

Position/s Description	
Circular Economy & Resource Recovery Lead (POS2818)	
Directorate Department	Operations
Reports to	Director Operations
Number of Direct Reports	6
Position Grade	17
Employment Type	Permanent Full-time
Primary Location	Cowpasture Road Depot
Date Approved	March 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

WORKING TOGETHER



COMMUNITY FOCUS



ACCOUNTABILITY



GROWTH & DEVELOPMENT



INNOVATION



Intent and Primary Purpose of the Position/s

To provide leadership, guidance and operational management of Council's resource recovery, circular economy initiatives and operations of the Circular Economy Centre.

The position is responsible for the planning, delivery, maintenance and continuous improvement of resource recovery services, circular economy initiatives and education programs that reduce landfill disposal and maximise reuse, recycling and recovery outcomes.

The role oversees compliance with legislative and statutory requirements relating to resource recovery, environmental protection and circular economy operations, while contributing to strategic planning, financial management and continuous improvement of Council's resource recovery services.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Effective delivery of Resource Recovery and Circular Economy strategies, policies, projects, programs and initiatives	Strategies, policies, projects, programs and initiatives delivered within approved scope, budget, time, safety, quality and environmental requirements
Circular Economy Centre Operations	<p>Effective operational management of the Circular Economy Centre including mattress recycling operations, education centre, green ceramic production</p> <p>Opportunities for business development and revenue generation identified and implemented.</p>
Community Education and Engagement	<p>Waste education and community engagement programs delivered effectively.</p> <p>Targeted programs delivered to diverse and CALD communities to raise awareness on resource recovery and Circular Economy projects, programs and initiatives.</p>
Sound financial and budget management	Capital and maintenance budgets prepared, monitored and controlled within delegated authority
High-performing and capable workforce	Team performance managed effectively with training needs identified and development plans implemented
Strong contractor and consultant performance	Contracts administered effectively and performance managed in accordance with Council policies
Continuous improvement and service delivery	Improvement initiatives implemented to enhance efficiency, compliance and service outcomes
Effective stakeholder engagement	Effective customer relationships developed and maintained with new and existing clients, while fostering productive relationships with internal and external stakeholders.

Decision Making Authority and Responsibilities	
Decision Making	<ul style="list-style-type: none"> • Decisions with delegated authority as granted by CEO. • Day to day operational management of Circular Economy operations including green ceramic production • Manage and review team performance • Prepare, manage and control projects and maintenance budgets within delegated authority • Authorise expenditure in line with financial delegations • Identify, assess and manage risks and issues to minimise operational impacts • Engage, manage and monitor contractor performance and key stakeholder relationships • Decisions outside delegated authority, including financial limits, appointment or dismissal of staff, and significant contractor performance issues, are referred in accordance with Council's delegation framework.
WHS Responsibilities	<ul style="list-style-type: none"> • Ensure compliance with Council Work Health and Safety policies, procedures and legislative obligations • Ensure safe systems of work are implemented across construction, maintenance and essential services activities • Respond effectively to incidents, emergencies and compliance issues
Financial Delegation	<ul style="list-style-type: none"> • As per relevant delegation schedules.

Key Relationships	
Who	Why
Chief Executive Officer, Directors and Managers	<ul style="list-style-type: none"> • Strategic direction, approvals and organisational alignment
Team Leaders, Project Managers and Coordinators	<ul style="list-style-type: none"> • Program delivery, coordination and performance management
Consultants and Contractors	<ul style="list-style-type: none"> • Design, construction, maintenance and compliance delivery
Internal and External Stakeholders	<ul style="list-style-type: none"> • Engagement, consultation and service delivery outcomes

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:

Qualifications / Licences

- Tertiary qualification in Environmental Science, Sustainability, Waste Management, Business or equivalent demonstrated experience
- Current Class C Driver’s Licence
- Construction Industry Induction Card (White Card)

Experience

- Demonstrated experience in resource recovery or Circular Economy operations
- Experience in the development and implementation of resource recovery management strategies, policies, projects, initiatives and programs
- Experience managing contractors, tenders and service delivery contracts.
- Proven experience managing multidisciplinary professional teams
- Experience in community consultation, education programs and stakeholder engagement.
- Demonstrated financial management and budget control experience.
- Experience using relevant computer systems including Microsoft Office and project management tools.

Knowledge and Skills

- Strong understanding of Resource Recovery and Circular Economy operations in a Local Government environment
- Knowledge of State and Federal environment legislation relevant to Resource Recovery and Circular Economy
- Understanding of Resource Recovery and Circular Economy principles and practices
- Ability to analyse operational data and environmental outcomes/ impact
- Strong understanding of project management methodologies, WHS, risk management and EEO principles
- High-level written and verbal communication, negotiation and stakeholder engagement skills
- Ability to manage multiple complex programs within time, budget and quality constraints
- Knowledge of ethical practice, multicultural diversity and inclusive workplace principles

Desirable (if applicable):

- Experience working with CALD communities in education programs.
- Experience managing recycling or resource recovery facilities.
- Experience in business development within Circular Economy initiatives.
- Strong analytical and innovative problem-solving capability.
- Experience preparing tenders and procurement documentation.
- Business planning experience

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nows/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.