

Position Description

JOB TITLE:	Waste Management Team Leader
JOB TYPE:	Full time position
LOCATION:	Level 28, 459 Collins Street, Melbourne VIC 3000
SUPERVISOR/MANAGER:	Director

Key Attributes:

- A desire to continue to develop a rewarding career in waste management.
- Ability to lead and develop a waste management team.
- Significant experience in waste management systems and facilities for new developments.
- A high level of technical competency.
- The ability to apply sound professional judgement and commercial acumen to achieve project outcomes.
- Excellent attention to detail and the ability to prioritise tasks and manage time effectively without direction.
- Excellent written and verbal communications skills.
- Excellent written report writing skills.
- Excellent analytical skills.
- Ability to manage competing tasks and priorities.
- Demonstrated ability to work efficiently against project budgets.
- Commitment to continuing professional development and professional networking.
- A collaborative approach to work and team mentality.
- Well presented, confident and approachable with a reliable work ethic.

Responsibilities & Duties:

The Waste Management Team Leader is responsible for:

- Developing and leading the Waste Management team.
- Managing projects from inception to completion.
- Liaising with clients and other stakeholders.
- Preparing fee proposals for assigned projects.
- Assisting in procuring repeat business from existing clients.
- Establish new clients.

- Working effectively within multi-disciplinary teams and to negotiate, influence and secure agreements from government agencies and other stakeholders.
- Assigning, directing, coordinating, and supervising work of other professional and technical staff, including staff they have or share responsibility for.
- Assisting in the professional development of junior staff.
- Reviewing work for technical accuracy, quality, and adequacy against project requirements.
- Managing multiple projects, work priorities and workloads to deliver on time and budget.
- Liaising with other consultants, and officers of government agencies.
- Presenting at internal meetings, public meetings, and other fora.
- Assisting in achieving Traffix Group objectives, including marketing activities and business development.
- Ensuring that all work is carried out in accordance with Traffix Group's Health Safety & Environment and Quality policies and procedures.
- Implementing Traffix Group's Integrated Management System (IMS) within your area of responsibility as a project manager or as directed by the project manager.

Specific tasks include, but are not limited to:

- Preparing fee proposals.
- Preparing and/or overseeing the preparation of waste management reports.
- Preparing and/or overseeing the preparation of waste management strategies.
- Undertaking site inspections as required.

Qualifications & Skills:

Qualifications

- Bachelor of Engineering / Science or equivalent.

Experience

- 7+ years' experience in the Waste Management sector.

Skills & Requirements

- Advanced knowledge of Microsoft Office Suite of products (Word, Excel, Powerpoint, Outlook).
- Sound knowledge of AutoCAD, Microstation or other CAD packages.
- An understanding of environmental and waste management regulations in Victoria including the new Environment Protection Act and Regulations.
- A good understanding of the regulations, policies, and trends in the waste industry.
- A current valid Australian driver's licence.

- Appropriate Australian Work Visa.

Performance Goals:

- Complete assigned tasks on time and to a high standard.
- Develop effective working relationships with your team and other members of the business.
- Development of high-level working relationships with internal and external clients and stakeholders during the delivery of projects.
- Ensure compliance with all company policies and procedures.