



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri



HASTINGS
DISTRICT COUNCIL
Te Kaunihera ā-Rohe o Heretaunga

POSITION DESCRIPTION

Position: Regional Construction and Demolition Waste Minimisation Advisor

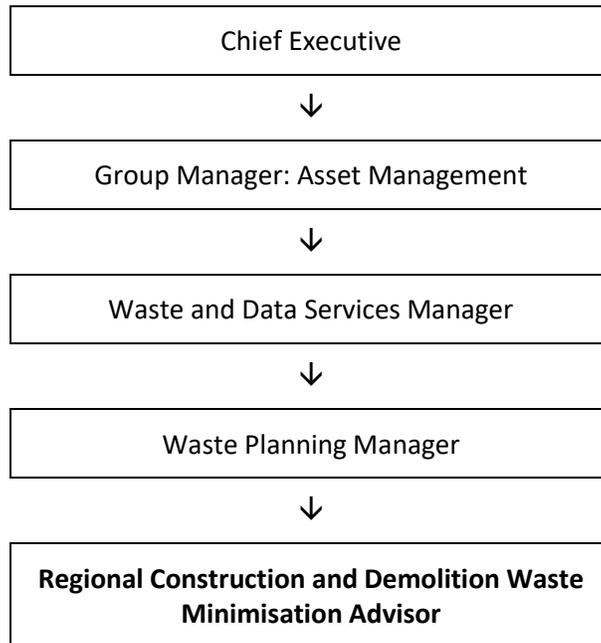
Team: Solid Waste and Data Services

Group: Asset Management

Responsible To: Waste Planning Manager

Responsible For: Nil

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Maori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities. Excellence in performance from the organisation as a whole and from individuals is needed.

The Napier City Council Mission Statement is to:

- *To provide the facilities and services and the environment, leadership, encouragement and economic opportunity TO MAKE NAPIER THE BEST CITY IN NEW ZEALAND in which to live, work, raise a family, and enjoy a safe and satisfying life.*

The Hawke's Bay is seeing significant growth in the construction and demolition sector and high levels of activity in this space is generating large volumes of waste from the construction and building industry. Building consent applications have increased from 250 in 2017 to 534 in 2020, in the Hastings District and 226 new consents have been issued between 1 July 2020 and 30 June 2021 in Napier.

Based on the 2019 Solid Waste Analysis Protocol Survey, approximately 13% of all waste sent to Ōmarunui Landfill, estimated to be 14,000 tonnes is timber. This waste stream is problematic and is reducing the availability of the region's landfill air space.

There are many other waste materials from the construction and demolition sector that could be minimised or replaced with alternatives to improve the sustainability of construction projects, e.g. polystyrene, offcuts of pipes and tubing, wrapping and packaging of materials, or even avoided in the first place through design changes.

This role is a regional role working across the Ōmarunui Landfill catchment area funded from Hastings District and Napier City Councils waste levy funds.

This role is for a person who has an expert knowledge of the building sector and experience, or strong interest, in making the building sector more sustainable through seeking out alternative products, bold advocacy of waste minimisation in the industry, the diversion of C&D products that would otherwise be destined for landfill, and ultimately reducing waste from the industry.

Purpose of Position

This role is part of the Asset Management Group, Hastings District Council and will have a close working relationship with the Infrastructure Services Directorate of Napier City Council. Both Groups include Solid Waste, Waste Minimisation, 3 Waters, Transportation and Parks and Reserves disciplines.

The purpose of this position is to bring about change in the Construction & Demolition sector with regards to waste minimisation, diversion and building design that are consistent with Joint Waste Management and Minimisation Plan (WMMP), Waste Minimisation Act, Building Act, Resource Management Act and NZ Waste Strategy through:

- **Strong Relationships** with stakeholders regarding C&D waste diversion to support the delivery of the Joint WMMP.
- **Technical Leadership**, providing advice and expertise on construction and demolition (C&D) processes and projects, e.g. building code and consent processes, internal council projects, construction sector groups and businesses, to introduce and support best-practice initiatives throughout the region achieving waste minimisation and diversion
- **Diversion and Joint WMMP Implementation** - increase opportunities for C&D waste minimisation and diversion from landfill programmes to achieve the targets, goals and objectives of the Joint WMMP.
- **Reporting and financial management**, Prudent and robust financial management and accurate reporting is applied to all activities.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a lead responsibility are:

Relationships

- Identify, develop and maintain relationships and partnerships with Construction and Demolition (C&D) stakeholders at local, regional and national levels to implement waste minimisation initiatives including;
 - Advice on best practice approaches for materials diversion.
 - Identify and communicate opportunities of collaboration or partnerships with key stakeholders
 - Work closely with both the Hastings District Council and Napier City Council Waste Minimisation Teams to ensure an integrated and co-ordinated approach to C&D waste
 - Seek out opportunities with the Ministry for the Environment and other central government organisations to advocate for Hastings and Napier to be used as pilot opportunities for C&D waste minimisation opportunities.
- Form strong working relationship with HDC and NCC Building Officers to assist with achieving the desired waste minimisation outcomes.

Technical Lead

- Support, and coordinate, the establishment of zero waste focused practices by designers, developers, constructors, industry associations and the wider C&D industry.
- Provide support and advice to projects or initiatives that reduce C&D waste including the implementation activities and programs to encourage behaviour change to minimise waste and maximise resource recovery and recycling within the Construction Sector across Hastings & Napier.
- Take part in, and where appropriate lead the development of, research and reporting on projects related to the Joint WMMP, with emphasis on C&D focused research.
- Develop, identify and broker material flow destinations and assist with advice on best practice approaches for materials diversion
- Research and investigate solutions to recover resources from waste materials not currently recovered or recycled effectively (such as timber products, soft plastics, polystyrene, off cuts of piping, tubing, wiring, insulation, etc.).
- Ensure C&D waste minimisation is considered and relevant to support Council activities, including procurement by providing support to project managers, team managers and staff
- Work regionally to ensure consistency of C&D waste minimisation programmes with other territorial authorities.
- Develop, in collaboration with other waste team members, the content for the waste webpages, knowledge base, social media posts, and corporate communication channels. These must be kept up to date and relevant.
- Manage the responses to C&D waste-related social media and general customer enquiries.
- Seek out opportunities within each Council's Projects and Programme Delivery teams to ensure that our organisations are showing strong leadership by minimising waste within Council construction and infrastructure projects.
- Provide opportunities and solutions for the chain of custody of asbestos products to ensure a fully credible regional approach to Asbestos disposal is created, including being a key member of the Regional Asbestos Protocol group.

Diversion and Joint WMMP

- Contribute to the implementation of the Joint WMMP including policy, planning and regulatory processes.
- Advocate, broker, communicate and promote 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 monitoring and evaluation tools and techniques to evaluate the effectiveness of programmes.
- Seek out opportunities for discussion and solutions to divert the C&D waste being received at the Hastings and Napier Refuse Transfer Stations and at Ōmarunui Landfill.

Reporting and financial management

- Support the waste teams in reporting to Council Committees, Local Boards, internal and external stakeholders
- Design and deliver projects with C &D waste minimisation outcomes using project management tools and techniques.
- Plan and deliver projects within agreed timeframes, requirements and budgets.
- Respond to all enquiries, complaints and public correspondence in accordance with Council's policy
- Manage expenditure on assigned projects and services within approved budgets.
- Assist and liaise with the Waste Planning Manager regarding funding and budgets.
- Contribute to the ongoing development of a high performing and competent teams under the guidance of the Waste Planning Manager (HDC) and Manager Environmental Solutions (NCC).
- Integrate and interact with multiple facets of the organisation. Work autonomously and with others to achieve solid waste minimisation practices.
- Lead the acquisition and auditable public reporting of waste tonnages and diversion achieved through the innovations and initiatives that you bring to the job.

Important Functional Relationships

External

Architects and draughtsmen
Consultants and Contractors
MBIE Other BCA's
Licenced Building Practitioners
Building Organisations
Developers and Engineers
Mana whenua/Iwi groups/Parakore
WasteMINZ
Community groups, volunteer organisations, NGO's, special interest groups
Regional and national Waste Minimisation Officers
Ratepayers and residents
Ministry for the Environment
Ministry of Business, Innovation and Employment
Members of the public
Hawke's Bay Regional - Staff & Councillors
Other TLAs and regional councils
Members of the waste, recycling, resource recovery and sustainability sectors
Customers and account holders at Redclyffe (Napier), Black Bridge, and Henderson Road Refuse Transfer Stations
Product Stewardship agencies
Manufacturers of alternative and innovation low-waste C&D solutions
Members of the Regional Asbestos Protocol group

Internal

All Solid Waste staff (HDC and NCC)
Council Management and staff
CCO's, working parties and steering groups
Council Professional Services
Panel partners; Stantec, GHD, WSP Opus
Group Managers / Directors
Communications Team
People & Capability
Council Project & Programme Delivery Teams
Council Health & Safety Teams

Committees/Groups

Joint Waste Futures Committee
Ōmarunui Landfill Committee
HDC Operations and Monitoring Committee
NCC Sustainable Napier Committee
HDC and NCC Councils
Any other committee or working groups as required

Person Specification

Qualifications

- Relevant experience gained through practical industry involvement in Building and Construction sector and/or local government waste management for at least 5 years or an appropriate (Bachelors or higher preferred) qualification in building or design Sustainability/ Environmental Science and/or Management/ Geography.
- Current Class 1 New Zealand Driver's Licence

Knowledge/Experience

- Competent with the Building Act and associated legislation & NZ standards.
- Strong knowledge and a minimum of 2 years' experience in a multi-disciplinary environment, advocating sustainability related organisational change at both a senior and technical level experience of the workings and functions of the building and construction industry and statutory requirements.
- Knowledge and experience in the construction industry, project management or procurement directly related to the C & D waste industry including best practice and national standards.
- Proven experience of developing and fostering relationships with a range of internal and external stakeholders
- Report writing, analysis and presentation skills suitable to a local government audience
- Proven ability to self-manage and strong ability to problem solve to find solutions and outcomes
- A successful track record of working in challenging environments with competing priorities
- A good understanding and knowledge of council and statutory requirements (relevant legislation, bylaws, national standards, council policy and procedures) relating to the building and construction sector.
 - Desirable
 - Experience in project management
 - Knowledge of waste minimisation in a regional New Zealand context, Local Government Act, Waste Minimisation Act, NZ Waste Strategy and other relevant legislation.
 - Demonstrated experience of ability to work with stakeholders in the waste sector.
 - Proven experience in managing multiple projects/process/guidelines and people to achieve outcomes.
 - Strong intermediate IT skills including proficient in the use of all Microsoft packages.
 - Proven excellent customer service skills.
 - Demonstrated excellent written and verbal communication skills.
 - Strong ability to create and maintain networks as well as coach and motivate people.
 - Public speaking and presentation skills.
 - Experience in community engagement, local government, managing customer expectations, education and empowerment, sustainable practices or similar.

Key Personal Competencies

- Able to work with minimal supervision and display sound judgment and tact.
- Personal integrity, confidentiality and high ethical standards.
- A willingness to adapt and work collaboratively with others
- Ability to relay accurate information while resolving situations in potentially heated situations, in line with local government abilities.
- Customer orientated - promotes a customer oriented culture, with excellent customer relations including the ability to build strong relationships with key stakeholders including colleagues, ratepayers and suppliers.
- Ability to work independently and externally across political boundaries.
- Excellent organisational skills and the ability to meet deadlines.
- Strong presentation skills and confident public speaking
- Be assertive and confident in sharing knowledge and experiences to positively influence stakeholders
- A quick learner with local government applications and electronic and governance systems
- Bring a suitable level of humour and fun to the wider team
- An willingness to work outside of normal business hours to attend events and community activities
- Ability to work independently or as part of a team, a willingness to adapt and work collaboratively with others.
- Committed to Council and the community.
- Takes responsibility and accountability for own actions and day to day decision making.
- Effective performance and delivery within a political environment.
- Play a key part of a responsive, energetic team, providing solutions to queries from the public and ensuring Council are providing waste minimisation and diversion opportunities.
- Be observant, intuitive and seek best options for customers and balance individual ratepayer's expectations versus the common good, throughout the city.

Personal Attributes

- Is committed and self-motivated.
- Honesty and integrity.
- Good listener with a positive and 'can do' attitude.
- Maintains cultural awareness and keeps up to date with issues affecting the community.
- Sets high standards of performance for self
- A passion for excellent performance and customer service
- A strong public service ethic
- Innovative - looks for and is open to new approaches.
- Proactive, well organised and focused on results.
- Accountable - is aware of outcomes sought and promotes a performance culture.