

Job Title:	Manager Waste Policy and Planning		
Job Opening Id:	38752	# Required:	1
Business Unit:	Public Works	Division:	Waste Management
Location:	Thorold, Ontario	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	8	Salary Range:	\$103,410 - \$121,660
Post Date:	2024-05-02	Close Date:	2024-05-15

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

About Us

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Job Description

Reporting to the Director of Waste Management Services, the Manager of Waste Policy and Planning is responsible for the planning and continuous improvement of all waste management operations and programs, including various aspects of the waste strategic plan, ensuring all operations meet requirements of the regulating bodies. The Manager also coordinates and prepares comments and responses to Provincial and Federal Regulations and recommends policies, related to reduction, circular economy and management and recovery of waste and resources.

Education

- Post-secondary degree in regional planning, environmental planning or an equivalent field of study.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- 10 years of progressive experience in waste management operations and/or planning of waste management facilities and programs, including at least five years in leadership capacity. Municipal sector experience is preferred.
- Demonstrated financial management knowledge and experience in developing, implementing and monitoring operational and capital budgets.
- Demonstrated experience in preparing and issuing requests for proposals, quotations, prequalification and tenders for the procurement of supplies (including preparing specifications) and retention of consultant and contractor services.
- A demonstrated record of strong leadership and guidance, team advocacy, staff delegation, empowerment, staff development and results orientation.
- Knowledge and understanding of applicable regulations and legislation such as but not limited to the Resource Recovery and Circular Economy Act and related legislation, Transportation of Dangerous Goods Act, Employment Standards Act and Occupational Health and Safety Act.
- Comprehensive knowledge of project management methodology based on PI (or equivalent) project management techniques.
- Knowledge of project development, scheduling, monitoring, and control systems.

Responsibilities

Provides guidance and direction on waste management systems planning and continuous improvement in the region, ensuring all policies and operations meet requirements of the regulating bodies, including Provincial legislation and guidelines and Council strategic priorities and policies. (20% of time)

- Leads and directs the planning, design and implementation of strategic plans and solutions for efficient and effective waste management operations and diversion programming and policies.

- Develops and recommends performance standards, methods, procedures and policies for improving operation and maintenance of waste management systems in the region, ensuring alignment with divisional, departmental and corporate priorities and objectives.
- Evaluates effects of changes and proposed amendments in legislation and policies (federal and provincial) on waste management system and recommends Regional response and associated strategies to deal with the proposed or implemented change.
- Reviews and/or drafts terms of reference or procedures to ensure efficient operation and maintenance of the Regional Waste Management System.
- Drafts policies pertaining to waste management issues, which reflect best practices.
- Prepares and manages applicable approval processes, including preparation of applications to the Province and other regulatory agencies, under applicable legislation.
- Directs the development and implementation of outreach and engagement activities for the community and other interested parties regarding waste management planning studies.

Conducts studies and prepares supporting reports and documentation. (20% of time)

- Analyzes statistical and operational data and develops content for inclusion in waste management committee reports.
- Prepares reports to committees with relevant supporting documentation.
- Directs research, benchmarking and monitoring studies/activities, related to section reporting for committees, funding applications and to support the operating sections.

Manages the development of plans and policies that enhance external service delivery effectiveness and harmonization and development of internal business processes to achieve process efficiencies. (20% of time)

- Develops, analyzes and recommends waste management system strategies and service level options and initiatives that align with Provincial legislation and guidelines, corporate priorities and that reflect the customer service priority.
- Provides input on the design of waste management facilities to be constructed by the Region.
- Leads development of technology-based business initiatives for divisional application and system processes.
- Directs the completion of the planning studies and assessments, in accordance with the terms of reference and within budget estimates.
- Prepares RFPs, Tenders, RFQs, etc. and manages consultant's work in accordance with corporate policies, terms of reference and within budget.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (20% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances, and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develops, manages, and administers annual and multi-year capital and operating budgets for the operating unit ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10% of time)

- Ensure goods and services are acquired in accordance with the procurement policy.
- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.

Manages relationships with internal and external stakeholders. (10% of time)

- Facilitates the activities of Regional Waste Management Committee and other committees, as required.
- Coordinates and attends meetings with area and other municipalities when necessary.
- Participates on corporate and community committees as required.



- Acts as Regional representative on industry associations or committees as required.
- Liaises with Ministry of Environment, Conservation and Parks on policies, regulations and programs.

Closing Statement

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at www.niagararegion.ca **JO# 38752 by May 15th.**

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.