

<p><b>Our Mission</b> We reduce, reuse and recycle to champion behaviour change Our place is a hub which connects people, things and ideas</p> <p><b>Our Vision</b> Lead the way to zero waste</p>	<p><b>Our Core Values</b> Be resourceful Keep our promises Look after each other and our place Have fun together</p>
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<b>Area &amp; Department</b>	<b>Alexandra &amp; Wanaka AEMM</b>
<b>Position Title:</b>	<b>Operations Manager</b>
<b>Employee Name:</b>	<b>Vacant</b>
<b>Date:</b>	
<b>Reports To:</b>	<b>Sue Coutts - General Manager Working relationship with Management Team</b>
<b>Overall Objectives</b>	<b>Oversee operational activities for Wastebusters sites at Alexandra and Wanaka; manage Team Leaders, build and maintain a positive workplace culture, progress excellent Health &amp; Safety standards, contribute to business development and Management team</b>

## Company Wide Objectives

	<b>Key tasks</b>	<b>Outcomes</b>
<b>Mission, vision and values</b>	Knows and understands our mission, vision and values	Works with others to achieve our mission and vision Words and actions a good fit with core values
<b>Health and safety</b>	Proactive approach to health and safety on and off site Understands, follows and adheres to key elements of Wastebusters H&S process	Works with others to keep people safe Follows Wastebusters H&S processes Raises any issues or concerns straight away Participates in H&S discussions
<b>Learning for sustainability</b>	Works on building communication skills and knowledge base to share Wastebusters key messages with people from all walks of life	Understands zero waste - theory and practise Makes an effort to learn about other teams activities and able to answer simple questions Passes on any questions unable to answer
<b>Teamwork</b>	Understands team goals and helps develop plans and projects that achieve them. Works well with others to make things happen	Contributes at team meetings Well regarded by team members Helps others achieve their goals

## Experience needed

<ul style="list-style-type: none"> <li>● 10+ years management experience; process and people focused</li> <li>● Proven leadership skills, with a focus on Health &amp; Safety.</li> <li>● Excellent organisational skills, problem-solving and ability to work well under pressure</li> <li>● Building and maintenance of positive relationships and workplace culture</li> <li>● Passion for zero waste and the circular economy</li> <li>● Sense of humour</li> </ul>
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## Role Specific tasks and activities

Area	Key Tasks
<b>Staff Management</b>	Build and maintain a positive workplace culture, based on meaningful work and constructive fun Manage and support Team Leaders at Wanaka and Alexandra sites Manage regular team meetings Progress and maintain professional development and performance management Work with Human Resources Manager to maintain staff levels, including cover for seasonal peaks
<b>Health and Safety</b>	Progress and maintain excellent Health & Safety standards Assist Team Leaders to integrate Health & Safety into everyday procedures for all staff Be responsible for Health & Safety documentation and requirements
<b>Operational systems</b>	Manage physical operations and systems with the aim of continually improving quality of materials, efficiency and productivity Analyse and improve organisational processes Progress and maintain up-to-date standard operating procedures Implement strategic and annual plan for the operational systems, in line with approved budget Monitor, maintain and develop equipment and assets Contribute to Wastebusters plans & manuals Cover Team Leader duties when required
<b>Senior Management Team</b>	Contribute to Management team including at management meetings Participate in creating strategic and annual plans Participate in business development and site development concepts Provide reports and information as required for board, management team and staff
<b>Other activities</b>	General administration Attend full staff meetings Attend occasional out of hours meetings Other tasks as requested by Management and/or Board