

Position Title	Coordinator Waste and Cleansing
Directorate	City Futures
Department/Business Unit	City Works
Team	Waste and Cleansing
Classification	Band 8
Month/Year	June 2026
Reports to:	Manager City Works
Supervises:	Team Leader Waste and Team Leader Cleansing
Internal Liaison:	Manager City Works, Team Leaders, Managers, Councillors and Staff
External Liaison:	Community Groups / Agencies, Authorities, Contractors / Consultants, Members of the Public, Employer Organisations, Unions and Professional Bodies, Industry Organisations, Emergency Services, Relevant Government Departments (State, Local, Federal)

Position Objectives

Your primary purpose in this position is to:

- Provide strategic leadership and direction for Waste and Cleansing operations to deliver high-performing, compliant, and customer-focused services aligned to Council priorities.
- Drive the achievement of business plan, financial, contract, and service outcomes through rigorous planning, governance, and performance management.
- Lead and develop a high-performing workforce, fostering a culture of accountability, innovation, and continuous improvement.
- Optimise asset, contract, and resource management to ensure sustainable, efficient, and value-driven service delivery.
- Strengthen community and stakeholder outcomes through responsive service delivery, informed decision-making, and continuous enhancement of service standards.

Key Selection Criteria

You need these essential qualifications (or experience), knowledge and skills to carry out this position

- A relevant tertiary and further formal qualification in waste, cleansing or similar along with substantial relevant experience (which may include further formal qualifications in a relevant field of specialisation) or alternatively lesser formal qualifications combined with extensive expertise in supervising and managing waste, cleansing or similar functions in a large organisation.
- Demonstrated ability to lead, motivate, and develop multidisciplinary teams, fostering a high-performance culture that promotes accountability, collaboration, and continuous improvement.
- Proven experience in developing and delivering business plans, budgets, and service strategies to meet organisational objectives, service standards, and community expectations.
- Extensive experience managing complex service operations, contracts, and contractors, ensuring compliance, value for money, and delivery of efficient, high-quality services.
- Strong financial acumen with demonstrated capability to develop, manage, and monitor budgets, optimise resource allocation, and ensure sound financial governance and reporting.
- Highly developed communication, negotiation, and relationship-management skills, with a proven ability to engage effectively with internal stakeholders, contractors, government agencies, and the community.
- Demonstrated understanding of legislative, policy, and safety requirements, with the ability to ensure compliance, manage risk, and implement robust systems and processes.
- Proven ability to identify opportunities for innovation, challenge existing practices, and implement improvements that enhance service efficiency, sustainability, and performance outcomes.

- Extensive experience and technical knowledge in waste management and/or cleansing services within a large organisation, including asset, service, and workforce planning.

As part of the Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

- ☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)
- ☒ satisfactory (and ongoing) Police Check
- ☒ current valid (and ongoing) Victorian Driver's Licence

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Leadership & Culture	• Lead, motivate and develop the members of the Waste and Cleansing team. • Provide leadership and direction to Waste and Cleansing teams, fostering a high-performance, accountable and collaborative culture. • Lead workforce planning, performance management and capability development to ensure teams are supported, skilled and effectively resourced. • Coach, mentor and model behaviours to guide the professional development of other staff
Strategic Planning & Governance	• Develop, implement and monitor business plans, budgets and service strategies aligned to Council objectives and service standards. • Ensure sound governance, risk management and compliance with legislative, policy and organisational requirements.
Operational Service Delivery	• Oversee day-to-day Waste and Cleansing operations to ensure efficient, responsive and high-quality service delivery. • Manage assets, service programs and resource allocation to optimise outcomes within available funding.
Contract & Financial Management	• Develop and manage budgets, monitor expenditure and ensure financial accountability and value-for-money outcomes. • Lead procurement, contract development and contractor performance management in line with corporate standards.
Relationship Management	• Build and maintain effective relationships with internal stakeholders, contractors, government agencies and the community. • Develop and maintain positive relationships with key internal and external customers to deliver outcomes aligned to the departmental and organisation objectives. • Develop and maintain a culture within the team of working across the department in delivering efficient services, reporting issues and checking in with others • Develop strong relationships across the organisation with the multiple teams. • Contribute technical skills to organisational-wide decision-making. • Respond to customer issues and provide specialist advice to support responsive and customer-focused service delivery.
Performance, Reporting & Improvement	• Monitor and report on financial and operational performance, including KPIs and service outcomes. • Drive innovation and continuous improvement initiatives to enhance efficiency, sustainability and service quality.
First Aid Activities	Managers are responsible for:

	- ensuring that there is adequate coverage for the provision of First Aid within their work area - providing for the continuity of training of Designated and First Aid Certified Officers DFAOs and FACOs - the supervision and effective execution of their duties.
--	---

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > [Capability Framework | Greater Dandenong Council](#)

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > [REACH | Greater Dandenong Council](#)

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: - Take reasonable care of their own health and safety. - Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. - Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. - Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. - Participate in health and safety training programs and initiatives. People managers have additional responsibilities to: - Develop, implement, promote and review Council's OHS management system within their area of responsibility. - Work with Health and Safety and People and Change departments to ensure accurate and timely OHS reporting, and implementation of health and safety culture, policies, procedures, and training programs. - Ensure employee compliance with relevant OHS regulatory requirements through local and corporate policies and procedures in order to provide and maintain a safe work environment, including providing training and guidance on OHS responsibilities. - Monitor and review workplace environment to identify, manage and respond to any health and safety hazards and risks, including psychosocial.
Child Safety	- Demonstrate and promote a strong commitment to child safety, equity and inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards and foster this commitment across their team. - Ensure compliance with the Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and all child safe policies and procedures, and support staff to understand and meet these requirements.

	Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations, and support staff to understand and meet these requirements.
Climate Change & Sustainability	Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	- Remain mindful of the requirements of the Victorian Charter of Human Rights at all times - Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. - Perform other duties as directed within the limits of acquired skills, knowledge, and training. - At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees. - At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	- Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: - zero tolerance of racism and expectations that staff will act on incidents of racism - supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.
Gender Equality	Prevent and address violence against women and workplace sexual harassment, including by modelling acceptable behaviour, responding decisively to improper conduct and properly managing initial disclosures

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

- ☒ Not required.
- ☐ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.
- ☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an on-call, stand-by or availability roster (*keep only one allowance*). (Refer to 'Working out of hours' under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Working independently – <i>ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor</i>		☐	☐	☐	☒
Team based work – <i>works in a team of people and not exposed to isolation</i>		☐	☐	☒	☐

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Communicating with others – Verbally		☐	☐	☒	☐
Communicating with others - Written		☐	☐	☒	☐
Focused Attention to task – <i>high levels of attention required to minimise errors and ensure accuracy</i>		☐	☐	☐	☒
Concentrating – <i>high levels of concentration required while completing required tasks</i>		☐	☐	☒	☐
Planning and sequencing tasks and activities		☐	☐	☒	☐
Decision making – <i>required to exercise sound decision making while completing all aspects of the position</i>		☐	☐	☐	☒
Problem solving – <i>requirement to develop sound solutions to novel or unusual problems arising during the course of the day</i>		☐	☐	☒	☐
Reasoning – <i>required to exercise sound reasoning while completing all aspects of the position within defined scope</i>		☐	☐	☒	☐
Judgement – <i>required to exercise sound judgement while completing all aspects of the position within defined scope</i>		☐	☐	☒	☐
Short and long-term memory recall – <i>ready access to documented procedures or precedents to perform requirements of the position</i>		☐	☐	☒	☐
Emotional resilience – <i>exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control</i>		☒	☐	☐	☐
Interruptions – <i>frequency of interruptions to daily work plans and requirement to change work plans at short notice</i>		☒	☐	☐	☐

Physical Requirements

- ☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]

- ☐ This position requires a vision test
- ☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes = 50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – stay in a seated position		☐	☐	☐	☒
Standing – standing in an upright position, moving less than 3 steps		☒	☐	☐	☐
Walking – In an upright position, moving more than 3 steps		☐	☒	☐	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels		☒	☐	☐	☐
Kneeling – To lower the body		☒	☐	☐	☐
Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds		☒	☐	☐	☐
Reaching – Extending arms out in any direction		☒	☐	☐	☐
Twisting/trunk rotation – Rotating the body to one side or the other without moving the feet		☒	☐	☐	☐
Fine manipulation/pinch grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm		☒	☐	☐	☐
Power/open hand grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☒	☐	☐	☐
Low level work – Performing manual handling actions at or near ground level		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders		☒	☐	☐	☐
Pushing/Pulling – Applying force to move something away or closer to one's self, including static positions		☒	☐	☐	☐
Kilograms of force (kg.f) – Amount of force or effort required to perform a specific task or part of a task		☒	☐	☐	☐
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☒	☐	☐	☐
5.1 – 10kg		☒	☐	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare/ Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

These descriptors help to classify the position:

Accountability and Extent of Authority

The position is directly held responsible for:

- May manage resources and / or regulatory or specialist units and / or develop and interpret policy.
- Where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this Band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.
- Where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.
- Where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by Employer or the corporate management. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and / or the community

Judgement and Decision-Making Skills

Judgement and decision making is within the following scope:

- May involve both problem solving and policy development. Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.
- The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.
- Will identify and develop policy options in their own functional area for consideration and choice by their Manager or by Employer.

Specialist Knowledge and Skills

The position requires the following essential skills and knowledge:

- Require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.
- Require an understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.
- A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.

Management & Interpersonal skills

The essential position requirements include:

- May involve supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.
- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			