


Job Description

<p>Our Mission We reduce, reuse and recycle to champion behaviour change Our place is a hub which connects people, things and ideas</p> <p>Our Vision Wastebusters is a community enterprise leading the way to zero waste</p>	<p>Our Core Values Be resourceful Keep our promises Look after each other and our place Have fun together</p> 
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Area & Department	Alexandra
Position Title:	Wastebusters Alexandra Manager
Position:	Full-time (minimum 32 hours per week) permanent employment
Date:	August 2021
Reports To:	General Manager Member of the Senior Management Team
Overall Objectives	<p>Manage the Wastebusters operation at the Alexandra site, including managing team leaders and building a positive workplace culture.</p> <p>Be accountable for Wellbeing, Health & Safety standards and the efficient operation of the site.</p> <p>Demonstrate leadership through implementing Wastebusters mission and vision, contributing to business development and strategy, and being a valued member of the Management team.</p>

Company Wide Objectives

	Key tasks	Outcomes
Mission, vision and values	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
Health and safety	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
Learning for sustainability	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
Teamwork	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

Person Specification

- Significant management experience in an operational environment; financial acumen, process and people focused.
- Proven leadership skills, with a focus on Wellbeing, Health & Safety.
- Critical thinker with good analytical skills and ability to drive continuous improvement.
- Excellent organisational skills, computer competency, problem-solving and ability to work well under pressure.
- Proven ability to build positive relationships with staff/community and to maintain a positive workplace culture.
- Aligns with the Mission, Vision and Values, so can be a Wastebusters leader in the Central Otago region.
- Has a passion for zero waste and the circular economy.
- Has a sense of humour.

Role Specific tasks and activities

Area	Key Tasks
Staff Management and Culture	Build and maintain a positive workplace culture, based on meaningful work and constructive fun Manage and support Team Leaders to be efficient and effective, including running regular team meetings Progress and maintain professional development and performance management Work with Team Leaders and Human Resources Manager to maintain staff levels, including cover for seasonal peaks
Wellbeing, Health and Safety	Progress and maintain excellent Wellbeing, Health & Safety standards Be responsible for Wellbeing, Health & Safety of the Alexandra site Assist Team Leaders to integrate Wellbeing, Health & Safety into everyday culture for all staff Identify changes and improvements, and input into Wellbeing, health and Safety documentation for the business
Operational systems	Manage the site's physical operations and systems, including analysing and improving operational processes Progress and maintain up-to-date standard operating procedures unique to the site 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
Continuous Improvement	Continuous improvement of quality of materials, efficiency and productivity Implementing appropriate measures and data capture systems with the aim of operational improvement Site improvements in accordance with approved site plans and budgets Understand quality specifications of customers and reprocessors and ensure that these are being met or exceeded Build strong community and customer relationships
Strategic Management	Contribute constructively to the Management team including at management meetings Participate in creating strategic and annual plans; implement as required Participate in business development and site development concepts; implement as required Provide reports and information as required for board, management team and staff
Financial	Participate in the annual budgeting cycle and manage the appropriate budgets in accordance with financial delegations Working with the Team Leaders and the Management Team, analyse sales and identify ways to increase revenue Ensure that all contractual obligations with Customers and Council are met
Leadership	Represent the Wastebusters brand in an authentic way at all times Develop positive relationships with stakeholders and collaborative partners Help to support the Central Otago community to transition towards zero waste and a circular economy, and be recognised as a zero waste leader
Other activities	General administration Attend management, safety, staff and other regular meetings Attend occasional out of hours meetings or functions Other tasks as requested by Management and/or Board