

<b>Division/Branch/Unit</b>	Advocacy
<b>Salary Classification</b>	Senior Policy / Programs Officer
<b>Employment type</b>	Contract
<b>Date of Approval</b>	January 2018

## Primary purpose

Promote the NSW Government's *Waste Less Recycle More* (WLRM) programs to Local Government and support and enhance Local Government's involvement in the associated programs.

## Key accountabilities

Achieving tasks in annual work plan, updated as required, within agreed time frames, including:

- Providing advice to the Environment Protection Authority (EPA) and Local Government NSW (LGNSW) in relation to Local Government's needs, so as to inform implementation of WLRM.
- Developing and delivering information and resources to Local Government to address EPA and Local Government needs e.g. via case studies, workshops, guidance material, coaching, newsletters.
- Representing Local Government on Technical Review Panels for WLRM grant programs and waste-related advisory committees and working groups.
- Tracking and reporting on progress against annual work plan to LGNSW and EPA.

## Key challenges

This role requires specific skills:

- In-depth knowledge of the *Waste Less Recycle More* initiative, NSW waste legislation, and general knowledge of council waste and recycling practices and policies.
- Well refined verbal and written communications skills including ability to network amongst waste industry.
- Knowledge of project design, implementation and evaluation.

## Key relationships and role dimensions

Who	
Key stakeholder	<ul style="list-style-type: none"> <li>• Member councils</li> <li>• NSW Environment Protection Authority</li> <li>• Other Local Government stakeholders</li> <li>• Other networks in professional area</li> </ul>
Line manager	<ul style="list-style-type: none"> <li>• Strategy Manager Environment, Advocacy Division</li> </ul>
Colleagues	<ul style="list-style-type: none"> <li>• Advocacy Division and LGNSW staff</li> </ul>

## **Decision making**

- Position has a high level of independence in problem solving and exercising judgment, within guidance provided by Strategy Manager and LGNSW policies.
- Ability to deal with new and emerging issues quickly and flexibly, and relate to LGNSW's existing policy frameworks.

## **Reporting line**

The position reports to the Strategy Manager Environment, Advocacy Division

## **Direct reports**

The position has no direct line management responsibilities.

## **Essential requirements**

- Demonstrated experience in and/or understanding of Local Government policy and practice in waste management.
- Demonstrated knowledge of the role of NSW and Local Governments, particularly in relation to waste management.
- Demonstrated high level written and oral communication skills with the ability to develop strong networks in the waste industry.
- Excellent skills and experience in consultation, facilitation and capacity building.
- Demonstrated experience in project design, implementation and evaluation.
- Demonstrated ability to meet deadlines and flexibility to meet changing priorities.
- Relevant tertiary qualifications.