

POSITION

WASTE OPERATIONS OFFICER



PREAMBLE

The Adelaide Hills Region Waste Management Authority (AHRWMA) is a Local Government Regional Subsidiary established under Section 43 of the *Local Government Act 1999* and operates under the framework established via the [Charter](#) and [Strategic Plan 2034](#).

AHRWMA undertakes landfill operations, transfer station management, waste logistics, resource recovery, and provides technical advice, support and waste and recycling education for the benefit of its Constituent Councils and their communities.

The four Constituent Councils of AHRWMA are:

- Adelaide Hills Council
- Alexandrina Council
- Mount Barker District Council
- Rural City of Murray Bridge

The Waste Operations Officer position offers an exciting opportunity to make a real difference in how waste is managed, and resources are recovered, across the Mount Barker District.

Working with both AHRWMA and Mount Barker District Council (MBDC), this role supports innovative, on-the-ground waste operations that help reduce landfill, improve recycling, and deliver better outcomes for the community and environment. You'll be part of a forward-thinking team driving practical sustainability and continuous improvement in local waste services.

POSITION TITLE	WASTE OPERATIONS OFFICER
CLASSIFICATION	GENERAL OFFICER LEVEL 4 (<i>South Australian Municipal Salaried Officers Award</i>)
APPOINTMENT TYPE	Contract – 12 months initially
DEPARTMENT	Hosted – Mount Barker District Council
CLEARANCES	Police Check – Required, Working with children -Required
PRE-EMPLOYMENT MEDICAL ASSESSMENT	Required
REPORTS TO	AHRWMA - Coordinator Strategic Delivery MBDC - Team Leader Technical Services
DIRECT REPORTS	Nil

POSITION OBJECTIVES	The Waste Operations Officer plays a crucial role in driving the efficiency and environmentally sustainable management of waste within Mount Barker District Council. This role aims: • to support and enhance waste management services through effective waste management day-to-day oversight, ensuring operational efficiency, stakeholder engagement, and high service standards. • to lead and implement initiatives that improve resource recovery, reduce landfill, and align with Mount Barker District Council's strategies and action plans and broader sustainability goals. • to ensure waste management operations are compliant with relevant legislation, contracts, and internal WHS requirements. • to collaborate with internal teams, contractors, and external stakeholders to improve waste diversion outcomes and community waste practices. • to support innovation and continuous improvement in waste services, identifying and implementing opportunities for efficiency, improved recovery, and regional collaboration.
CONDITIONS	• Full time position, 38 hours per week, consistent with the Mount Barker District Council inside Staff Enterprise Agreement, Number 10, 2023 (and any superseding Agreement) • The incumbent may be required to work weekends and public holidays. • Attendance at out of hours meetings, and intrastate and interstate travel, may be required. • The primary worksite will be the Mount Barker District Council, Environmental Services Centre, 100 Springs Road, Mt Barker, however the incumbent will be required to also work at the Brinkley Landfill and other locations across Mount Barker District Council and AHRWMA region.
KEY RESPONSIBILITIES	• Oversee the daily operations of the Mount Barker District Council's waste management functions including kerbside and public place bin management. • Support staff operations and requirements at Windmill Hill Transfer Station. • Ensure effective management of interactions and relationships with stakeholders e.g. MOBO, Scouts etc.

	• Strengthen and expand waste diversion programs at Windmill Hill Transfer Station. • Support contract development and ongoing monitoring for Kerbside Services and Windmill Hill. • Maintain legislative and regulatory compliance with all waste management operations for Mount Barker District Council. • Support public place bin maintenance and cleaning programs. • Oversee kerbside bin audits, contamination and illegal bin presentations. • Manage and resolve customer waste enquiries and complaints. • Lead the implementation and coordination of Waste to Resources Plan actions and projects, including the FOGO trial. • Maintain systems for the collection and monitoring of key waste statistics. • Explore innovative landfill diversion and resource recovery options. • Support the implementation and monitoring of waste projects and strategic actions. • Manage daily WHS issues with the kerbside contractor. • Manage the process of investigating and addressing incidents related to the kerbside contractor, reporting findings to Skytrust. • Identify and implement efficiencies and opportunities through Industry/local partnerships for optimal outcomes.
GENERAL RESPONSIBILITIES	• To comply with AHRWMA's Behaviour Standards Policy and all other policies and procedures as varied from time to time of AHRWMA and the host Organisation. • To manage all corporate records in accordance with required policies and procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits. • To be aware of the objectives and strategies contained within current AHRWMA's Strategic Plan, Annual Business Plan, strategies and action plans and the broad strategic direction of AHRWMA and Mount Barker District Council.
WORK HEALTH & SAFETY RESPONSIBILITIES	• Ensure full compliance with all host Organisation policies and procedures.

	• Ensure full compliance with AHRWMA's Work, Health and Safety Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility as outlined in AHRWMA's WHS and Return to Work Policy. • Ensure full compliance with responsibilities under the WHS Act 2012, the WHS Regulations 2012 and other relevant legislation, in particular: ○ Take reasonable care for your own safety and that of others at their work. ○ Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. ○ Report safety hazards to managers and supervisors to minimise and control risk. ○ Report immediately any incident or injury which arises in the course of your work. ○ Ensure completion of induction, instruction and training prior to undertaking tasks. ○ Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.
JUDGEMENT & DECISION MAKING	• Good organisational skills, work ethic and personal initiative. • Ability to work without supervision. • Ability to handle multiple tasks and prioritise whilst always representing business objectives and to meet timeframes. • Follow the instructions, direction and procedures for safe and environmentally sustainable work practices.
REQUIRED SKILLS & KNOWLEDGE	• Excellent written and verbal communication skills. • Specialist knowledge of contemporary waste management processes, practices and issues as they relate to local government. • Strong appreciation of AHRWMA's strategic goals as they relate to waste management. • Understanding of and ability to apply relevant legislation and other statutes, to waste management in a local government setting. • Excellent communicator who can engage with influence, both internal and external stakeholders and varied audiences. • Highly developed skills in provision of quality customer service and administrative skills.

REQUIRED EXPERIENCE & QUALIFICATIONS	• Tertiary qualifications in Waste, Environment, Environmental Health, Engineering, Project Management or equivalent essential. • Experience in the waste management sector essential. • Experience in operational role of similar nature highly desirable. • Experience in a Local Government setting preferred but not essential. • Experience in managing multiple projects with conflicting priorities simultaneously essential. • Experience working independently and as a member of a team in a team / project environment essential. • Experience in making decisions of a complex nature in line with relevant policies and legislative requirements essential.
SPECIAL CONDITIONS	• Required to hold a current Class C South Australian drivers' licence. • Some work outside of normal business hours may be required. • Be willing to commit to further training and development as required.



This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.

SIGNATURE OF CHIEF EXECUTIVE OFFICER

NAME Rob Gregory

DATE XX December 2025

SIGNATURE OF APPOINTEE

NAME Name Surname

DATE XX January 2025

