



Position Description

Regional Food Donation Officer

10 Month Contract

Reporting to	Executive Officer
Location	Negotiable
Grade	Band 3 Level 2
Date position description approved	June 2020

1. CRJO Overview

The Canberra Region Joint Organisation is a regional leader that advocates for ten member Councils across the South East NSW, comprising the Councils of Yass Valley, Queanbeyan-Palerang, Eurobodalla, Wingecarribee, Goulburn Mulwaree, Upper Lachlan, Snowy Monaro, Snowy Valleys, Hilltops, and Bega Valley working in partnership with associate members, the ACT Government, Wagga Wagga City Council and East Gippsland Shire Council; covering 92,000 square kilometres and a population of 800,000.

2. CRJO Values

The Canberra Region Joint Organisation is the regional body advocating for strong regional partnerships that delivers improved outcomes for our regional communities.

The CRJO Mission

“Working together to deliver better outcomes for our communities and the region.”

The CRJO Vision

“Our region...dynamic, innovative, connected...compelling!”

3. Primary Purpose of the Position

Working in collaboration with the CRJO Councils and ACT Government, the Regional Food Donation Officer will:

- Deliver a regional Food Donation Education project, improving the regional capacity of food donation organisations to source food and products. Build regional capacity of the food donation organisations by strengthening their networks and capacity building activities;
- Work with the Regional Waste and Resource Recovery Coordinator and waste managers and officers in the region to support other regional waste projects;
- Coordinate and organise regional workshops and meetings.

4. Key Accountabilities

As a member of a small professional and service orientated team, this position will:

- Liaise and coordinate waste project activities with the participating Councils and other organisations in the CRJO region;
- Develop and implement a regional food donation project, including designing communication strategies, delivery methods and project material;
- Coordinate and convene regular project and workgroup meetings;
- Assist in preparing regular reports to the EO, Board and General Managers Group on project activities and achievements;
- Report on progress and project outcomes and recommendations;

5. Key Challenges

The key challenges will include:

- Development and implementation of an effective and successful Food Donation Education program, improving the strength of the network of food donation organisations in the region, increase the number of active food donors and increase the amount of food donated in the region;
- Working with 10 regional councils and other partners to deliver the implementation of the regional Waste Action Plan.

6. Key Internal Relationships

Who	Why
Executive Officer	The Executive Officer is responsible for the successful implementation of the program and provides the linkage to the General Managers of the cluster Councils.
Waste and Resource Recovery Coordinator	The Waste and Resource Recovery Coordinator works with the Regional Waste Project Officer to deliver waste projects and programs across the region.
Procurement Officer Waste Services	The Procurement officer works with our regional councils to establish regional waste contracts and manages these contracts for the region.
Contaminated Land Officers	Both the Western and Easter Cluster positions work together to ensure consistent contaminated land management policies, procedures and frameworks are developed and implemented across all the CRJO councils
Executive Support Officer	The Executive Support Officer provides administrative assistance to the Executive Officer and is involved in the preparation of meeting material.
General Managers Advisory Group (GMAG)	The General Managers Advisory Group (comprising all Council General Managers) need to be kept updated on progress of the program through quarterly reports.
Member Councils	Relevant staff of councils (may include Directors, Managers, Environmental Officers, Procurement Officers) responsible for the development or implementation of projects.

7. Key External Relationships

Who	Why
NSW DPIE	CRJO waste projects are funded by the Waste Less Recycle More Initiative, regular updates and reports are required to meet funding agreements.
Consultants	Consultants may be engaged to help deliver projects or deliver and prepare documentation or run procurement processes associated with regional waste management.
Food Donation Organisations	Engaging, building and maintaining good working relationships with all existing Food Donation Organisations in the region is vital to make the Food Donation Education program a success.

8. Key Dimensions

Issue	Description
Reports to	Executive Officer Waste and Resource Recovery Coordinator

9. Essential Criteria

- Tertiary qualifications and/or relevant experience in waste project management;
- Demonstrated experience in designing and delivering projects within time and budget;
- Demonstrated strong communication, written and oral presentation skills, and negotiation skills, pro-activeness and ability to work closely with officers of member councils and other organisations to effectively deliver projects;
- Highly developed project management skills;
- Highly developed business acumen in negotiating with suppliers, government agencies and other stakeholders;
- Demonstrated superior facilitation skills and the ability to liaise with all levels of government and external organisations;
- Drivers Licence.

Desirable Criteria

- Knowledge of the structure, processes, services and systems of Local Government and/or experience working in council or other government settings;
- High degree of computer literacy in word processing, data analysis and presentation software; and
- Knowledge of Food Donation organisations and experience working with not for profit organisations will be highly regarded.

10.Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at:

<https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Foundational
	Technology and Information	Adept
	Procurement and Contracts	Adept

11.Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of understanding of the audience • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Draws on numerous sources of information, including past experience when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem-solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions
Results Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Ensures that organisational policy on procurement and contract management is implemented • Applies knowledge of procurement and contract management risks to decisions • Ensures others understand their obligations to manage and mitigate risks in procurement • Implements effective governance arrangements to monitor provider, supplier and contractor performance • Represents the organisation in resolving disputes with suppliers and contractors