



Waste & Recycling Operations Manager

Responsible to: Sustainability Co-ordinator & Festival Management

Duration: Seasonal October to April or Festival Specific

Main purpose of Job: To manage operational needs of the Waste and Recycling Department through prior planning, on site management and production of post event reports (when required).

Main duties & responsibilities:

1. To formulate strategic systems for the overall operation of the waste, recycling and composting elements of the festivals' Sustainability Plan.
2. Production of proposals and contracts for new events alongside the Sustainability Manager.
3. To research, engage and communicate with waste, recycling and composting contractors for the pre, during and post event stages.
4. To liaise with festival and volunteer management to produce rosters and communication briefs for paid crew, volunteers and local crew within agreed budgets and timeframes.
5. To keep records of paid crew hours and arrange payment of crew through collection of timesheets/ invoices.
6. Delegation of operational tasks to team leaders and shift supervisors.
7. General Human Resource duties such as training of new crew and on-going training of existing crew, rectifying disputes and arranging accreditation, food passes and accommodation where necessary.
8. Facilitating departmental briefing and debriefings including feedback from other festival departments.
9. Health and wellbeing management of crew and volunteers through emotional support, correct rostering, breaks and sustenance (where applicable).
10. Responsible for all communications relating to the department such as website and newsletter information, site layout and access mapping, market stall briefings and be available as the main contact for waste, recycling and composting for other festival department heads via email, UHF and verbal interactions.
11. Adherence to Green Chief and festival OH&S protocol including but not limited to; incident reporting, vehicle movement, evacuation, cash handling and crew/volunteer induction brief.
12. Maintenance of systems documentation such as department budget, production schedule, run sheets, mapping, order forms, data collection, contacts list, job descriptions, banking, inventory.
13. Purchase, maintenance and tracking of Green Chief and festival infrastructure, sundry items and materials.
14. Control and tracking of department finances including banking, float reconciliation and petty cash expenditure.
15. Vehicle management such as hiring, refuelling and timeslot booking of Green Chief, festival and contractor vehicles.
16. Instigation of crisis management techniques due to extreme weather, manpower and infrastructure failure.