TSIRC's jurisdiction. Engage with community stakeholders and support culturally appropriate environmental practices.

Waste Management

- Coordinate on-island recycling initiatives, including developing processes, organising infrastructure resources and conducting educational campaigns.
- Record and profile waste related activities, and associated infrastructure in each community.
- Participate in surveillance and inspection programs.
- Recommend improvements to Council processes and operations as they relate to recycling and waste management.
- Ensure compliance with site-based management plans, including waste policies, procedures and environmental licences.

Environmental Management

- Coordinate and deliver environmental programs relating to climate change and sustainability, including the Coastal Hazard Adaptation Strategy
- Support delivery of climate resilience and sustainability initiatives in communities, and work with and support the Climate Resilience Officer Team as required.
- Monitor the performance of Council's coastal defence infrastructure (seawalls) against the impacts of climate change.
- Participate in delivery of the seawalls program.
- Undertake and/or oversee environmental inspections and compliance checks on all Councils assets including landfills, wastewater treatment plants and sewerage pump stations.
- Respond to and report environmental incidents.

Project Management

- Assist with grant applications and acquittals for environmental projects and community programs.
- Set project priorities, plan and organise work to ensure project outcomes are achieved.
- Oversee the management of project spending to ensure it remains within the budget.
- Preparing and submitting reports ensuring projects are compliant with funding guidelines.

General

- Participate in special projects and perform any other duties as required.
- Maintain productive working relationships and provide team support.
- Comply with TSIRC health and safety policies and procedures.
- Ensure safe work practices and a safe work environment are maintained at all times.
- Model a positive culture by living the organisational values through actions and behaviours.
- Maintain and/or extend knowledge and skill base required for effective performance.
- Participate in own performance review and identify learning/development needs.
- Negotiate with line manager to complete appropriate education and training.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) High level knowledge in waste management and community engagement.
- 3) Sound knowledge of environmental regulations.
- 4) Good organisational and time management skills.
- 5) Excellent verbal communication skills, with an emphasis on consultation, negotiation and analysis to influence outcomes to achieve project deliverables.
- 6) Work autonomously and be self-driven.
- 7) Able to work as part of a team.
- 8) A current (open and unrestricted) Driver's Licence.
- 9) Demonstrated understanding of languages and cultural protocols specific to the Torres Strait, including Meriam Mer, Kala Lagaw Ya and Kalaw Kawaw Ya.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- The position involves working in temperature extremes and exposure to outdoor elements whilst conducting field work, audits, etc.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 ONE We are one team who achieves together.	• We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.	
 RESPECT We have respect for each other and the communities we serve.	• We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.	
 ACCOUNTABILITY We are accountable and responsive to our communities.	• We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.	
 COURAGE We are courageous leaders, who think innovatively.	• We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.	
 RESILIENCE We are builders of a sustainable and resilient region.	• We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.	