



**Western  
Metropolitan  
Regional Council**

**Manager Operations**

**Application Pack**

## About the Western Metropolitan Regional Council (WMRC)

The Western Metropolitan Regional Council (WMRC) is a local government organisation formed to provide specialist waste management services for its five Member Councils.

- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- Shire of Peppermint Grove
- City of Subiaco

These include waste transfer, community waste treatment and recycling, and waste education and promotion services.

WMRC operates on a 'shared services' model, efficiently providing collective services across Perth's central western suburbs that would be impractical or unaffordable for our individual members to do for themselves. This shared service model is ideal for our membership who have relatively small populations averaging less than 10,000 residents per council.

Under its Strategic Community Plan, the WMRC actively seeks to provide services across the whole of Perth's west central metropolitan area. In so doing we aim to improve the efficiency and effectiveness of waste management for residents, institutions, business and government throughout the region.

### WMRC's Purpose

To serve our Member Councils by minimising and efficiently managing waste across our catchment area.

### WMRC's Vision

Our environment protected through avoiding waste then reusing and recovering resources.



WMRC works in collaboration with its Member Councils and other customers and stakeholders to reduce waste, recover resources, and minimise the environmental impact of waste for the communities and organisations in its catchment area.

WMRC is governed through the WMRC Establishment Agreement 2003. The total residential population of the five member Councils is just under 50,000; its central west metropolitan Perth catchment area has a total residential population of nearer 150,000.



The WMRC operates a single physical facility: the West Metro Recycling Centre situated in Shenton Park. This facility operates as a transfer station to compress and aggregate various types of waste for efficient waste transport to distant treatment and disposal facilities. In addition, it handles specific types of solid waste, recyclable and reusable materials delivered by residents and contractors. As a local government-operated transfer station, WMRC advantages local governments across its catchment area by effectively placing all potential waste collection contractors on an equal footing. In this way WMRC maximises opportunity for value-for-money in collection contracts as well as improving waste management service efficiency.

## WMRC Services

The WMRC's business model is primarily to provide excellent shared waste services to its Member Councils and their residents. We optimise efficiency by attracting patronage from other nearby Local Governments and their residents and commercial customers. These services include those delivered through the West Metro Recycling Centre as follows:

- General (red lid bin) waste transfer
- Garden Organics (lime green lid bin) waste transfer
- Food Organics Garden Organics (lime green lid bin) waste transfer
- Bulk Green waste transfer
- Bulk junk/hard waste transfer
- Construction and demolition waste transfer
- Household Hazardous Waste handling
- E-waste, scrap metal, cardboard, polystyrene and other specific items collection for recycling
- Textiles for reuse
- Mulch and FOGO-based compost for collection or sale

The WMRC also delivers complementary services through its Communications and Education team as follows:

- Verge Valet™ pre-booked bulk and green waste collection and processing service
- Recycling Hotline
- Community tours, workshops and events on waste avoidance and recycling
- Schools program
- Member Council staff support including information, waste reduction advice and services, waste communications materials, policy and advocacy support
- Waste communications and education consultancy

Our services are specifically designed to meet the direct needs of our Member Councils and the objectives of the Waste Avoidance and Resource Recovery Strategy 2030.



# Advertisement – Manager Operations

## Operations management position at the forefront of environmental sustainability services.

- Lead a small team with a great culture.
- A Regional Council with a commercial focus
- Circa \$130,000 plus Superannuation, phone allowance

## THE ORGANISATION

The Western Metropolitan Regional Council (WMRC) is a local government organisation, formed to provide specialist waste management services for its five member Councils. The WMRC is based in Subiaco and actively seeks to provide services across the whole of Perth's west central metropolitan area, to improve the efficiency and effectiveness of waste management for residents, institutions, business and government throughout the region. The organisation is innovative in environmental and financial sustainability practices and prides itself on being a leader in the services it offers.

## THE ROLE

Based between the Shenton Park facility and Subiaco administration office, this position is responsible for the safe, efficient and effective provision of services at the West Metro Recycling Centre. This includes procurement of waste transport, treatment and disposal services, business development, continuous improvement in site functionality, and accurately capturing and reporting operational data.

## REQUIREMENTS

We are seeking a committed and collaborative leader with strong operational expertise, preferably with background in local government and exposure to the waste and recycling sector. If you fit this description, we would like to hear from you. The ideal candidate will showcase their ability in leading small teams, overseeing service delivery, adhering to safety protocols, strategic planning, and procurement. It is preferred that the candidate holds a relevant tertiary qualification in engineering, commerce, or a related field.

## THE PACKAGE

The Total Reward Package is Circa \$130,000 plus Superannuation, plus phone allowance and vehicle for commuter use. This is an opportunity to progress your career in an inner-City Council.

To apply please click the Apply Now button or visit [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting reference **848414**. Please provide a comprehensive resume together with a covering letter of no more than two pages, addressing only the **essential selection criteria** on page 7 of the Application Pack.

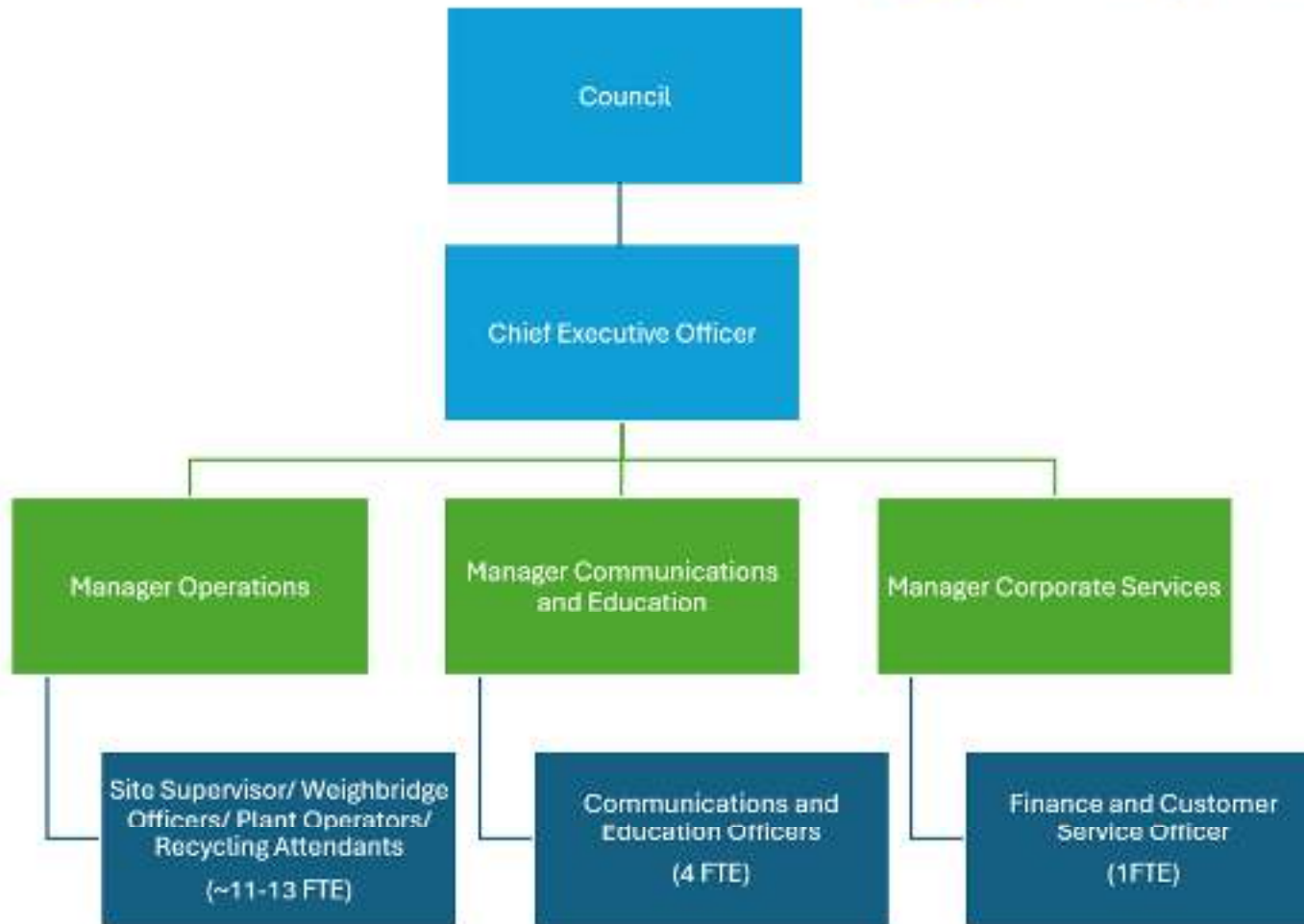
Download an Application Pack by clicking or copying and pasting this link in your browser: <https://beilbydt.com.au/application-packs>

For initial enquiries, or for any assistance you may need in making your application, please contact **Aaron Hooper** for a confidential discussion on 0402 733 371 or [aHooper@beilbydt.com.au](mailto:aHooper@beilbydt.com.au).

Applications will close at **4pm AWST on Tuesday 2 April 2024**.

Canvassing of Councillors will disqualify.

# Organisational Chart



## **POSITION DESCRIPTION MANAGER OPERATIONS**

### **POSITION DETAILS**

<b>Classification Level:</b>	Level 10
<b>Team:</b>	West Metro Recycling Centre
<b>Report to:</b>	Chief Executive Officer
<b>Location:</b>	West Metro Recycling Centre (Shenton Park), WMRC Administration Offices (Subiaco)
<b>Award/Agreement:</b>	Local Government Industry Award 2020 – State Industrial Agreement

### **About the Western Metropolitan Regional Council**

The Western Metropolitan Regional Council (WMRC) is a local government organisation with five Member Councils and several other customers drawn from commercial, residential and Local Government sectors. The WMRC's purpose is to serve our Member Councils by minimising and efficiently managing waste across our catchment area. The WMRC provides waste recycling, transfer, haulage, and education services.

### **Primary Purpose of Role**

This position is responsible for the delivery of safe, sustainable, effective and efficient business operations and services at the West Metro Recycling Centre. This includes procurement of waste transport, treatment and disposal services, business development, continuous improvement in site functionality and service, and capturing and reporting operational data.

### **Extent of Authority**

This position operates under the direction of the Chief Executive Officer with the authority to make decisions and is accountable under delegated authority. The position influences both day-to-day and strategic direction of the Operations team. It leads the development and implementation of guidelines, procedures and policy in the Operations area.

### **Responsibilities and Accountabilities**

<b>Safety</b>	Influence and implement the WH&S Management Plan, with oversight and reporting of all aspects of workplace health and safety practice including training of staff, and safe contractor management.
<b>Strategic</b>	Develop, deliver and improve services in alignment with the WMRC Strategic Community Plan and Corporate Business Plan. Actively participate in the development and implementation of WMRC strategic plans and supporting plans.
<b>Operational plans</b>	Develop and implement operational plans, contingency plans and business cases including the annual capital works program. Advise the CEO on infrastructure development matters.
<b>Business Development</b>	Manage operational aspects of business development and implementation including assessments of operational and commercial viability.
<b>Budget</b>	Develop, propose and manage operations budgets. Authorise payments for goods and services according to WMRC policy.

<b>Procurement</b>	Procure goods and services, including capital works, in accordance with legislation and WMRC plans and policies. Manage contracts for waste haulage, processing and disposal across all received streams.
<b>Reporting</b>	Provide regular written statutory, operational and safety reports as required. Report to and attend Council and Committee meetings. Report to stakeholders including Member Councils and State Government entities.
<b>Management and supervision</b>	Manage the Operations team including training, performance management, health and safety and personal development needs.
<b>Customer Service</b>	Ensure a high standard of customer service, implementing practices that deliver a confidential and high-quality customer experience.
<b>Stakeholder Management</b>	Liaise with, and maintain internal and external working relationships with Council, customers, consultants, contractors and external private and public organisations on matters relating to areas of responsibility.
<b>WMRC staff collaboration</b>	Work proactively as a member of the management team representing the interests of the WMRC and furthering business interests and reputation by promoting WMRC services and developing the business.
<b>Compliance</b>	Ensure compliance with all WMRC policies, Code of Conduct, Strategic Community Plan, Corporate Business Plan as varied from time to time. Abide by the obligations detailed in relevant legislation including but not limited to Workplace Health and Safety, Equal Opportunity and Anti-Discrimination legislation, and the Local Government Act 1995.
<b>Other Duties</b>	Other duties as required to fulfil the requirements of the position and additional tasks within the general scope of the Manager's skill base and licence certifications.

### Selection Criteria

#### Essential

1. Demonstrated significant experience in effectively managing the delivery of services in an operational environment including problem-solving skills.
2. Well-developed strategic and operational planning skills.
3. Strong leadership and team management skills within a diverse operational team.
4. Experience in health and safety management in an operational environment.
5. Procurement and contract management experience.
6. Well-developed project and contractor management skills.
7. Highly effective verbal and written communication skills.
8. Excellent data management, analytical and evaluation skills.
9. Current Motor Vehicle Driver's Licence and federal police clearance (not less than 3 months old).

#### Desirable

1. Tertiary qualifications in a relevant discipline including engineering, commerce or similar.
2. Experience in the planning and delivery of waste management services.
3. Experience in business development and planning.
4. Local Government experience at a management level.

### Acceptance

Both parties are to sign and date the areas below to confirm their agreement to the requirements of the position. The original of this and future updated position descriptions are to be placed on your personal file.

<b>Manager Operations</b>	<b>Chief Executive Officer</b>
Signed:	Signed:
Date:	Date:



## Applicant Notes

These notes are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

### APPLICATION:

Your application should include:

- A comprehensive resume; and
- A covering letter of no more than two pages, addressing only the **essential selection criteria** on the previous page.

By submitting your application you agree to provide true and accurate information on your career history and qualifications.

It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position.

Initially based on written applications, candidates who demonstrate that they meet the requirements of the role and, relative to other candidates, appear to be competitive, will be considered for interview.

### LODGEMENT OF APPLICATION:

Applications should be made online at [www.beilbydt.com.au](http://www.beilbydt.com.au) quoting job reference **848414**.

Applications will close at **4pm AWST on Tuesday 2 April 2024**.

### REFEREES:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

### INTERVIEWS:

Interviews will be conducted either in person in Perth or via video conference.

Shortlisted applicants may be required to complete Digital Interviews in addition to reference checking, and may be required to attend a second interview.

### BACKGROUND CHECKS:

Third party background checks will be undertaken for the preferred applicant – this includes qualification, police clearance, identity and employment history verifications.

**PRE-EMPLOYMENT MEDICAL:**

The preferred applicant will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

**EQUAL OPPORTUNITY:**

WMRC maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**WEBSITE:**

The Council maintains a website [www.wmrc.wa.gov.au](http://www.wmrc.wa.gov.au) which contains substantial information.

**FURTHER ENQUIRIES:**

For further information about the role please contact Aaron Hooper, Senior Consultant – Beilby Downing Teal on 0402 733 371 or [ahooper@beilbydt.com.au](mailto:ahooper@beilbydt.com.au).

