

Operational & Compliance Officer

POSITION DESCRIPTION



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| Position Number: | 2772 |
| Department: | Regional Services |
| Section: | Rockhampton Regional Waste and Recycling (RRWR) |
| Unit: | Waste and Recycling Facilities |
| Position Status: | Permanent Full Time |
| Classification: | Level 4 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees |
| Reports To: | Coordinator Waste and Recycling Facilities |
| Revised: | June 2026 |

General Position Statement

This position provides operational and compliance support across Council's Waste and Recycling Facilities, undertaking project delivery while driving compliance and best practice waste management outcomes.

The role supports Waste and Recycling Facilities operations by ensuring accurate data management, regulatory reporting and adherence to environmental and statutory legislative requirements.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Administration in the operation of the weighbridge software system to ensure accurate and efficient recording of all operational data.
- Facilitate the gathering and analysing of operational data to support accurate and compliant regulatory reporting to the State Government regarding the Waste Levy and annual reporting requirements (i.e. OSOP, Volumetric Survey, Annual Survey, NPI, etc.).
- Provide assistance to the Coordinator in the review of Environmental Monitoring Data and in providing recommendations and actioning recommendations in a timely manner.
- Contribute to the development, documentation and implementation of operational plans and procedures within the Unit.
- Review and provide advice/assistance on management plans and operational practices, including waste acceptance, landfilling, leachate, stormwater and landfill gas management, ensuring ongoing environmental compliance and updating documentation as required.
- Monitor, maintain and undertake scheduled inspections of operating and closed landfills to ensure compliance with Environmental Management Plans, including Closed Landfill After Care Management Plans.
- Review, assess and approve regulated waste disposal applications in accordance with relevant Environmental Authorities and legislation, providing accurate advice on acceptance criteria.
- Undertake project management activities (e.g. rehabilitation of closed landfills, sediment pond management and leachate systems) including sourcing of materials/plant, supervision of contractors and preparation of required reports.

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- Responsible for the operation, monitoring, compliance, maintenance of leachate management systems, including Trade Waste Agreement (TWA) reporting with assistance from the Coordinator, as required.
- Analyse operational data and prepare reports on the performance of Waste and Recycling activities, including recommendations on budget implications, project progress and management of site.
- Monitor and report on active landfill operations, including, but not limited to, waste compaction density, on-site material usage, leachate management.
- Review and assess Contract Tender submissions and undertake minor contract management, with support from the Coordinator, as required.
- Exercise sound judgement, initiative and confidentiality in the performance of the role.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Experience in the implementation, ongoing compliance and legislative obligations of an Environmental Authority.
- Ability to understand the requirements and interpret environmental impact responsibilities and duty of care associated with operating a landfill under the Environmental Protection Act 1994 and the Waste Reduction & Recycling Act 2011.
- Good practical knowledge of workplace health and safety requirements in a waste environment, including risk assessment.
- Knowledge of statutory requirements, work practices, guidelines, procedures and policies relevant to a waste environment.
- Demonstrated time management, planning and organisation skills.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Ability to develop proficiency in Council's computer systems including Mandalay Weighbridge System, the Ci Anywhere Suite (R1 and ECM), and the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

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- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

Qualifications

- Degree qualification in Civil or Environmental Engineering, Environmental Science (or related discipline).
- Hold a Construction Industry Induction (White Card).

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimum provisional).
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised in accordance with Rockhampton Regional Council's Immunisation Register.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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| Authorised By: | Manager |
| Signature: | |
| Date: | |
| Employee Name: | |
| Employee Signature: | |
| Date: | |