# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Coordinator, Waste Management |
| Job Reference | 84581 |
| Tenure | Specified Term of 2 years, Full-time |
| Salary Range | AU$102,724 - AU$111,165 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney and Canberra preferred. Brisbane and Adelaide may be considered. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Manager, Sustainability |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Tony Hudson via email at tony.hudson@csiro.au or phone +61 2 6276 6173 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

CSIRO is seeking a sustainability professional with demonstrated expertise in waste strategy development and implementation to work within the CSIRO Sustainability Team. Your demonstrated success in the deployment of waste avoidance and reduction solutions, sound knowledge in waste management, waste-related legislation and strong consultation and communication skills will be crucial to achieving our target of 80% diversion of waste from landfill by 2030. You will report into the Manager, Sustainability within CSIRO’s Business and Infrastructure Services group. Working with CSIRO’s regional facility management teams, our new waste services provider and relevant research Business Units, you will be responsible for the development of a new waste strategy and implementation plan to achieve CSIRO’s waste diversion targets.

### Duties and Key Result Areas

In the Coordinator, Waste Management role, you will:

* Think strategically to develop a new waste avoidance, reduction and resource recovery strategy that meets CSIRO’s needs and will enable CSIRO to meet its 80% waste diversion from landfill targets
* Work with CSIRO’s business units to facilitate the implementation of individual business stream action plans to achieve the waste strategy goals.
* Provide advice to CSIRO management and staff on waste avoidance, reduction and recycling solutions along with prioritisation and cost/benefits of implementation
* Coordinate waste audits and reviews on relevant CSIRO sites where required, provide outcomes analysis and lead the development of education materials and action plans with key stakeholders
* Keep up to date with changes to waste legislation and provide updates to CSIRO management
* Be proactive in considering emerging CSIRO risks in waste management and propose solutions to mitigate those risks
* Effectively disseminate and communicate waste avoidance, reduction and waste system utilisation information and education to all CSIRO staff, affiliates and tenants, to influence changes in behaviour and action toward meeting CSIRO’s waste strategy target.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment policy and procedures, Diversity initiatives and Zero Harm goals
* Perform other relevant duties as agreed

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Possess tertiary qualifications in waste management, sustainability, environmental management or related field or have significant experience in the management of diverse wastes streams, resource recovery and/or circular economy principles.
2. Sound knowledge of waste legislation and associated policies, including the National Waste Policy Action Plan
3. Demonstrated experience in the successful development and implementation of strategically focussed waste avoidance and reduction solutions.
4. Strong analysis skills in the evaluation of alternatives/options, including the ability to develop business cases
5. Demonstrated ability to work collaboratively and influence with impact across multiple functional groups and across all levels
6. Exceptional communication and engagement skills with the ability to lead the development of relevant educational material to engage and inspire change

## **Desirable**

1. Sound knowledge of sustainable procurement strategies
2. General understanding of diverse waste streams in a complex national research, health or industrial context
3. General understanding of circular economy pronciples

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and <https://www.csiro.au/en/about/facilities-collections> for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted