

Position description

Position title:	Waste Planning Advisor (Construction & Demolition Waste)	Team:	Waste Planning
Division:	COO	Reports to:	Waste Planning Manager
Directory:	Infrastructure and Environmental Services	Direct reports:	Nil
Department:	Waste Solutions	Indirect reports:	Nil
DFA:	Nil	Band:	

 Our commitment to te ao Māori	We honour Te Tiriti o Waitangi, accord value to Te Ao Māori (The Māori World), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed Te Ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a Treaty Responsive organisation.
 Purpose of the job	• To provide input on waste plans, projects and programmes required to support the delivery of the Waste Management and Minimisation Plan (WMMP). • Implement waste policies, plans, targets and procurement that minimises the adverse impacts of waste throughout the Auckland region. • To support delivery of the Local Board funded waste projects across Auckland including identifying opportunities for expansion of existing programmes and maximising project outcomes in line with allocated Local Board budgets. These projects are approved and funded annually by Local Boards. • To support successful Waste Minimisation and Innovation Fund recipients to achieve project outcomes by connecting them with industry and Council to maximise opportunities, alerting communications to project successes and ensuring financial and reporting requirements are met. • To develop new relationships, seek opportunities to collaborate and make connections across Auckland Council and industry to influence people on their waste journey in line with the WMMP. • To deliver and manage Local board projects related to Education and engagement on behalf of Community WasteWise Team. • To drive the requirements for sector specific data, analysis and communicating insights.

 Key responsibilities	• Assist advocating, brokering, communicating and promoting C&D waste minimisation to the industry at a leadership level, promoting a shift in industry thinking towards waste in line with the objectives of the WMMP. • Develop and maintain relationships and partnerships with key internal and external stakeholders at local, regional and national levels. • Provision of technical advice on a range of waste management and minimisation issues, including subject matter expertise for internal and external stakeholders particularly in relation to C&D waste. • Contribute to the collection, analysis and reporting of waste data. • Proactively contribute to the implementation of the WMMP, Waste Bylaw, strategies, operational plans, procurement, programmes and projects. • Support the Waste Solutions Unit in reporting to Council Committees, Local Boards, internal and external stakeholders. • Contribute to the implementation of the Mana Whenua and Māori engagement strategy. • Work closely with Community WasteWise Manager to deliver and manage 4-5 Local board or similar projects on behalf of Community WasteWise Team • Other duties as required by the Waste Planning Manager, including in an emergency response capacity
 Outcomes	• Timely and accurate reporting and analysis to support unit information requirements. • Ensuring Local Board project proposals, reporting, memos and workshops are completed on time in the required Local Board business framework. • Positive and productive relationships maintained with all internal and external stakeholders. • Strong working relationships developed that ensure effective service delivery. • Stakeholders and customers are satisfied with the service provided. • Health and safety requirements upheld. • Council effectively implements the WMMP across the council family. • Waste outcomes and partnerships are aligned with Te Ao Māori • The goals and objectives of the WMMP are met
 Key skills	• Highly developed interpersonal and relationship skills to manage effective relationships with a range of external and internal stakeholders. • Report writing, analysis and presentation. • Proven ability to self-manage and proven ability to problem solve to find solutions and outcomes. • Excellent organisation, planning and time management skills

Auckland Council behaviours



SERVE

Aucklanders serving Aucklanders



DEVELOP

Step up from good to great



COLLABORATE

Success comes when we work together



ACHIEVE

It's up to us to make it happen



Job requirements

- Relevant tertiary degree or equivalent gained through operational experience in commercial and / or local government waste management.
- A minimum of three years' experience in multi-disciplinary environment, waste, project or physical works sector.
- Experience with waste industry best practice and national standards, including capital works projects and/or construction.
- Strong IT skills across a range of data platforms
- Highly organised – plans & prioritises well and manages time to focus self and others on most important activities
- Personal resilience – able to sustain a high level of energy and positivity during times when position holder, colleagues or the organisation are under extreme pressure
- Able to present information with credibility and authority in formal settings
- Proven ability to self-manage and to problem solve to find solutions and outcomes
- A successful track record of working in challenging environments with competing priorities.
- Contract and Health & Safety Management experience.
- Site Safe Passport.
- Full, clean NZ driving licence is essential.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:		Version date:	
Ben Barton		November 2024	
 Job framework	Job function:	Job family:	Job:

Auckland Council behaviours



SERVE

Aucklanders serving Aucklanders



DEVELOP

Step up from good to great



COLLABORATE

Success comes when we work together



ACHIEVE

It's up to us to make it happen