

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title			
Location	Darwin	Department	Community and Council Services
Position Level	Level 8	Work Group	Technical Services
Position Type	Full time	Approval Date	21 March 2025
Coverage	WARC Enterprise Agreement 2024	Approved By	Interim CEO

Position Objective

This position is responsible for implementing the West Arnhem Regional Council's (WARC) Waste Management Strategy and delivery of the Burial and Cremation Act 2022 across five regional locations. This includes developing effective waste management systems, management of cemetery grounds, and ensuring effective operations in both landfill and cemetery services.

Key Duties and Responsibilities

1. Lead the implementation of the West Arnhem Regional Council waste management strategy across the organisation and community sites, in conjunction with the Reduce, Reuse, Recycle Strategy 2024-2034.
2. Lead the implementation and delivery of the Burial and Cremation Act 2022, including lease management of the locations.
3. Provide advice and support to the Manager Technical Services and Director Community and Council Services on waste management strategy execution, landfill and cemetery management.
4. Develop, implement, and monitor policies and procedures for sustainable waste infrastructure management, focusing on best practices, safety, and teamwork.
5. Manage end-to-end tender processes, prepare Council reports, and oversee budget, risk, and expenditure activities related to waste management.
6. Deliver a continuous improvement of waste portfolio outcomes, focusing on waste minimisation, environmental protection, recycling, and disposal objectives.
7. Ensure site and organisational compliance with relevant statutory regulations, including environmental performance monitoring and reporting.
8. Prepare and present statistical, evidence-based reports for designated audiences as required, including periodic reviews and audits of landfill sites.
9. Develop partnerships with other councils to address region-specific issues collaboratively.
10. Oversee the development and management of cemetery grounds.
11. Ensure all Local Government services and programs are conducted in accordance with statutory requirements, WARC policies and procedures, budgets, and funding guidelines, while promoting a positive, collaborative work environment.
12. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

Essential Criteria

1. Tertiary qualifications (or Advanced Certificate or Associate Diploma) in Environmental Engineering or Environmental Management or lesser qualifications with extensive relevant experience.
2. Demonstrated knowledge in environmental, cemetery and local government legislation, and management, with extensive industry process knowledge.
3. Understanding of environmental impact assessment process.
4. Sound knowledge of environmental risk identification and management.
5. Strong understanding of WHS requirements.
6. Experience liaising with government organisations in the field.



Essential Criteria

7. Strong understanding and appreciation of Indigenous culture, living and working in remote communities and a demonstrated ability to be a good a cultural fit for Council.
8. Qualifications / licences:
 - a) Current C class drivers' licence, at a minimum
 - b) Working with Children Check (Ochre Card)

Desirable Criteria

1. Experience in a remote locality environment.
2. Local Government experience.
3. Demonstrated skills in tender preparation.

Organisational Relationships & Further Information

Reports to	Manager Technical Services	Supervises	None
Internal liaising	Local Authorities Members Other managers All staff	External liaising	Government representatives Community organisation representatives Community members and stake holders Consultants and Businesses
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6am to 6pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.