

*Our Vision*

***To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business.***

**Waste Education Officer**

**Resource Recovery**

**(Position Reference: VAC17/19)**

**Applications Close: 5.00pm, 22 January 2018**

**About EMRC**

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

* Town of Bassendean
* City of Bayswater
* City of Belmont
* City of Kalamunda
* Shire of Mundaring
* City of Swan

**Our Vision**

*To be a responsive and innovative leader in assisting Perth’s Eastern Region to be a great place to live, work, play and do business.*

**Our Mission**

*The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth’s Eastern Region.*

**Our Values**

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

* **Excellence** - Striving for excellence through the development of quality and continuous improvement.
* **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
* **Innovation** - Focus on innovative approaches in projects and service delivery.
* **Responsiveness** - Dynamic and flexible service delivery.
* **Integrity** - Accountability and consistency in all that we do.

**Benefits of Working at EMRC**

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

**Benefits Include:**

* Work life balance
* A work environment that supports Equal Opportunity and Diversity
* Free parking
* Regular staff information sessions and networking events are held at the Belmont Office.
* Rostered days off for designated full-time staff
* 9.5% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
* 17.5 % annual leave loading and 4 weeks annual leave
* Health and wellbeing programmes
* Fresh fruit provided in the staff amenities areas at no cost
* Free swim passes.
* Employee Assistance Program.
* On-site shower facilities
* Belmont office close to public transport, shops and restaurants
* Belmont Administration office closure between Christmas and New Year.
* Long Service leave after 10 years (transferable between WA local government authorities)
* Annual remuneration reviews for all staff
* Competitive rates of pay (above Award rates)
* Rewards and Recognition program
* Salary sacrifice on approved items
* Novated vehicle leasing arrangements

##### About the Position Vacancy

**Applications Close: 5.00pm, 22 January 2018**

**Waste Education Officer**

*The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.*

* Work a 19 day month
* An attractive salary of up to $52,000 per annum plus up to 14.5% superannuation and 17.5% leave loading
* Belmont based location

An exciting opportunity has arisen for an enthusiastic and highly motivated professional to join EMRC’s Resource Recovery team in the role of Waste Education Officer.

This role will assist in the development, implementation and coordination of a range of resource recovery community awareness and education programs that aim to protect the environmental sustainability of Perth’s Eastern Region.

To be successful in this role you will have:

* Demonstrated ability to develop, evaluate and implement waste education programs
* Strong verbal and written communication skills
* Proven ability to produce high quality work
* Current Working With Children Check

Comprehensive knowledge and understanding of the waste industry and current resource recovery issues would be advantageous.

With some public speaking experience, you will also be able to demonstrate your ability to form effective working relationships with a diverse range of stakeholders.

To apply please submit a current resume and a covering letter addressing your competencies, experience and qualifications relevant to the Waste Education Officer role.

Apply online [www.emrc.org.au/employment/](http://www.emrc.org.au/employment/) or via post to Manager HR, VAC 17/19, Recruitment, PO Box 234, Belmont WA 6984

**PETER B. SCHNEIDER**

**Chief Executive Officer**

An information package can be obtained by visiting the EMRC website [www.emrc.org.au/employment/](http://www.emrc.org.au/employment/) or by contacting the Human Resources Department on (08) 9424 2222.

For a confidential discussion about this role please contact Dave Beresford, Resource Recovery Manager on (08) 9424 2239

**POSITION DETAILS**

|  |  |
| --- | --- |
| **POSITION TITLE:** | Waste Education Officer |
| **CLASSIFICATION:** | Local Government Industry Award 2010 – Level 7 |
| **POSITION NUMBER:** | A0007A |
| **BASIS OF EMPLOYMENT:** | Full Time |
| **DIRECTORATE:** | Waste Services |
| **BUSINESS UNIT:** | Resource Recovery |

**POSITION OBJECTIVES**

* Develop, implement, coordinate and review resource recovery community awareness and education projects in line with the organisation’s strategic plan.

**Within Business Unit**

* Assist in the timely achievement of operating goals and objectives by:
* Ensuring all waste education material and communications have a consistently professional image and message.
* Assisting with the development, review and improvement of community awareness programs for resource recovery.
* Developing and implementing waste education programs and activities for various stakeholder groups.

**POSITION REQUIREMENTS**

**Competencies**

* A strong client focus and genuine desire to deliver waste and environmental education programmes and activities.
* Knowledge of current curriculum trends and how to develop school-focused waste education programs.
* A sound knowledge of resource recovery activities.
* Knowledge of community consultation practices.
* Excellent presentation and public speaking skills to a variety of stakeholders.
* Strong verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
* Well-developed written communication skills with the ability to pay high attention to detail.
* Demonstrated research and analytical skills.
* The ability to prioritise effectively between competing demands and to project manage activities and programmes.
* The ability to work in a team environment with minimal supervision.
* High level of proficiency with Microsoft Office software applications including Word, Excel, PowerPoint, Outlook and Publisher.
* An understanding of the issues and interests of the general community with regards to waste management (desirable).
* Knowledge of Local Government operations and procedures (desirable).

**Knowledge / Experience**

* Experience in the delivery of waste education/waste management programmes.
* Experience working with government, local government, community groups, and academic institutions through seminars, workshops, activities etc (desirable).
* Experience with the coordination of consultants and contractors (desirable).

**Qualifications**

* Current and valid WA “C” Class Driver’s Licence (or equivalent).
* Current Senior First Aid Certificate (or intention to obtain one).
* Current Police Clearance Certificate (no older than three months).
* Current Working with Children Check.
* Relevant tertiary qualification in the area of Education, Sustainable Development, or Environmental Science (desirable).

**KEY DUTIES/RESPONSIBILITIES**

**Waste Education Responsibilities**

* Coordinate the waste education programmes and activities for the Red Hill Education Centre and facilitate school group and community activities at the Centre.
* Coordinate tours of the Red Hill Waste Management Facility for schools and community groups.
* Coordinate the Earth Carers waste education volunteer programme.
* Act as first point of contact for the R-Gang Hotline, respond to enquiries on waste education and recycling, and coordinate bookings and promotion of the R-Gang mannequins.
* Maintain accurate and up-to-date information on the R-Gang website.
* Coordinate bookings and promotion of the Events Recycling Trailer and Waste Education Resources.
* Manage the logistics of the Compact Fluorescent Lights (CFL) programme and the Battery Recycling programme including production of promotional materials, database management and CFL and battery pick-ups.
* Coordinate the participation of schools and public places in the Battery Recycling programme including school visits and presentations.
* Attend household hazardous waste (HHW) drop-off days at member Council depots and transfer stations.
* Liaise with and provide support to member Councils regarding waste education and community awareness programs and activities.
* Participate in the Resource Recovery Project community consultation program as required.
* Assist with the development of the Hazelmere Resource Recovery Park.
* Assist with the development, coordination and promotion of regional waste education communications and marketing.
* Establish and maintain relationships with schools, tertiary institutions and community groups in the Eastern Region.

**Occupational Safety and Health (OS&H) Responsibilities**

* Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
* Ensure correct use is made of all equipment provided for safety and health purposes.
* Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
* Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

**Organisational Responsibilities**

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

**ORGANISATIONAL RELATIONSHIPS**

**Responsible to:** A0109A – Manager, Resource Recovery

**Supervision of:**

N/A

**Internal and External Liaison:**

**Internal:** All EMRC management and staff

**External:** Member Council Councillors, management and staff

Community groups

Schools and tertiary institutions

Relevant Commonwealth, State Government and Local Government Agencies

**EXTENT OF AUTHORITY**

* This position operates under the limited direction of the Chief Executive Officer, is required to exercise a high degree of initiative and judgement, and has the authority to act within predetermined Council policy, guidelines, legislative requirements, and as delegated.

**SELECTION CRITERIA**

# Essential

* Knowledge of current curriculum trends and how to develop school-focused waste education programs.
* Experience in the delivery of waste education/waste management programmes.
* Excellent presentation and public speaking skills to a variety of stakeholders.
* Strong verbal communication and interpersonal skills, with the ability to liaise effectively with a diverse range of stakeholders and form effective working relationships.
* Well-developed written communication skills with the ability to pay high attention to detail.
* Proficiency with Microsoft Office software applications including Word, Excel, Powerpoint and Outlook.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).
* Current Senior First Aid Certificate (or intention to obtain one).
* Current Working with Children Check.

**Desirable**

* Relevant tertiary qualification in the area of Education, Sustainable Development, or Environmental Science.
* Project management skills and experience with the coordination of consultants and contractors.
* Experience working with government, local government, community groups, and academic institutions through seminars, workshops, and other activities.

##### Summary of Employment Conditions

|  |  |
| --- | --- |
| **Location** | Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104 |
| **Hours of work** | This position is required to work a minimum of 76 hours per fortnight.  Current office hours are 8.30am to 5.00pm, Monday to Friday. |
| **Special Conditions** | A current and valid driver’s licence covering the class of vehicle/s to be driven in this position must be maintained at all times.  The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:   * Australian Work Visa; and/or * Copy of Australian Citizenship Certificate; and/or * Confirmation of permanent residency; and/or * Birth certificate. |
| **National Police Clearance Certificate** | The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement. |
| **Working with Children Check** | The successful candidate for the position will be required to provide the EMRC with a current Working with Children Check prior to commencement. |
| **First Aid Qualifications** | The successful candidate for the position will be required to have a current Senior First Aid qualification or be prepared to obtain the qualification within the first three months of employment. |

##### How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

**Completing Your Application**

To be considered for the position, your application should include the following documentation:

1. **Covering Letter**

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

1. **Resume or Curriculum Vitae (CV)**

You are encouraged to provide the following information in your resume or CV:

* personal details - including contact details such as your address and telephone number;
* relevant education and professional training undertaken;
* employment history - including dates employed and key duties and responsibilities of each role;
* contact details of at least two suitable business referees.

1. **Formal Qualifications / Supporting Documents**

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

**Who to contact if you have a question**

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email [recruitment@emrc.org.au](mailto:recruitment@emrc.org.au).

To find out more about a specific position, please call the person nominated in the job advertisement.

**Submitting Your Application**

Applications must be submitted by the closing date

You may submit your application marked ‘**Private and Confidential’** via any of the following methods:

|  |  |
| --- | --- |
| **EMAIL** | recruitment@emrc.org.au |
| **ONLINE** | Visit the employment page of our website to submit your application. All attachments must be in Word format.  Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275 |
| **POST** | Addressed to:  Manager Human Resources  EMRC  PO Box 234  BELMONT, WA 6984 |
| **HAND DELIVERY** | Addressed to:  Manager Human Resources  EMRC  1st Floor, 226 Great Eastern Highway  BELMONT |

**Closing Date**

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

**Application Checklist**

Before submitting your application, please check to ensure you have included all the following information:

* Cover letter
* A current comprehensive resume
* Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
* Two referees and their contact details
* Copy of current Australia working visa (if applicable)

##### The Appointment Process

1. **Selection Process**

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

**If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.**

1. **Interview Preparation**

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

1. **During the Interview**

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

1. **Reference Checks and Pre-Placement Medicals**

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

* a general health assessment;
* an audiometric (baseline hearing) test; and/or
* a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

1. **Making the Decision**

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.